



**City of Oskaloosa  
City Council Meeting Regular Session  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
November 21, 2016**

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

**1. Invocation: JD Duval, Jubilee Family Church**

**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:

[20161121 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:

[20161121 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:

[20161121 CONSENT AGENDA PAGE BURST BW.DOCX](#)

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

1. November 7, 2016 Regular City Council Meeting Minutes
2. November 21, 2016 Agenda

Who is submitting this item. City Manager Department

Documents:

[20161121 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)  
[CITY COUNCIL MINUTES NOVEMBER 7, 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:

[20161121 CONSENT AGENDA BOARDS AND COMMISSIONS.DOCX](#)  
[OCT 2016 LIB MINUTES.DOC](#)  
[20161107 AIRPORT MINUTES.PDF](#)  
[20161108 PZ MINUTES.DOCX](#)

**C. Consider approval of a renewal application for a Class E Liquor License with Carryout Beer and Wine and Sunday Sales for CB Liquor, Inc. dba CB Liquor, 1202 A Avenue East.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM CB LIQUOR 12162016.DOCX](#)

**D. Consider approval of a renewal application for a Class C Beer Permit with Wine and Sunday Sales for Wiggs, Inc. dba Wigg's Country Store, 1308 A Avenue East.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM WIGGS 01152017.DOCX](#)

- E. Consider approval of a six month application for a Class C Liquor License with Sunday Sales and Outdoor Service Area from Oskaloosa Area Chamber and Development Group and the use of the city-owned alley located between Smokey Row and Bridal Dreams to host various events from December 1, 2016 through May 31, 2017.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM THE ALLEY 12012016.DOCX](#)

- F. Consider appointments to the Mahaska County Solid Waste Management Commission and Recycling Committee.**

Who is submitting this item. City Manager Department

Documents:

[20161121 MAHASKA COUNTY SOLID WASTE MANAGEMENT APPOINTMENTS.DOCX](#)  
[AARON VER STEEG APPLICATION FOR MCSWMC.PDF](#)  
[VANDERBEEK APPLICATION FOR MCSWMC.PDF](#)  
[ALVEN MEPLINK APPLICATION.PDF](#)

- G. Consider approval of payment of \$29,575.50 to TK Concrete Inc. for work completed on the 2016 Downtown Alley Improvements Project.**

Who is submitting this item. Public Works Director

Documents:

[DOWNTOWN ALLEY PAYMENT EXPLANATION.DOCX](#)  
[DOWNTOWN ALLEY PAY REQUEST NO. 1 - FINAL.PDF](#)

- H. Consider a resolution scheduling a public hearing for December 19, 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 item. City Clerk/Finance Department

Documents:

**I. Consider approval of Pay Request No. 6 in the amount of \$217,656.93 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. 6 EXPLANATION.DOCX](#)  
[DDVI PAY APP. 6 CORRECTED.PDF](#)

**J. Consider a motion to receive and file financial reports for October 2016.**

Who is submitting this item. City Clerk/Finance Department

Documents:

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

**K. Consider approval of Contract Amendment #1 to the Professional Services Agreement with Curtis Architecture & Design PC.**

Who is submitting this item. Development Services Department

Documents:

[FACADE NOVEMBER 2016 CAD CONTRACT AMEND\\_1.DOCX](#)  
[CAD OSKALOOSA FACADE AMENDMENT11152016.PDF](#)  
[PROGRESS REPORT 03 - 201611.DOCX](#)

**L. Consider a resolution approving Tax Increment Finance asking for Fiscal Year 2018.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[CITY COMM TIF ASKING.DOCX](#)  
[TIF RESOLUTION.DOCX](#)  
[COPY OF CITY TIF INDEBTEDNESS CERTIFICATION NOV 2016.PDF](#)

- M. **Consider a resolution authorizing the Mayor to enter into a one-time Purchase Agreement with Musco Sports Lighting L.L.C. for one (1) pre-cast concrete base and one (1) one-hundred-foot galvanized steel monopole antenna tower.**

Who is submitting this item. Fire Department

Documents:

[CITY COUNCIL COMMUNICATION ANTENNA TOWER PURCHASE AGREEMENT .DOCX](#)  
[ANTENNA TOWER PURCHASE RESOLUTION.DOC](#)  
[MUSCO PURCHASE AGREEMENT.PDF](#)

N. ----- **END OF CONSENT AGENDA** -----

## 6. Regular Agenda

Documents:

[20161121 REGULAR AGENDA BURST.DOCX](#)

- A. **Report on the status of the South Central Regional Airport Agency project by Board Chair, Jim Hansen.**

Who is submitting this item. City Manager's Office

Documents:

[20161121\\_SCRAA PROJECT PRESENTATION.DOCX](#)

- B. **Report and presentation on the 28E Agreement for wastewater services by the Oskaloosa Municipal Water Department.**

Who is submitting this item. City Manager's Office

Documents:

[20161121\\_28E AGREEMENT WATER WASTEWATER OPERATIONS.DOCX](#)  
[2015-2016 28E AGREEMENT REPORT.DOCX](#)  
[YEAR END REVIEW OF 28E.PDF](#)

- C. **Consider a request for reduction of sanitary sewer charges from Scott Ver Steeg, 2064 245th Street, Oskaloosa.**

Who is submitting this item. City Manager Department

Documents:

[20161121 REQUEST FOR REDUCTION IN SEWER CHARGES.DOCX](#)  
[SANITARY SEWER LEAK POLICY.PDF](#)  
[LETTER FROM SCOTT VER STEEG.PDF](#)  
[WATER DEPARTMENT EXHIBIT.PDF](#)  
[20161116\\_SANITARY SEWER REDUCTION REQUESTS.PDF](#)

- D. 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 AUGUST 2016.DOCX](#)  
[COPY OF EXHIBIT A AUGUST 2016.XLSX](#)

- E. Consider a site plan for the Casey's General Store site improvements project located at 1310 and 1402 A Avenue West.**

Who is submitting this item. Planning and Zoning Commission

Documents:

[20161121\\_CASEYS SITE PLAN COMMUNICATION \(1\).DOCX](#)  
[20161121\\_CASEYS SITE PLAN RESOLUTION \(1\).DOCX](#)  
[SITE PLAN APPLICATION.PDF](#)  
[CGS - OSKALOOSA - SET 11-03-2016 - REDUCED.PDF](#)  
[CASEYS EXTERIOR LIGHTING LAYOUT.PDF](#)

- F. Consider an ordinance amending 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. Planning and Zoning Commission

Documents:

[20161121\\_REZONE ORDINANCE EXPLANATION \(1\).DOCX](#)  
[REZONE\\_ORDINANCE.DOC](#)  
[1317 A AVE E REZONE MAP.PDF](#)  
[1317 A AVE E REZONE APPLICATION.PDF](#)  
[1317 A AVE REZONE PETITION.PDF](#)

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

**G. Consider an ordinance amending the Zoning Ordinance of the City of Oskaloosa, Iowa, that would change minimum lot requirements in the R-1, R-2, and R-3 zoning districts. (first reading)**

Who is submitting this item. Planning and Zoning Commission

Documents:

[20161121\\_ZONING CODE EXPLANATION.DOCX](#)  
[NEW TABLE 17.08C.DOCX](#)  
[20161121\\_ZONING\\_CODE ORD.DOCX](#)

**H. Consider an ordinance amending the Oskaloosa Municipal Code section 13.08.190 that would consider two-family dwellings as separate buildings for the purposes of sewer connections. (first reading)**

Who is submitting this item. Development Services Department

Documents:

[20161121\\_SEPARATE BUILDING SEWER EXPLANATION.DOCX](#)  
[20161121\\_SEPARATE\\_BUILDING\\_SEWER ORD.DOCX](#)

**I. Consider an ordinance amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining sidewalk requirements – 3rd Reading.**

Who is submitting this item. Development Services Department

Documents:

[MJ EXPLANATION SIDEWALK REQUIREMENT \(1\) \(2\).DOCX](#)  
[20161121 SIDEWALK ORDINANCE\\_OPTION 3 \(1\)\\_1.DOCX](#)

**J. Discuss an update on the proposed Rental Housing Inspection Program.**

Who is submitting this item. Development Services Department

Documents:

## 7. 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:

[20161121 REPORTS FROM STAFF BURST.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:

[20161121 CITY COUNCIL INFORMATION BURST.DOCX](#)

## 9. Closed Sessions

Consider holding a closed session under Iowa Code Section 20.17(3) to discuss collective bargaining strategy.

### A. Consider holding a closed session under Iowa Code Section 20.17(3) to discuss collective bargaining strategy regarding Public Professional and Maintenance Employees, Local #2003 (City Unit).

Who is submitting this item. City Manager Department

Documents:

[CLOSED SESSION RE COLLECTIVE BARGAINING STRATEGY.DOCX](#)

### B. Consider holding a closed session under Iowa Code Section 20.17(3) to discuss collective bargaining strategy regarding Public Professional and Maintenance Employees, Local #2003 (Police).

Who is submitting this item. City Manager Department

Documents:

## 10. Open Session Action

Consider possible action on collective bargaining agreements.

### A. Consider a resolution accepting a Tentative Agreement between the city of Oskaloosa and PPME, Local 2003 (Mixed).

Who is submitting this City Manager's Office  
item.

Documents:

20161121\_TENTATIVE AGREEMENT PPME MIXED FY2018-  
2020.DOCX  
OSKALOOSA -- TENTATIVE AGREEMENT PPME MIXED - 2016  
(01293141X7F7E1).DOC  
20161121\_PPME MIXED AGREEMENT.DOC

### B. Consider a resolution accepting a Tentative Agreement between the city of Oskaloosa and PPME, Local 2003 (Police).

Who is submitting this City Manager's Office  
item.

Documents:

20161121\_TENTATIVE AGREEMENT PPME POLICE FY2018-2020  
(1).DOCX  
OSKALOOSA -- TENTATIVE AGREEMENT PPME POLICE - 2016  
(01293141X7F7E1).DOC  
20161121\_PPME POLICE AGREEMENT.DOC

## 11. Discussion and possible action on a Council Member submitted agenda item.

Who is submitting this Aaron Ver Steeg and Tom Jimenez  
item.

Documents:

ITEM REVIEW DENIED BUILDING CODE VARIANCE.PDF  
20161117\_BUILDING CODE VARIANCE ITEM VER STEEG.DOCX

## 12. 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: November 21, 2016  
Requested By: Mayor & City Council

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

1. Invocation: JD Duval, Jubilee Family Church
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: November 21, 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: November 21, 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: November 21, 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. November 7, 2016 City Council Regular Meeting Minutes
2. November 21, 2016 Agenda

**Budget Consideration:**

Not applicable.

**Attachments:**

November 7, 2016 City Council Regular Meeting Minutes

OSKALOOSA CITY COUNCIL  
REGULAR MEETING  
November 7, 2016

The Oskaloosa City Council met in regular session on Monday, November 7, 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.

Beth Danowsky, representing Oskaloosa Downtown Development, addressed City Council regarding support for Oskaloosa Downtown Development's application seeking Workforce Housing Tax Credits.

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

1. October 17, 2016 City Council Regular Meeting Minutes
2. November 7, 2016 Agenda
3. Receive and file reports and communications from advisory and operating boards and commissions:
  - a. September 27, 2016 Board of Adjustment Minutes
  - b. October 18, 2016 Planning and Zoning Commission Minutes
  - c. October 21, 2016 Historic Preservation Commission Minutes
  - d. October 27, 2016 Housing Trust Fund Committee Minutes
  - e. October 3, 2016 Airport Commission Minutes
4. Claims for October 2016.
5. Renewal application for a Class C Beer Permit with Sunday Sales for Kum & Go LC dba Kum & Go #1273, 1201 North Market.

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 Yates to appoint David Kurtz to the Planning and Zoning Commission to fill an unexpired term that ends April 30, 2020. 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 Yates to appoint Royce Spoelstra to the Housing Trust Fund Committee to fill an unexpired term that ends January 31, 2017. 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 Yates to approve 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. 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. 16-11-150 entitled "RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO AMEND THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA, BY CHANGING THE ZONING OF THE PROPERTIES LOCATED AT 1317 A AVENUE EAST FROM R-3, MULTIPLE FAMILY RESIDENTIAL DISTRICT, TO CC, COMMUNITY COMMERCIAL DISTRICT" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 16-11-151 entitled "RESOLUTION SETTING DATE FOR A PUBLIC HEARING TO AMEND THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA THAT WOULD CHANGE MINIMUM LOT REQUIREMENTS IN THE R-1, R-2, AND R-3 ZONING DISTRICTS" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 16-11-152 entitled "RESOLUTION APPROVING THE 2016 FISCAL YEAR FINANCIAL REPORT" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 16-11-153 entitled "RESOLUTION ADOPTING SUPPLEMENT TO THE OSKALOOSA MUNICIPAL CODE OF ORDINANCES THROUGH ORDINANCE NO. 1386" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 16-11-154 entitled "RESOLUTION TO ENTER INTO A SUBSCRIPTION AGREEMENT WITH EMERGENCY SERVICES MARKETING CORPORATION INCORPORATED" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Caligiuri, seconded by Yates to approve 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. 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. 16-11-155 entitled "RESOLUTION ACCEPTING THE WORK OF NORRIS ASPHALT PAVING CO. FOR THE WEST MALL (HY-VEE) PARKING LOT REHABILITATION PROJECT" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Caligiuri, seconded by Yates to approve payment of \$62,100.08 to Van Maanen Inc. for work completed on the Northeast Wastewater Plant Generator Replacement 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 Yates to approve an agreement with Union Pacific Railroad authorizing the installation of a railroad sidewalk crossing between 618 and 702 A Avenue West. 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 Yates to approve payment of \$100,764.33 to DeLong Construction for work completed on the Safe Route to School Sidewalk Improvement 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.

Caligiuri introduced Resolution No. 16-11-156 entitled "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” and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 16-11-157 entitled “RESOLUTION OF SUPPORT FOR THE WORKFORCE HOUSING TAX CREDIT APPLICATION FOR THE MCMILLEN BUILDING BY OSKALOOSA DOWNTOWN DEVELOPMENT, LLC.” and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

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 and the Municipal Housing Agency.

Richard Atterbury, Martens & Company, CPA, LLP, presented the Fiscal Year 2016 Audit Report.

It was moved by Moore, seconded by Ver Steeg 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. 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.

Scott Ver Steeg, 2064 245<sup>th</sup> Street, addressed Council regarding his request for adjustment of excessive water and sewer charges.

It was moved by Yates, seconded by Walling to table the request for reduction of sanitary sewer charges from Scott Ver Steeg. 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.

Moore introduced “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” with the word “primary” added before the phrase “residential structures” in A.1. and moved its approval on the second reading. Burnett seconded the motion. The roll was called and the vote was:

AYES: Burnett, Caligiuri, Moore and Yates

NAYS: Jimenez, Ver Steeg and Walling

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

Caligiuri introduced Resolution No. 16-11-158 entitled "RESOLUTION APPROVING AN AGREEMENT BETWEEN GARDEN AND ASSOCIATES, LTD. AND THE CITY OF OSKALOOSA TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE SOUTH D STREET RECONSTRUCTION PROJECT" 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.

Caligiuri introduced Resolution No. 16-11-159 entitled "RESOLUTION TO APPROVE AN AGREEMENT BETWEEN MAXFIELD RESEARCH & CONSULTING, LLC AND THE CITY OF OSKALOOSA TO PROVIDE PROFESSIONAL SERVICES FOR PREPARATION OF A COMPREHENSIVE HOUSING NEEDS ANALYSIS FOR THE CITY OF OSKALOOSA, IOWA" and moved its approval. Walling seconded the motion. The roll was called and the vote was:

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

NAYS: Ver Steeg

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Moore, seconded by Ver Steeg to approve waiving the late filing of Developer Annual Certification by Oskaloosa Downtown Development LLC and accepting the October 12, 2016 filing. 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 Yates to approve extending the 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. 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 Moore, seconded by Ver Steeg that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 7:14 p.m.

---

David Krutzfeldt, Mayor

ATTEST:

---

Amy Miller, City Clerk



## City Council Communication

Meeting Date: November 21, 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. October 18, 2016 Library Board Minutes
2. November 7, 2016 Airport Commission Minutes
3. November 8, 2016 Planning and Zoning Commission Minutes

**Budget Consideration:**

Not applicable.

**Attachments:**

October 18, 2016 Library Board Minutes  
November 7, 2016 Airport Commission Minutes  
November 8, 2016 Planning and Zoning Commission Minutes

**MINUTES**  
**OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES**  
**MONDAY—OCTOBER 18, 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, Judy Bishop, Jane Ireland, Sally Posovich, and Kathy Rothfus present. Also present was Library Director Nicole Morgan.

**Minutes:** Ken Allsup asked that a correction be made to the September 26 minutes. The sentences that read *Allsup asked about the numbers for usage with the Constant Contact. Nicole said that she would again send him the numbers for usage* should have read *Allsup again asked Nicole for the numbers for Constant Contact, because he had not received the numbers after the first time he asked for them.* Motion was made by Posovich, seconded by Bishop, to approve the minutes of the September 26, 2016, Board meeting as corrected. Motion passed.

**Board Correspondence, Public Input or Friends Report:** Nicole said that she thought that there would be a representative from the Friends present at today's meeting. Kathy Rothfus said that she thought there was to be a representative from the Teen Advisory Board at today's meeting. Nicole said that the Teen Advisory Board had not yet met to choose a representative. They will be meeting Wednesday, October 19. The Library Board met early this month. Mike Collins said that he had received positive feedback about the Friends of the Library helping with the AAUW Book Sale. The AAUW greatly appreciated the Friends' help.

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

**New Youth Librarian:** Nicole said that Chandi Maleski, the new Youth Librarian, will be starting Aug. 24. She has her Masters in Library Science with a focus in Youth Services. She is excited to be coming to the Oskaloosa Public Library, and she is looking forward to getting started.

**Programs and Events:** Nicole said that the paranormal program was a success with 67 people in attendance. The original group backed out the last minute, but we were able to get another group to come. The South Central Iowa Paranormal Team gave a program for the public and then did an investigation of the library after the public had left.

On Sunday, Nicole will be reading the book Stone Soup at the mall as part of a drive to raise food for the local food pantry. The drive is sponsored by Mahaska Health Partnership. They will also be serving a version of stone soup.

**Donations:** Nicole said that the last of the Susan Zajec trust will be distributed to the beneficiaries. The library's final portion will be approximately \$5587.13. Nicole also told the Board that the Women's Club had donated \$20,000 to the library for large print materials. She is looking into a standing order plan for the large print materials that would automatically send bestsellers and mysteries each month.

Kathy Rothfus asked at what salary was the new Youth Librarian starting. Nicole said that it was at the amount stated in the advertisement for the position.

**Committee Reports:**

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

**Budget & Finance Committee – Michael Collins, chair:** Collins said that the Budget and Finance Committee met to discuss the Rose Hill contract with the Oskaloosa Public Library. Collins said that the committee is still in a fact-finding effort. Nicole has gathered information from other libraries with contracting cities. Collins spoke about the methods that other cities use to calculate the charge for contracting cities. He also said that our library has used different methods of calculating the amount over time. Collins said that they will continue

with their fact-finding by looking at other communities statewide. Ireland said that she can see how the amount of the contract would be a hardship for Rose Hill. Allsup said that he liked the idea of using the tax valuation formula. Ireland asked if we had met with the Rose Hill City Clerk. Allsup asked if we could invite the Rose Hill City Clerk to a meeting. Collins said that right now Rose Hill is with us for this year, but the issue is what happens next year. Nicole said that Rose Hill is debating if they want to be with us this year. They sent the check for the last fiscal year in the amount of \$1,625.00, but they did not give us notice that they were not renewing their contract with us this year. Allsup said that as a rural representative, and he expressed this at last month's meeting, that is a significant amount of money for Rose Hill. Collins said that they would continue to get more information.

**Policy & Planning Committee – Judy Bishop, chair:** None

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

**Building & Grounds – Chris Harbour, chair:** The Building and Grounds Committee met. The committee discussed having Cunningham's install downspouts to re-direct the water flow of the runoff from the roof. During heavy rains, the runoff is flowing in the front doors and going down into the grates, which is causing humidity in the HVAC system. The humidity is causing the boilers to run more, which is resulting in higher utility bills. Rothfus asked if Cunningham was the only ones from whom we had gotten a cost. Nicole explained that the downspouts had to be custom made. Collins said that we also had to be sure that the downspouts were in keeping with the historic nature of the building. The committee is waiting for an estimate for the work. The second issue that the Building and Grounds Committee discussed is security cameras with recording capabilities for both outside and inside the building. The total cost for security cameras outside the building is \$4561.00. For inside the building the cost would be \$1050.00 with \$250.00 for a monitor. The video cameras on the inside would be connected to a recorder. Ken Allsup suggested asking the police to make more patrols through the area and putting up game cameras instead, which would include night vision and recording. Rothfus asked if there were any additional fees, and Nicole said no. Allsup then suggested that if we decided to go with the security cameras, we should have the recording sent directly to the police station.

**Unfinished Business:** None

**New Business:**

**Approval to sell items in Meeting Room D:** Nicole said that she had talked with City Manager Michael Schrock about selling some of the items in the old ICN room, now meeting Room D. She asked him about selling the items on govdeals.com. Nicole said that she was bringing the request to the Board to see what they thought or if they had any suggestions. Ireland asked if there would be a need for that furniture anywhere else. Nicole said not that she could see. She would like more movable tables and chairs. Motion was made by Bishop, seconded by Posovich, to approve the sale of items in Meeting Room D. Ken Allsup suggested to use Craig's list and try to sell the items locally on our own social media. Allsup asked if there was a specific time frame for the replacement of the tables and chairs, and what would be the final cost. Nicole said that she would have to look at the cost, but she was planning on asking the Foundation for the money. Kathy Rothfus suggested selling or trading the items with other libraries through the interlibrary web site. The motion was amended to include selling or trading the items with other libraries through the interlibrary web site. Motion passed.

**Approval of New Toilet Installation:** Nicole requested that approval of the new toilet installation be tabled until she could get an itemized bid rather than one that reflected only the total amount. Motion was made by Allsup, seconded by Bishop, to table approval on the new toilet installation. Motion passed.

**Approval of Claims:** Motion was made by Ireland, seconded by Allsup, to approve payment of October claims. Rothfus asked Nicole about her going to the Iowa Library Association Conference. Nicole said that she had typically gone each year. After Board discussion, it was determined that this was a conference that library directors typically attended. Motion passed.

**President's Remarks:** Michael Collins said that the intended Strategic Planning meeting with Becky Heil from the State Library would not go forth since it had not been included on the agenda. Another date would need to be set for the meeting, and we would need to be sure that it was listed on the agenda and posted 24 hours before the meeting. Allsup said that there would need to be a separate agenda for the meeting. Collins said that it will be done correctly at the time it is done. Collins thanked everyone for their continued service to the Library Board.

**Adjournment:** Motion was made by Allsup, seconded by Bishop, to adjourn. Motion passed.

The next regular meeting will be on Monday, November 28, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
For the Board

MINUTES  
OSKALOOSA AIRPORT COMMISSION

November 7, 2016

Meeting of the Oskaloosa Airport Commission was called to order at 4:32 p.m. on Monday, November 7, 2016.

1. ROLL CALL: Roll was taken with the following present: Steve Brown, Kraig Van Hulzen, Larry Lewis, James Johnson, Jerry Strunk [Midwest Aviation] and Brad Uitermarkt [Garden & Associates].
2. APPROVAL OF THE MINUTES: Moved by Kraig Van Hulzen and seconded by James Johnson to approve the minutes of the October 3, 2016 meeting. Motion carried.
3. FINANCIAL REPORT: Moved by Larry Lewis and seconded by Kraig Van Hulzen to approve the financial report. Motion carried.
4. REVIEW AND APPROVE BILLS: Moved by Larry Lewis and seconded by James Johnson to pay bills totaling \$13,299.05. Motion carried.
5. MANAGER'S REPORT: See attached.
6. OLD BUSINESS:
  - a. Culvert slip-lining project: Project should be completed this month.
  - b. Field tiling: Jerry Strunk talked to Craig Hol about the map and GPS coordinates, but still nothing has ever been received. It was the consensus of the Commission that we will not be using his services again.
  - c. South door on maintenance hangar: The new gearbox and motor have been installed and the door is working properly.
  - d. Concrete on approach end of runway 13: Manatt's has completed grinding the uneven concrete.
  - e. Fuel hoses and reels: No bid has been received from Acterra Group and they are not returning phone calls. Kraig Van Hulzen moved to accept the bid from Midwest Liquid Systems for \$9,718.21. James Johnson seconded. Motion carried. This does not include the cost of electrical work.
  - f. Controlling birds in hangars: Jerry Strunk has not purchased the high frequency sound unit. It was decided to wait until spring.
  - g. Rehabilitation of taxiway and T-hangar taxi lane: Brad Uitermarkt of Garden & Associates presented the engineering agreement for the project. The maximum amount payable is \$59,818.16. Kraig Van Hulzen moved to accept the agreement. James Johnson seconded. Motion carried.
  - h. Encloser fence for excess material: Received a bid from AKG Construction for \$2,800.00 for a 24 foot by 32 foot wooden fence with two 8 foot gates to

be located behind the Pepsi hangar. The Commission decided a second bid is needed.

**7. NEW BUSINESS:**

- a. FY2018 AIP pre-application: Brad Uitermarkt presented a five year airport capital improvement program. The only project included was rehabilitation of runway 4/22 in FY2019. James Johnson moved to approve. Larry Lewis seconded. Motion carried.
- b. Cancellation of underground tank insurance: The three year inspection of the cathodic leak detection system is overdue. PMMIC will cancel the underground tank insurance effective December 13, 2016 if a new inspection report is not received. An inspection has been ordered and should be completed this week.
- c. Weather Service International subscription: WSI has been notified by email of our intent not to renew the contract when it expires February 1, 2017. To date no response has been received. Chairman Steve Brown will make a follow-up contact by phone.
- d. December meeting date: The date of Monday, December 5th, 2016 was acceptable to everyone.

- 8. ADJOURN:** James Johnson moved to adjourn at 5:08 p.m. Larry Lewis seconded. Motion carried.

# MWA @ OOA

October 2016

## Oskaloosa Municipal Airport Monthly Report

Fuel sales: 100LL(\$4.50) 606gal; JetA (\$3.55) 54gal.

Total fuel sales for October 2016=660 gal. X .05=\$33.00.

Plus Telephone: \$15.28.

Total owed OOA= \$48.28.

- All of OOA beans have been harvested (55 to 85) bushel per acre.
- Shop work has picked up considerably.
- Aircraft sale are good.
- Aircraft rental has picked up.
- Installed new gear box and motor on old by fold door in shop.
- Flag & wind sock poles have been painted.
- Enjoy what's left of fall.

**DON'T FORGET TO VOTE..**

**UP,UP AND AWAY @ OOA**

CITY OF OSKALOOSA  
PLANNING & ZONING COMMISSION  
REGULAR MEETING MINUTES  
November 8, 2016

A regularly-scheduled meeting of the Planning and Zoning (P&Z) Commission for the City of Oskaloosa was called to order at 4:30 p.m. on Tuesday, November 8, 2016, by Chair Wyndell Campbell at 220 South Market Street, Oskaloosa, Iowa.

Campbell welcomed new Planning and Zoning Commission member David Kurtz to the Commission and administered the oath of office to him.

COMMISSION MEMBERS PRESENT: Pamela Blomgren, Wyndell Campbell, R. D. Keep, David Kurtz, Sarah Tarbell, Stephen Tews (at 4:32 p.m.) and Gabriel Wagner. COMMISSION MEMBERS ABSENT: None. CITY STAFF PRESENT: Andrew Jensen and Marilyn Johannes. Also present: Bryce Loring (Real Estate Development Associate with Casey's General Stores, Inc.)

Minutes from the October 18, 2016 Planning and Zoning Commission meeting.

It was moved by Blomgren, seconded by Wagner to approve the October 18, 2016 Planning and Zoning Commission minutes. Motion carried unanimously.

(Stephen Tews arrived at the meeting.)

Consider a site plan for the Casey's General Store site improvements project located at 1310 and 1402 A Avenue West.

The Casey's Marketing Company, owner of the Casey's General Store located at 1310 A Avenue West, has submitted a site plan for site improvements to the existing property and to 1402 A Avenue West (former Papa Murphy's property). The overall concept of the site improvements is to expand parking, construct an additional fuel pump, improve access, relocate the sign, and install several landscaping elements. The plan also demolishes the existing Papa Murphy's structure and associated paving.

Jensen said these are solid improvements that will improve traffic flow and safety and reduce impervious surface. Jensen said staff is in favor of the project with one stipulation that the lighting plan be revised with a maximum illumination level of 0.1 foot-candles along the southern property line. Jensen explained the need to limit the amount of light spilling onto adjacent properties in the area.

Loring said Casey's will make adjustments for lighting.

It was moved by Wagner seconded by Keep to approve the site plan for the Casey's General Store site improvements project located at 1310 and 1402 A Avenue West with the stipulation that the lighting plan be revised with a maximum illumination level of 0.1 foot-candles along the southern property line.

Blomgren asked if Casey's was planning to make improvements to the current building and commented that removal of the old Papa Murphy's building will improve ingress/egress.

Loring: Not planning any building improvements at this time.

Jensen: Will have just one entrance off of A Avenue instead of two. Staff debated whether to require additional grass between the roadway and the sidewalk according to the corridor plan. Bollards are being installed to prevent trucks from driving on the grass and crossing the curb onto the sidewalk.

Campbell raised a concern about green space between the parking lot and A Avenue. Jensen said that the proposed improvements meet the requirements for the distance between the road and sidewalk. Campbell noted that the site will be gaining trees, landscaping, and grass. He asked if there is any concern regarding loitering or long term parking issues. Jensen said that he does not believe loitering and long term parking to be a problem, especially with the lighting of the property. Also, the police department reviews all site plans and did not raise any concerns.

Tews raised questions about whether a full new redevelopment including a new structure was considered. Loring responded that Casey's is always looking at development and redevelopment opportunities and that sometimes these decisions can change quickly. He said that at this time, Casey's is pursuing the site improvements.

Tews suggested there are additional considerations that could be added to the "Budget Consideration" section of the staff communication. He noted that demolishing one building and replacing it with a parking lot will likely reduce property taxes to the city. Campbell said that he would not expect a significant difference in tax revenue than what the properties are currently paying.

Jensen explained the fee is to recoup expenses for staff time. If desired by the Commission, it might be possible to work with the County Assessor to get an estimated impact to property taxes.

Campbell mentioned that he would like to see the existing crosswalk at L Street and A Avenue marked better since the crossing is so popular. He recognized that it is probably a DOT issue. Keep asked if there were plans to reconfigure the east side of the intersection. Jensen said there are some planned city improvements to the intersection, but nothing imminent. He said that he will communicate the concerns to Public Works and to the DOT. Keep asked if the sidewalk is being moved back from the street. Jensen responded that it is.

Campbell: Going to relocate the sign? Loring: Yes, just relocating the pylon sign.

Kurtz: Does Casey's comply with detection/monitoring of underground tanks? Loring: In Iowa the DNR handles inspection. Kurtz: Does it comply? Loring: Yes, believe it's inspected once a year. Jensen: Should we find out more information? Kurtz: I believe that would be appropriate.

Blomgren: Think we should approve of plan. Best thing is improving the entrance and flow of vehicles coming in there. Jensen: It meets all parking requirements with 15 parking spaces required and one handicap space.

Campbell: Do not know how you prevent customers from parking close to the entrance. Believe the added green space will improve safety. Like the improvements and landscaping. Could we create a

natural barrier with shrubs instead of bollards? Jensen: Staff discussed whether shrubs would spill over to sidewalk and parking lot.

Keep: Would like to see shorter monument-style sign, but it's not a deal breaker. Blomgren: Would like to see that all along the corridor, maybe we need to propose an ordinance to address that issue.

Campbell called for a roll call vote. The vote was: YES – Blomgren, Campbell, Keep, Kurtz, Tarbell and Wagner. NAYS – Tews. Motion carried.

*Discussion of potential future items.*

Jensen updated the commission on City Council action on the sidewalk item and said another minor change was made at the last city council meeting.

Campbell noted the list of potential future items mentioned in the agenda item – Northwest Planning Study, tiny home regulations and ongoing educational opportunities; and asked if commission members would like to add anything to the list.

Campbell asked if anyone wanted to be a part of the steering committee for the Northwest Planning Study. Tews volunteered.

Jensen pointed out the Northwest Planning Study will be extensive, and might recommend extending extraterritorial zoning. Campbell asked what aspects the commission would have jurisdiction over if extraterritorial jurisdiction were exercised. Jensen said he would have to look into it further, and asked if the commission would like for him to gather more background information and provide it to the commission. Campbell said yes would like to have information, but could wait until the January meeting. Jensen said that he does know that if the city exercises extraterritorial jurisdiction for zoning, another member has to be added to the Planning and Zoning Commission from the county.

Blomgren told the commission about the upcoming South Central Regional Airport public hearing at the George Daily auditorium on November 22, 2016 at 6 p.m. and outlined the procedure that will be followed at the meeting regarding audience comments.

The meeting adjourned at 5:24 p.m.

Minutes by Marilyn Johannes



## City Council Communication

Meeting Date: November 21, 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 CB Liquor, Inc dba CB Liquor, 1202 A Avenue East.

**Explanation:**

The application is complete and in order for approval.

Staff recommends approval.

**Budget Consideration:**

\$75.00 revenue to the General Fund.

**Attachments:**

None



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Clerk/Finance Department

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Class C Beer Permit with Wine and Sunday Sales for Wiggs Inc dba Wigg's Country Store, 1308 A Avenue East.

**Explanation:**

The application is complete and in order for approval.

Staff recommends approval.

**Budget Consideration:**

\$200.00 revenue to the General Fund.

**Attachments:**

None



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Clerk/Finance Department

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

Consider approval of a six month application for a Class C Liquor License with Sunday Sales and Outdoor Service Area from Oskaloosa Area Chamber and Development Group and the use of the city-owned alley located between Smokey Row and Bridal Dreams to host various events from December 1, 2016 through May 31, 2017.

### **Explanation:**

The application is complete and in order for approval. Along with this Class C Liquor License the Oskaloosa Area Chamber and Development Group has requested the use of the city-owned alley located between Smokey Row and Bridal Dreams to hold events for the duration of this six month liquor license.

Staff recommends approval.

### **Budget Consideration:**

\$168.75 to the General Fund

### **Attachments:**

None



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager's Office

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

Consider appointments to the Mahaska County Solid Waste Management Commission and the Recycling Committee.

### **Explanation:**

Aaron Ver Steeg, Janet VanDerBeek and Alven Meppelink are interested in being reappointed to the Mahaska County Solid Waste Management Commission, and Aaron Ver Steeg and Janet VanDerBeek are willing to continue to serve on the Recycling Committee. The city can have five representatives on the board with two of them serving on the Recycling Committee. No other applications have been received. Terms are for one year. Currently two males and one female serve on the Mahaska County Solid Waste Management Commission with two vacancies. Appointments to the commission are made by the City Council and notice of appointees must be sent to the Mahaska County Solid Waste Management Commission by November 30, 2016.

Recommended Action: Appoint Aaron Ver Steeg, Janet VanDerBeek and Alven Meppelink to the Mahaska County Solid Waste Management Commission and appoint Aaron Ver Steeg and Janet VanDerBeek to the Recycling Committee to terms that end December 31, 2017.

### **Budget Consideration:**

None.

### **Attachments:**

Applications from Aaron Ver Steeg, Janet VanDerBeek and Alven Meppelink.

## Application for Board or Commission

---

According to Oskaloosa Charter Article V Section 5.1, All members of boards, commissions and committees shall be registered voters of the City of Oskaloosa except rural members of the Library Board. Are you a registered voter?  
\*

Yes

No

Board or commission applying for (choose one from list):\*

Mahaska County Solid Waste Management Commission

Board or commission not listed above:

Name of applicant:\*

Address of Applicant\*

Phone number (day)\*

Phone number (evening)

Email address:\*

Would you like to be interviewed for this position?\*

Yes

No

Why are you interested in this position?\*

Your experience that would be beneficial to the board or commission:\*

Other civic experience:

\* indicates required fields.

## Application for Board or Commission

---

According to Oskaloosa Charter Article V Section 5.1, All members of boards, commissions and committees shall be registered voters of the City of Oskaloosa except rural members of the Library Board. Are you a registered voter?  
\*

Yes

No

Board or commission applying for (choose one from list):\*

Mahaska County Solid Waste Management Commission

Board or commission not listed above:

Name of applicant:\*

Address of Applicant\*

Phone number (day)\*

Phone number (evening)

Email address:\*

Would you like to be interviewed for this position?\*

Yes

No

Why are you interested in this position?\*

Your experience that would be beneficial to the board or commission:\*

Other civic experience:

\* indicates required fields.

## Application for Board or Commission

---

Board or commission applying for (choose one from list):\*

Mahaska County Solid Waste Managment Commission

Board or commission not listed above:

Name of applicant:\*

Address of Applicant\*

Phone number (day)\*

Phone number (evening)

Email address:\*

Would you like to be interviewed for this position?\*

Yes

No

Why are you interested in this position?\*

Your experience that would be beneficial to the board or commission:\*

Other civic experience:

\* indicates required fields.



## City Council Communication

Meeting Date: November 21, 2016

Requested By: Public Works Dept.

### Item Title: CONSENT AGENDA

Consider approval of payment of \$29,575.50 to TK Concrete Inc. for work completed on the 2016 Downtown Alley Improvements Project.

### Explanation:

As of November 4, 2016, the 2016 Downtown Alley Improvements Project has been completed. The total estimated cost for this project was \$30,550.00. The total payment due for this project is \$29,575.50. The items associated with this project were excavation, pavement removal, rock subbase, and concrete pavement.

The scope of the project involved the construction of approximately 500 square yards of the north-south alley pavement between North 2<sup>nd</sup> Street and North 3<sup>rd</sup> Street from A Avenue East to High Avenue East. The total cost breakdown to date is as follows:

<u>Summary of Contract:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Original Quote	\$30,550.00	August 15, 2016
Total Contract	\$30,550.00	

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Request No. 1 – Final*	\$29,575.50*	November 21, 2016

Total Amount Paid: \$29,575.50\*

\*Applies only if Pay Request No. 1 - Final is approved by City Council on November 21, 2016.

### Recommended Action:

Staff recommends that the City Council approve the payment of \$29,575.50 to TK Concrete Inc. for work completed on the 2016 Downtown Alley Improvements Project.

### Budget Consideration:

\$29,575.50 from the Annual Street Maintenance and Pavement Preservation Project from the Pavement Improvements Fund (CIP # 2010-72 or Account # 325-2010-6761).

**Attachments:**

Pay Request No. 1 – Final

**Pay Request No. 1 - Final**  
**2016 Downtown Alley Improvements Project**

**Date: 11-21-16**  
**Contractor: TK Concrete Inc.**

			Council Approved 8-15-16			Pay Request No. 1 - Final		
No.	Item	Unit Price	Estimated Quantity		Schedule of Values	%	Qty.	\$ Amount
1	Excavation & Pavement Removal	\$20.00	165	CY	\$3,300.00	100%	165	\$3,300.00
2	Granular Subbase	\$25.00	150	TON	\$3,750.00	86%	129.02	\$3,225.50
3	PCC Pavement, 6" Thick	\$45.00	500	SY	\$22,500.00	98%	490	\$22,050.00
6	Performance Bond	\$1,000.00	1	LS	\$1,000.00	100%	1	\$1,000.00
<b>PROJECT TOTAL:</b>			<b>\$30,550.00</b>			<b>TOTAL PAYMENT DUE:</b>	<b>\$29,575.50</b>	

REQUESTED:

RECOMMENDED:

APPROVED:

TK Concrete Inc.  
 Contractor

City of Oskaloosa  
 Engineer

City of Oskaloosa  
 Owner

Signature

Signature

Signature

Printed Name

Printed Name

Printed Name

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

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

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



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Clerk/Finance Department

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

Consider a resolution scheduling a public hearing for December 19, 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 December 19, 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:**

\$1,850 Revenue to the Sanitary Sewer Fund to offset expenses related to the work performed by the city.

### **Attachments:**

Resolution  
Weed Cutting Assessment Exhibit "A"

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

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

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

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

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

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

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

SECTION 1. That the City Council of the City of Oskaloosa, Iowa shall meet at City Hall Council Chambers in Oskaloosa, Iowa on the 19<sup>th</sup> day of December, 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 21<sup>st</sup> day of November, 2016

---

David Krutzfeldt, Mayor

ATTEST:

---

Amy Miller, City Clerk

EXHIBIT "A"  
2016 WEED CUTTING ASSESSMENTS  
September 2016

OWNER	OFFENSE	ADDRESS/LEGAL	DATE MOWED	LABOR	COST
Blew Estates LLC Kelly W/Debra K Blunt Superior Properties and Management LLC Parcel ID 1118333004	1st	209 N 8th St Lot 2 Block 1 Myers & Smiths Add	9/16/2016	1 hour	\$ 250.00
Nancy R Jones Parcel ID 1013429014	1st	403 N 3rd St Lot 3 O L 2 O P	9/20/2016	1 hour	\$ 250.00
Elizabeth A Beck Amy J Comstock Parcel ID 1119252005	1st	901 S 12th St Lot 15 Burnsidess Add	9/22/2016	1 hour	\$ 250.00
Craig Alan/Penni Jane Winegar Parcel ID 1119154002	1st	810 S 6th St Lot 164 & 165 Blk N O'Neills Add	9/22/2016	1 hour	\$ 250.00
Josh Purdy Parcel ID 1013281008	1st	440 N 1st St Lot B Blk 6 Mulhallens Add	9/22/2016	1 hour	\$ 250.00
Pauline L Arballo/Mary Wims Parcel ID 1118353003	3rd	710 A Ave E Lot B Smith Block	9/16/2016	1 hour	\$ 350.00
Robert B/Salvacion P Howard Parcel ID 1013260008	1st	605 N Market St S 1/2 N 127' Lot 2 Blk 4 Mulhallens Add	9/28/2016	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.



## City Council Communication

Meeting Date: November 21, 2016

Requested By: Fire Department

### Item Title: CONSENT AGENDA

Consider approval of Pay Request No. 6 in the amount of \$217,656.93 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. 6 from DDVI, Inc. for a total amount of \$217,656.93 for work completed on the Oskaloosa Fire Department Expansion and Renovation Project. This amount reflects work completed from September 26, 2016 through October 25, 2016. The items on these pay applications are related to electrical installation, concrete pouring and finishing, steel erection, steel roofing material, waterproofing, flat roof 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
Pay Request No. 6	\$217,656.93	November 21, 2016

Total Amount Paid to Date:	\$1,400,404.70*
Retainage:	\$73,705.51*
Total Amount Remaining from Approved Contract:	\$1,402,578.30 (including retainage) *

\*Applies only if Pay Request No. 6 is approved by City Council on November 21, 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. 6

**APPLICATION AND CERTIFICATION FOR PAYMENT**

TO OWNER: City Of Oskaloosa PROJECT: Osky Fire APPLICATION NO: 6 PERIOD TO: 10/25/16 DISTRIBUTION TO:  
 FROM CONTRACTOR: DDVI Inc Rohrbach Associates VIA ARCHITECT: 325 East Washington Street PROJECT NOS: 14-570 ARCHITECT: 10/25/16 CONTRACTOR  
 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)	\$ 1,474,110.21
5. RETAINAGE:	
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$ 73,705.51
b. <u>5</u> % of Stored Material (Column F on G703)	\$ 0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$ 73,705.51
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 1,400,404.70
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 1,182,747.77
8. CURRENT PAYMENT DUE	\$ 217,656.93
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 1,402,578.30



By: Rich O. Piper Date: \_\_\_\_\_  
 State of: Iowa County of: Warren  
 Subscribed and sworn to before me this 24 day of October 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 \$ 217,656.93

(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.)

By: William R. Davis ARCHITECT RAPC Date: 11/07/2016

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.

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

# CONTINUATION SHEET

Only Fee

AIA DOCUMENT G703

PAGE 2 OF PAGES

6

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 calculations below, amounts are stated to the nearest dollar.  
Use Column I on Contracts where a variable retainer fee for line items may apply.

A. ITEM NO	B. DESCRIPTION OF WORK	C. SCHEDULED VALUE	D. WORK COMPLETED PREVIOUSLY (BY DATE)		E. TOTAL COMPLETED AND STARTED TO DATE (BY DATE)	F. % (U - C) #DIV/0!	G. BASIS OF ADJUSTMENT (U - C)	H. ADJUSTMENT
			(U + F)	(U + F)				
1 000	General Conditions	\$322,104.00	\$138,504.72	\$27,539.89	\$166,044.61	51.53%	\$136,059.39	\$8,302.23
1 001	General Conditions/Overhead/Profit	\$50,171.00	\$50,171.00	\$0.00	\$50,171.00	100.00%	\$0.00	\$2,508.53
	Insurance/Bonds	\$750.00	\$675.00	\$0.00	\$675.00	90.00%	\$75.00	\$13.73
	Temp Fence	\$8,000.00	\$7,600.00	\$0.00	\$7,600.00	95.00%	\$400.00	\$100.00
	Submittals	\$2,000.00	\$4,000.00	\$0.00	\$4,000.00	0.00%	\$2,000.00	\$200.00
	Temp barricades	\$1,000.00	\$5,500.00	\$0.00	\$5,500.00	100.00%	\$0.00	\$200.00
	Mobilization	\$5,500.00	\$275,961.00	\$450.00	\$275,961.00	100.00%	\$450.00	\$275.00
31 200	Dem Work	\$12,800.00	\$6,400.00	\$0.00	\$6,400.00	50.00%	\$6,400.00	\$320.00
	Overexcavation - Labor	\$3,100.00	\$3,100.00	\$0.00	\$3,100.00	100.00%	\$0.00	\$155.00
	Material	\$9,700.00	\$3,300.00	\$0.00	\$3,300.00	33.71%	\$6,400.00	\$1,477.93
	equipment	\$16,812.00	\$16,812.00	\$0.00	\$16,812.00	100.00%	\$0.00	\$840.60
	Staking	\$9,000.00	\$8,100.00	\$450.00	\$8,550.00	95.00%	\$450.00	\$227.50
	Demol	\$12,800.00	\$6,400.00	\$0.00	\$6,400.00	50.00%	\$6,400.00	\$320.00
32 131	Concrete Sidewalks - Labor	\$13,094.00	\$4,582.90	\$0.00	\$4,582.90	35.00%	\$8,511.10	\$229.15
	Concrete Sidewalks - Material	\$27,000.00	\$9,450.00	\$0.00	\$9,450.00	35.00%	\$17,550.00	\$472.50
	Paving - Labor	\$21,857.00	\$5,464.25	\$10,228.50	\$16,392.75	75.00%	\$3,464.25	\$819.64
	Paving - Material	\$49,075.00	\$12,268.75	\$24,537.50	\$36,806.25	75.00%	\$12,268.75	\$1,840.31
	pavement Markings - Labor	\$990.00	\$0.00	\$0.00	\$0.00	0.00%	\$990.00	\$0.00
	pavement Markings - Material	\$163.00	\$0.00	\$0.00	\$0.00	0.00%	\$163.00	\$0.00
	SWPPP	\$1,600.00	\$1,980.00	\$440.00	\$2,520.00	70.00%	\$1,080.00	\$126.00
	Erosion Control	\$2,775.00	\$1,306.25	\$356.25	\$1,662.50	70.00%	\$712.50	\$83.13
	Metal Screens - Labor	\$3,698.00	\$0.00	\$0.00	\$0.00	0.00%	\$3,698.00	\$0.00
	Metal Screens - Material	\$11,600.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,600.00	\$0.00
	Landscaping - Labor	\$4,238.00	\$423.80	\$0.00	\$423.80	10.00%	\$3,814.20	\$31.19
	Landscaping - Material	\$6,898.00	\$689.80	\$0.00	\$689.80	10.00%	\$6,208.20	\$14.49
	Sub Total	\$884,545.00	\$582,548.47	\$64,352.14	\$646,900.61	73.13%	\$237,644.39	\$32,345.03

# CONTINUATION SHEET

Okay Fire

AIA Document G703

PAGE OF PAGES

6

APPLICATION NO.  
APPLICATION DATE  
PERIOD TO  
ARCHITECTS PROJECT NO.

Application for Payment, containing Contractor's signed certification is attached

In tabular form below, amounts are stated in the nearest dollar

Use Column (c) on Contracts where variable retainage (or fees) is not applicable

ITEM NO	DESCRIPTION OF WORK	SCHEDULED VALUE	D		E	F	G	H	I
			WORK COMPLETED	THIS PERIOD					
			FROM PREVIOUS APPLICATION (D-1)	THIS PERIOD	MATERIALS PRESENTLY STORED (H-1) (H-2)	% (I-1)	TOTAL COMPLETED AND STORED TO DATE (D+1+2)	BALANCE TO FINISH (C-D)	RETAINAGE
3.000	Concrete								
3.200	Reinforcing Steel - Labor Reinforcing Steel - Material	\$3,375.00 \$12,506.00	\$3,375.00 \$12,506.00	\$0.00		100.00% 100.00%	\$3,375.00 \$12,506.00		\$168.75 \$625.50
3.002	Concrete Footings, Piers, Pads - Labor Concrete Footings, Piers, Pads - Material	\$12,771.00 \$32,062.00	\$12,771.00 \$32,062.00			100.00% 100.00%	\$12,771.00 \$32,062.00		\$618.55 \$1,601.18
3.003	Concrete Floors - Labor Concrete Floors - Material Concrete Floors - Equipment	\$9,240.00 \$34,420.00 \$5,845.00	\$9,240.00 \$34,420.00 \$5,845.00			100.00% 100.00% 100.00%	\$9,240.00 \$34,420.00 \$5,845.00		\$462.00 \$1,721.00 \$723.25
	Concrete Walls - Labor Concrete Walls - Material	\$8,535.00 \$14,530.00	\$8,535.00 \$14,530.00			100.00% 100.00%	\$8,535.00 \$14,530.00		\$438.75 \$726.50
	Structural Slab - Labor Structural Slab - Material Structural Slab - equipment	\$3,605.00 \$3,241.00 \$700.00	\$3,605.00 \$3,241.00 \$700.00			100.00% 100.00% 100.00%	\$3,605.00 \$3,241.00 \$700.00		\$180.25 \$162.05 \$33.00
4.200	Masonry Brick - Labor Brick - Material Block - Labor Block - Material Spec Mix Cast Stone Insulation material	\$50,730.00 \$20,000.00 \$96,000.00 \$16,600.00 \$10,750.00 \$23,000.00 \$7,400.00	\$50,730.00 \$20,000.00 \$96,000.00 \$16,600.00 \$10,750.00 \$23,000.00 \$7,400.00			0.00% 0.00% 95.00% 95.00% 95.00% 0.00% 0.00%	\$0.00 \$0.00 \$91,200.00 \$15,770.00 \$10,212.50 \$23,000.00 \$7,400.00	\$50,250.00 \$20,000.00 \$4,800.00 \$810.00 \$337.50 \$23,000.00 \$7,400.00	\$4,540.00 \$728.50 \$319.83
5.100	Metals Structural Steel - Material Only Steel Erection - Labor Only	\$121,441.00 \$70,000.00	\$115,818.00 \$40,000.00			100.00% 100.00%	\$121,441.00 \$66,500.00	\$3,500.00	\$6,072.05 \$1,325.00
5.107	Gross Base plates& floor expansions - Labor Gross Base plates& floor expansions - Material	\$685.00 \$2,027.00	\$342.50 \$1,013.50			100.00% 100.00%	\$685.00 \$2,027.00		\$34.25 \$101.35
	Cold Form Metal - Labor Cold Form Metal - Material	\$70,510.00 \$26,670.00	\$8,885.00 \$12,060.00			60.00% 60.00%	\$12,306.00 \$16,002.00	\$8,204.00 \$10,668.00	\$415.50 \$200.10
	<b>Sub Total</b>	<b>\$606,163.00</b>	<b>\$413,025.50</b>	<b>\$63,948.00</b>	<b>\$476,973.50</b>	<b>78.69%</b>	<b>\$476,973.50</b>	<b>\$129,189.50</b>	<b>\$23,848.68</b>

# CONTINUATION SHEET

Only Fire

AIA DOCUMENT G703

PAGE OF PAGES

6

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 in the nearest dollar.

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

ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	D.		F.	G.	H.	I.			
			FROM PREVIOUS APPLICATION (D+E)	WHICH CUMULATED THIS PERIOD					MATERIALS PRESENTLY STORED (NET IN HAND)	TOTAL CUMULATED AND STORED TO DATE (D+F+G)	% (G-H)
5-100	Casework Wood Blocking & Furring - Labor Wood Blocking & Furring - Material	\$2,995.00 \$6,903.00						\$2,995.00 \$6,903.00	0.00% 0.00%		
6-402	Casework - Labor Casework - Material	\$4,824.00 \$15,569.00						\$4,824.00 \$15,569.00	0.00% 0.00%		
	Roof Plate - Labor Roof Plate - Material	2,041 2,356			\$1,530.75 \$1,767.00			\$1,530.75 \$1,767.00	75.00% 75.00%	\$510.25 \$589.00	\$76.54 \$88.35
7-000	Thermal Membrane Fiber Cement Board Siding - Labor Fiber Cement Board Siding - Material Thermal Insulation - Labor Thermal Insulation - Material	23,960 23,460 2,420 3,050						\$23,960.00 \$23,460.00 \$2,420.00 \$3,050.00	0.00% 0.00% 0.00% 0.00%		
7-500	Roof Flat Roof - material Flat Roof - Labor Soffits - Material Soffits - Labor Metal Roof - Material Metal Roof - Material Alum - Material Alum - Labor	\$10,500.00 \$23,072.00 \$8,240.00 \$18,432.00 \$22,580.00 \$60,802.00 \$3,000.00 \$3,397.00			\$9,450.00 \$70,764.80			\$9,450.00 \$70,764.80	90.00% 90.00% 0.00% 0.00% 0.00% 0.00%	\$1,050.00 \$2,307.20 \$8,240.00 \$18,432.00 \$22,580.00 \$60,802.00	\$472.50 \$1,618.24
7-920	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						\$9,480.00 \$1,785.00 \$3,240.00 \$2,700.00 \$11,270.00 \$8,000.00	0.00% 0.00% 100.00% 100.00% 93.31% 100.00%	\$9,480.00 \$1,785.00 \$3,240.00 \$2,700.00 \$754.00	\$0.00 \$0.00 \$162.00 \$133.00 \$325.80 \$800.00
8-000	Doors & Windows Doors/Hardware - Labor Doors/Hardware - Material	\$3,910.00 \$31,843.00			\$195.50			\$3,910.00 \$31,843.00	15.00% 73.80%	\$3,714.50 \$8,343.00	\$29.50 \$1,175.00
	Access Door - Labor Access Door - Material OH Doors - Labor OH Doors - Material	\$50.00 \$100.00 \$4,772.00 \$24,027.00						\$50.00 \$100.00 \$4,772.00 \$24,027.00	0.00% 0.00% 0.00% 0.00%	\$50.00 \$100.00 \$4,772.00 \$24,027.00	
	<b>Sub Total</b>	<b>\$339,078.00</b>			<b>\$18,406.55</b>			<b>\$339,078.00</b>	<b>25.14%</b>	<b>\$353,824.45</b>	<b>\$4,762.68</b>

# CONTINUATION SHEET

Osby Fire

AIA DOCUMENT G703

PAGE OF PAGES

6

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 in the nearest dollar.  
Use Column (c) Contracts where variable payments for line items may apply.

ITEM NO.	DESCRIPTION OF WORK	SECTION #1) VALUE	D		E	F	G	H	I	
			WORK COMPLETED FROM PREVIOUS APPLICATIONS (D * F)	TOTAL COMPLETED THIS PERIOD						% (H * G)
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						0.00% 0.00% 0.00% 0.00% 0.00%	\$14,560.00 \$23,721.00 \$2,800.00 \$6,100.00 \$19,700.00	
9 000	Finishes									
9 290	Drywall - Labor Drywall - Material Non Structural Framing - Labor Non Structural Framing - Material	\$27,950.00 \$11,400.00 \$11,510.00 \$14,460.00						0.00% 0.00% 0.00% 0.00%	\$27,950.00 \$11,400.00 \$11,510.00 \$14,460.00	
9 311	Acoustical - Labor Acoustical - Material	\$2,220.00 \$3,110.00						0.00% 0.00%	\$2,220.00 \$3,110.00	
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						0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	\$2,666.00 \$2,764.00 \$9,604.00 \$15,428.00 \$1,327.00 \$5,732.00	
	Seal Concrete Floors - Labor Seal Concrete Floors - Material	\$3,600.00 \$1,350.00						0.00% 0.00%	\$3,600.00 \$1,350.00	
	Epoxy Floors - Labor Epoxy Floors - Material	\$3,910.00 \$2,600.00						0.00% 0.00%	\$3,910.00 \$2,600.00	
9 900	Painting - Labor Paint - Material	\$30,746.00 \$5,430.00						0.00% 0.00%	\$30,746.00 \$5,430.00	
	<b>Sub Total</b>	<b>\$222,688.00</b>							<b>\$222,688.00</b>	

# CONTINUATION SHEET

PAGE OF PAGES

6

AIA DOCUMENT G703

APPLICATION NO.

APPLICATION DATE

PERIOD TO

ARCHITECT'S 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.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (UNIT IN DOLLARS)	G TOTAL COMPLETED AND STORED TO DATE (UNIT IN DOLLARS)	H % (G-I)	I BALANCE FORFINISH (C-G)	J RETAINAGE
			E FROM PREVIOUS APPLICATION (I-F)	F THIS PERIOD					
10 000	Specialties	\$165 00					0.00%	\$165 00	
10 110	Visual Display Boards - Labor	\$1,075 00					0.00%	\$1,075 00	
	Visual Display Boards - Material								
10 211	Toilet Compartments & Access - Labor	\$797 00					0.00%	\$797 00	
	Toilet Compartments & Access - Material	\$850 00					0.00%	\$850 00	
10 440	Fire Extinguishers - Labor	44					0.00%	\$44 00	
	Fire Extinguishers - Material	515					0.00%	\$515 00	
	Doors - Labor	285					0.00%	\$285 00	
	Doors - Material	1,208					0.00%	\$1,208 00	
10 140	Signage - Labor	4,831					0.00%	\$4,831 00	
	Signage - Material						#DIV/0!		
	Flagspoles - Labor	154					0.00%	\$154 00	
	Flagspoles - Material	825					0.00%	\$825 00	
	Misc Specialties - Labor	1,950					0.00%	\$1,950 00	
	Misc Specialties - Material	7,600					0.00%	\$7,600 00	
	Lockers - Labor	2,500					0.00%	\$2,500 00	
	Lockers - material	10,800			\$10,800 00	\$10,800 00	100.00%		\$400 00
	Install TV monitors	135					0.00%	\$135 00	
	Kitchen Appliances - Labor	265					#DIV/0!		
	Kitchen Appliances - Material	2,500					0.00%	\$2,500 00	
	Sprinkler - Labor	13,938					0.00%	\$13,938 00	
	Sprinkler - material	6,212					0.00%	\$6,212 00	
	<b>Sub Total</b>	<b>\$56,669 00</b>			<b>\$10,800 00</b>	<b>\$10,800 00</b>	<b>19.06%</b>	<b>\$45,869 00</b>	<b>\$400 00</b>

AIA DOCUMENT G703, CONTINUATION SHEET FOR G702, 1983 EDITION, (A) © 1982 THE AIA ARCHITECTURAL INSTITUTE OF AMERICA, 1735 NEW YORK AVE., N.W., WASHINGTON, D.C. 20004 (202) 638-9100

# CONTINUATION SHEET

APPLICATION NO. 6

APPLICATION AND CERTIFICATION FOR PAYMENT, containing

CONTRACTOR'S SIGNED CERTIFICATION IS ATTACHED

APPLICATION DATE

PERIOD TO

ARCHITECT'S PROJECT NO.

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

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

A ITEM NO.	B DESCRIPTION OF WORK	C SECURED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D * F)	E TODAY COMPLETED THIS PERIOD	F MATERIALS PRELIMINARILY STOCKED (NOT IN D * E * F)	G TOTAL COMPLETED AND STOCKED TO DATE (D+E+F)	H % (G - C)	I BALANCE TO FINISH (C - H)	J RETAINAGE
	Mechanical								
	Mobilization	10,000.00	\$10,000.00			\$10,000.00	100.00%	\$0.00	\$500.00
	Plumbing Demo	4,000.00	\$4,000.00			\$4,000.00	100.00%	\$0.00	\$200.00
	Underfloor Plumbing Material	16,000.00	\$16,000.00			\$16,000.00	100.00%	\$0.00	\$800.00
	Underfloor Plumbing Labor	5,500.00	\$5,500.00			\$5,500.00	100.00%	\$0.00	\$275.00
	Above Floor Sewer/Vent Material	8,850.00	\$4,425.00	\$1,770.00		\$2,212.50	25.00%	\$6,637.50	\$110.63
	Above Floor Sewer/Vent Labor	10,000.00	\$500.00	\$500.00		\$1,000.00	10.00%	\$9,000.00	\$50.00
	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	\$408.60
	Plumbing Fixtures Labor	8,000.00					0.00%	\$8,000.00	
	Domestic Water Material	10,000.00	\$500.00	\$1,500.00		\$2,000.00	20.00%	\$8,000.00	\$100.00
	Domestic Water Labor	14,000.00	\$700.00	\$700.00		\$1,400.00	10.00%	\$12,600.00	\$70.00
	Hydronic Piping Material	10,000.00	\$1,000.00	\$500.00		\$1,500.00	15.00%	\$8,500.00	\$75.00
	Hydronic Piping Labor	12,000.00	\$1,200.00			\$1,200.00	10.00%	\$10,800.00	\$600.00
	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	\$1,000.00		\$5,000.00	100.00%	\$0.00	\$250.00
	Submittals	1,800.00	\$1,400.00			\$1,800.00	100.00%	\$0.00	\$90.00
	Equipment: RTU's AHU's RTC Mat	31,850.00		\$18,500.00		\$18,500.00	58.08%	\$13,350.00	\$925.00
	Equipment: RTU's AHU's RTC Labor	9,000.00		\$6,000.00		\$6,000.00	72.22%	\$3,000.00	\$215.00
	Ductwork Material	14,055.00	\$5,700.00			\$5,700.00	40.55%	\$8,355.00	\$285.00
	Ductwork Labor	20,075.00	\$3,700.00	\$6,500.00		\$10,200.00	50.81%	\$9,875.00	\$310.00
	Sub Total	\$321,360.00	\$43,214.50	\$37,470.00		\$100,684.50	31.78%	\$180,675.50	\$5,014.23

# CONTINUATION SHEET

Application No. REF#

Application Date

Contractor's signed certification is attached.

In tabulars 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		E MATERIALS PROBABLY STORED (NET IN PLACE)	F TOTAL COMPLETED AND STORED TO DATE (NET IN PLACE)	G % (D - E) / (F - E)	H BALANCE TO FINISH (C - H)	I RETAINAGE
			PROMULGATED APPLICATION (11-13)	WORK COMPLETED THIS PERIOD					
	GRD's VAV's Material	5,500.00					0.00%	\$5,500.00	
	GRD's VAV's Labor	1,250.00					0.00%	\$1,250.00	
	Fans, intakes, relief Hood Material	7,250.00	\$7,250.00			\$7,250.00	100.00%		\$42.50
	Fans, intakes, relief Hood Labor	850.00		\$850.00		\$850.00	100.00%		\$42.50
	Air Cleaning Technologies	24,570.00					0.00%	\$24,570.00	
	Trane Controls - material	15,720.00					16.96%	\$13,054.00	\$133.30
	Trane Controls - labor	28,960.00	\$2,666.00			\$2,666.00	0.00%	\$28,960.00	
	Insulation	3,100.00					0.00%	\$3,100.00	
	Plumbing Insulation Material	3,500.00					0.00%	\$3,500.00	
	Plumbing Insulation Labor	3,600.00					0.00%	\$3,600.00	
	HVAC Insulation Material	2,800.00					0.00%	\$2,800.00	
	HVAC Insulation Labor	3,680.00					0.00%	\$3,680.00	
	Test and Balance						0.00%	\$3,680.00	
	Electrical						0.00%	\$3,680.00	
	Electrical General Provisions Material	\$2,864.00	\$1,410.00		\$143.00	\$1,573.00	54.92%	\$1,291.00	\$78.65
	Electrical General Provisions Labor	\$2,500.00	\$1,286.00		\$125.00	\$1,411.00	56.44%	\$1,089.00	\$70.55
	Common Work Results for Electrical Material	\$4,100.00	\$2,050.00		\$205.00	\$2,255.00	55.00%	\$1,845.00	\$112.75
	Common Work Results for Electrical Labor	\$4,100.00	\$2,050.00		\$205.00	\$2,255.00	55.00%	\$1,845.00	\$112.75
	Low-Voltage Electrical Power Conductors & Cables Material	\$16,800.00	\$1,680.00		\$1,680.00	\$4,710.00	15.00%	\$26,090.00	\$213.50
	Low-Voltage Electrical Power Conductors & Cables Labor	\$16,800.00	\$1,680.00		\$1,680.00	\$4,710.00	15.00%	\$26,090.00	\$213.50
	Grounding & Bonding for Electrical Systems Material	\$750.00	\$439.00		\$37.00	\$439.00	58.53%	\$311.00	\$21.95
	Grounding & Bonding for Electrical Systems Labor	\$750.00	\$300.00		\$37.00	\$337.00	44.93%	\$413.00	\$16.85
	Hangers and Supports for Electrical Systems Material	\$4,100.00	\$1,670.00		\$105.00	\$1,875.00	45.73%	\$2,225.00	\$93.75
	Hangers and Supports for Electrical Systems Labor	\$8,100.00	\$3,230.00		\$205.00	\$3,635.00	44.88%	\$4,465.00	\$181.75
	Raceways & Boxes for Electrical Systems Material	\$21,400.00	\$12,560.00		\$19,350.00	\$12,560.00	58.69%	\$8,840.00	\$628.00
	Raceways & Boxes for Electrical Systems Labor	\$38,700.00	\$19,350.00		\$1,935.00	\$21,285.00	55.00%	\$17,415.00	\$1,064.25
	Identification for Electrical Systems Material	\$750.00	\$285.00		\$37.00	\$322.00	42.93%	\$428.00	\$16.10
	Identification for Electrical Systems Labor	\$750.00	\$285.00		\$37.00	\$322.00	42.93%	\$428.00	\$16.10
	Panelboards Material	\$11,400.00	\$9,390.00		\$2,010.00	\$11,400.00	100.00%		\$570.00
	Panelboards Labor	\$9,100.00	\$2,730.00		\$2,730.00	\$2,730.00	30.00%	\$6,370.00	\$136.50
	Warning Devices Material	\$7,800.00					0.00%	\$7,800.00	
	Warning Devices Labor	\$7,100.00					0.00%	\$7,100.00	
	Sub Total	\$273,244.00	\$71,791.00	\$6,537.00	\$3,010.00	\$80,338.00	29.41%	\$192,886.00	\$4,017.90
		\$0.00					0.00%		

Application No. 6  
 APPLICATION NO. 6  
 APPLICATION DATE  
 PERIOD TO ARCHITECTS PROJECT NO.

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

A ITEM NO.	B DESCRIPTION OF WORK	C VALUE		D WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (WIP IN STORE)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G+H)	I BALANCE TO FINISH (C-G)	J RETAINAGE
		1 MATERIALS	2 LABOR	3 FROM PREVIOUS APPLICATION (D+E)	4 THIS PERIOD					
	Electrical	\$4,210.00		\$4,210.00	\$2,170.00		\$2,590.00	61.52%	\$1,620.00	\$128.50
	Motor & Service Disconnects Material	\$3,850.00		\$385.00	\$385.00		\$770.00	20.00%	\$3,080.00	\$18.50
	Motor & Service Disconnects Labor	\$1,850.00		\$370.00	\$610.00		\$980.00	52.97%	\$870.00	\$49.00
	Enclosed Switches & Circuit Breakers Material	\$1,850.00		\$370.00	\$370.00		\$740.00	40.00%	\$1,110.00	\$71.00
	Enclosed Switches & Circuit Breakers Labor	\$3,420.00		\$342.00		\$2,852.00	\$3,194.00	93.39%	\$226.00	\$19.70
	Enclosed Controllers Material	\$2,985.00		\$289.00			\$578.00	19.37%	\$2,317.00	\$18.90
	Variable-Frequency Motor Controllers Material	\$650.00						0.00%	\$650.00	
	Variable-Frequency Motor Controllers Labor	\$650.00						0.00%	\$650.00	
	Engine Generators Material	\$19,500.00		\$1,360.00		\$18,140.00	\$19,500.00	100.00%	\$4,290.00	\$973.00
	Engine Generators Labor	\$6,100.00		\$610.00			\$1,810.00	29.67%	\$4,290.00	\$90.50
	Transfer Switches Material	\$2,540.00				\$2,220.00	\$2,220.00	91.34%	\$320.00	\$116.00
	Transfer Switches Labor	\$850.00						0.00%	\$850.00	
	Surge Protective Devices for Low Voltage Ele. Pwr Circuits Mat	\$750.00		\$75.00			\$75.00	10.00%	\$675.00	\$7.75
	Surge Protective Devices for Low Voltage Ele. Pwr Circuits Lab	\$750.00		\$75.00			\$75.00	10.00%	\$675.00	\$7.75
	Lighting Material	\$39,751.00				\$39,344.05	\$39,344.05	98.98%	\$406.95	\$1,907.20
	Lighting Labor	\$9,380.00						0.00%	\$9,380.00	
	Telecommunications General Provisions Material	\$50.00						0.00%	\$50.00	
	Telecommunications General Provisions Labor	\$50.00						0.00%	\$50.00	
	Telecommunications Grounding & Bonding Material	\$50.00						0.00%	\$50.00	
	Telecommunications Grounding & Bonding Labor	\$50.00						0.00%	\$50.00	
	Telecommunications Cabling & Equipment Material	\$50.00						0.00%	\$50.00	
	Telecommunications Cabling & Equipment Labor	\$50.00						0.00%	\$50.00	
	Telecommunications Testing & Documentation Material	\$50.00						0.00%	\$50.00	
	Telecommunications Testing & Documentation Labor	\$50.00						0.00%	\$50.00	
	Paging System Material	\$3,420.00						0.00%	\$3,420.00	
	Paging System Labor	\$1,800.00						0.00%	\$1,800.00	
	Electronic Safety and Security General Provisions Material	\$1,200.00						0.00%	\$1,200.00	
	Electronic Safety and Security General Provisions Labor	\$1,200.00						0.00%	\$1,200.00	
	Fire Alarm & Detection System (Addressable) Material	\$4,120.00		\$412.00			\$824.00	20.00%	\$3,708.00	\$41.20
	Fire Alarm & Detection System (Addressable) Labor	\$1,700.00		\$170.00			\$340.00	20.00%	\$1,360.00	\$17.00
	Access Control System Material	\$16,700.00						0.00%	\$16,700.00	
	Access Control System Labor	\$9,500.00						0.00%	\$9,500.00	
	Sub Total	\$119,216.00		\$4,728.00	\$5,356.00	\$62,616.05	\$73,140.05	52.57%	\$46,093.95	\$3,657.00
	GRAND TOTALS	2,802,983.00		1,110,463.47	209,931.69	73,456.05	1,474,110.21	52.59%	1,135,986.79	73,705.51



5600 Metro East Drive  
DES MOINES, IOWA 50327

INVOICE NO.

11160

# INVOICE

(515) 265-1105  
Fax (515) 265-1660

CCT.NO.:  
OLD TO: 3430

DENIS DELLA VEDOVA 249-1666 (RICH)  
P.O. BOX 743  
1817 N 7TH STREET  
INDIANOLA IA 50125  
UNITED STATES

SHIP TO:

OSKALOOSA FIRE DEPT RENOVATION  
220 SOUTH MARKET STREET  
OSKALOOSA IA  
UNITED STATES

SALES NO.	PURCHASE ORDER NO.	SHIP VIA	COL	PPD	DATE SHIPPED	TERMS	INVOICE DATE	
9					10/10/2016	NET 30	10/10/2016	
QTY ORDERED	QTY SHIPPED	BACK ORDERED	ITEM NO.	DESCRIPTION			UNIT PRICE	EXTENDED PRICE
		0	0002	GEAR GRID LOCKERS AND LADDER HOOKS			\$10,800.00	\$10,800.00
		0	FR	FREIGHT			\$700.00	\$700.00
				STORED MATERIALS ARE LOCATED IN OUR WAREHOUSE: 5600 METRO EAST DRIVE PLEASANT HILL, IA 50327 OUR #9216				
				<p>11/20/16 5050 582 - <del>10900</del> 11,500 575.<sup>00</sup></p>			10900	@

SALES AMOUNT	\$10,800.00
TAXABLE TOTAL	
SALES TAX	\$0.00
FREIGHT	\$700.00
<b>TOTAL</b>	<b>\$11,500.00</b>

*Thank You*





# EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
10/24/2016

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

<b>AGENCY</b> LMC Insurance & Risk Management 4200 University Ave., Suite 200 West Des Moines, IA 50266-5945		<b>PHONE (A/C, No, Ext):</b> 515-237-0112	<b>COMPANY</b> Cincinnati Insurance Company P.O. Box 145496 Cincinnati OH 45250-5496	
<b>FAX (A/C, No):</b> 515-244-9535	<b>E-MAIL ADDRESS:</b> beth.wickman@lmcins.com			
<b>CODE:</b>		<b>SUB CODE:</b>		
<b>AGENCY CUSTOMER ID #:</b> STOR&DE-01 <b>INSURED</b> Storage & Design Group 5600 Metro East Drive Pleasant Hill, IA 50327		<b>LOAN NUMBER</b>	<b>POLICY NUMBER</b> EPP 0351490	
		<b>EFFECTIVE DATE</b> 09/15/2016	<b>EXPIRATION DATE</b> 09/15/2017	<input type="checkbox"/> <b>CONTINUED UNTIL TERMINATED IF CHECKED</b>
<b>THIS REPLACES PRIOR EVIDENCE DATED:</b>				

### PROPERTY INFORMATION

**LOCATION/DESCRIPTION**  
Project: Oskaloosa Fire Station

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

### COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Building, Business Personal Property, Special Cause of Loss	See Below	\$500
Leased & Rented Equipment	See Below	\$500

### REMARKS (Including Special Conditions)

Re: Stored materials valued at \$11,500 at 5600 Metro East Drive in Pleasant Hill

### CANCELLATION

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

### ADDITIONAL INTEREST

<b>NAME AND ADDRESS</b>  DDVI, Inc. 1817 N 7th Street PO Box 743 Indianola IA 50125	<input type="checkbox"/> <b>MORTGAGEE</b>	<input type="checkbox"/> <b>ADDITIONAL INSURED</b>
	<input type="checkbox"/> <b>LOSS PAYEE</b>	
	<b>LOAN #</b>	
<b>AUTHORIZED REPRESENTATIVE</b> 		

**Invoice**



C.E.D., INC.  
1801 E. UNIVERSITY AVE.  
DES MOINES, IA 50316

T: 5152658121 F: 5152658126

INVOICE NO. 1884-782427	INVOICE DATE 09/22/2016
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P.O. BOX 978 COLUMBIA, MO 65205	

**SOLD TO:**

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

**SHIP TO:**

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

*lighting*

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.					
D9-89828 OSKALOOSA FIRE DEPARTMENT		OSKALOOSA FIRE DEPT		OSKALOOSA FD REBID					
SALESPERSON		SHIPPING INFORMATION		SHIP DATE					
1014 MJM		PREPAID		09/21/2006					
SHIP VIA		SHIP DATE		SHIP DATE					
GATEWAY		09/21/2006		09/21/2006					
QTY ORDERED	PRODUCT CODE	DESCRIPTION	CODE	QTY SHIPPED	PRICE	PER	DISC.	EXTENSION	C / D
2	TYPE/DESIGNATION: LSB								
1	ULS RPSQ-22-5-11-D1-BZ-V	D		2	488.62	E		977.24	0.0
1	ULS SHIPPING & HANDLING			1	333.63	E		333.63	0.0
<small>TITLE TO MERCHANDISE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR TYPO ERROR ON OUR PART. A SERVICE CHARGE OF 1.5% PER MONTH BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY CONTRACT IN THIS STATE, WILL BE MADE ON ALL PART DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PREVIOUS NOTICE.</small>				<small>CODE TO ADVISE YOU PROMPTLY CONCERNING YOUR CREDIT, THIS CODE IS USED ON OUR INVOICES. B - BACK ORDERED WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL. C - CANCELLED, NOT IN STOCK, LIABLE TO PURCHASE LOCALLY.</small>		<b>MERCHANDISE</b> 1310.87 <b>SALES TAX</b> 0.00000 0.00 <b>SHIPPING CHARGE</b> 0.00			
<small>MET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE</small>				<b>TOTAL DUE</b> 1,310.87					



**ELECTRICAL ENGINEERING & EQUIPMENT CO.**  
 953 73RD ST  
 WINDSOR HEIGHTS, IA 50324  
 (515)273-0100 FAX (515)273-0108

**INVOICE**

CUST.#: 274990  
 SHIP TO: VAN MAANEN ELECTRIC, INC  
 OSKALOOSA FIRE DEPT  
 627 N 19TH AVE E  
 NEWTON, IA 50208

BILL TO:  
 000280 L273E106  
 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	ORDER NO
09/22/16	4785634-03
P.O. NO	PAGE #
OSKY FIRE DEPT	1



1215865 000280 286221757113 FRANKLIN HANSHAW 000004 Q23E1A

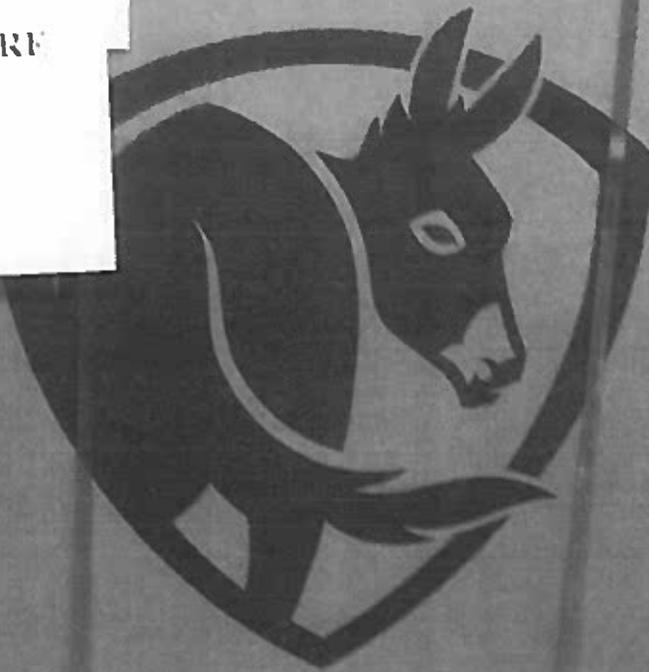
000977

PLACED BY	INSTRUCTIONS	REFERENCE	CASH DISCOUNT:
SCOTT	TAX EXEMPT CERT IN HOLSE		0.00
	SHIP POINT	SHIP VIA	IF PAID BY:
	** Drop Ship **	FedEx Brnd	09/22/16

LINE NO	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY SHIPPED	QTY U/M	NET PRICE	AMOUNT (NET)
22	SQD LOTPRICE-3 Non Stock	1	0	1	each	451.00	451.00
23	SQD B903LG60VB4FF4T LIGHTING CONTACTOR 60OVAC 30A L ZETRON	1	0	1	each	0.00	0.00
24	SQD LOTPRICE-4 Non Stock	1	1	0	each	17.00	0.00
3	Lines Total	Qty Shipped Total		2 Total Invoice Total			451.00 451.00
						Cash Discount	0.00 If Paid By 09/22/16



OSKY FIRE



 **BIGASS**  
FANS

WARNING: KEEP AWAY FROM CHILDREN  
EW 24082041000  
6003  
The other side of the box

WARNING: KEEP AWAY FROM CHILDREN  
EW 24082041000  
6003  
The other side of the box

6



OSKY  
FIRE

OSKY  
FIRE

OSKY FIRE

894

7351377-1

BIGASS



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/24/2016

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

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

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

**COVERAGES**                      **CERTIFICATE NUMBER:** CL1672202123                      **REVISION NUMBER:**

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

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

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Re: 1261 Oskaloosa Fire Department Renovation and Expansion**  
 For materials stored at Van Maanen Electric warehouse totaling \$2,532.87

<b>CERTIFICATE HOLDER</b>  DDVI Inc. P.O. Box 743 Indianola, IA 50125	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Cindy Britton/CB



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Clerk/Finance Department

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

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

### **Explanation:**

The financial reports for October 2016 are included in your agenda packets. The target percentage for expenses this month is 33.33% except for the seasonal or once-a-year purchases. The figures below show the expenses by program.

The following three funds contain a negative fund balance for October 2016.

- General Fund Insurance – Insurance invoices are paid in the first few months of the fiscal year. 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 March 2017 tax receipts received in April will clear up this negative fund balance.
- Rec and Early Childhood Center – This item was not included in the FY2017 Budget. A Budget Amendment will clear up this negative fund balance.

### **Budget Consideration:**

None

### **Attachments:**

October 2016 Financial Reports



# City of Oskaloosa, IA Treasurer's Report

## October 1 - 31, 2016

Fund	Beginning Cash Balance	Revenue (+)	Expenses (-)	Change in Pending Payables	Change in Investments	Ending Cash Balance
001: GENERAL FUND	1,499,837.73	1,236,515.11	304,668.60	(16,316.40)	950,510.39	2,415,367.84
002: GENERAL FUND INSURANCE FUND	(62,935.04)	45,261.87	4,435.57	(263.70)	0.00	(22,372.44)
003: GENERAL FUND CAPITAL EQUIPMENT	25,062.35	2.31	0.00	0.00	2.31	25,064.66
004: LIBRARY COPIER REVOLVING FUND	12,113.45	616.11	287.30	(15.89)	2.01	12,426.37
005: GENERAL FUND BAND	(12,389.05)	6,750.49	251.99	251.99	0.00	(5,638.56)
006: GENERAL FUND - LOST	1,024,983.65	129,565.53	0.00	0.00	130,186.81	1,154,549.18
007: GENERAL FUND - UTILITY FRANCHISE FEES	256,005.66	121,733.13	0.00	0.00	121,046.11	377,738.79
110: ROAD USE TAX FUND	636,623.56	125,370.25	104,846.55	22,753.04	32,573.80	679,900.30
112: EMPLOYEE BENEFIT FUND	(1,171.50)	379,737.52	97,213.27	0.00	280,030.82	281,352.75
119: EMERGENCY FUND	0.00	34,645.20	34,645.20	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
128: ADMINISTRATION TIF	1,355.24	2,308.63	0.00	0.00	2,000.39	3,663.87
135: STREETSCAPE PROJECT TIF	2,323.41	17,762.65	0.00	0.00	18,002.31	20,086.06
136: DOWNTOWN BUILDING RENOVATION/REHAB TIF	13,020.69	99,542.69	0.00	0.00	99,013.06	112,563.38
138: HOUSING DONATED FUNDS	34,740.74	0.00	0.00	0.00	0.00	34,740.74
140: HOUSING FUND	179,769.26	6,941.76	138.78	0.00	8,032.91	186,572.24
165: RIEFE MEMORIAL FUND	12,376.73	1.84	0.00	0.00	1.84	12,378.57
167: LIBRARY MEMORIAL FUND	628,293.75	183.92	775.46	(554.88)	39.22	627,147.33
169: MISCELLANEOUS GIFT FUND	21,098.55	1.74	0.00	0.00	1.74	21,100.29
172: WOODEN PLAYGROUND MAINT FUND	3,289.28	0.46	0.00	0.00	0.46	3,289.74
177: POLICE FORFEITURE FUND	9,840.06	1.47	569.05	369.05	1.47	9,641.53
178: LIBRARY MAINTENANCE FUND	1,209,266.59	12.50	3,969.55	1,389.55	(2,987.50)	1,206,699.09
180: MISCELLANEOUS GRANTS FUND	27,392.98	2.71	8,717.94	(9,229.34)	(18,997.29)	9,448.41
181: BROWNFIELD SITES ASSESSMENT GRANT FUND	(7,477.03)	7,477.03	8,653.23	8,653.23	0.00	0.00
182: FACADE GRANT	169,625.92	10,937.86	36,280.29	0.00	(24,973.14)	144,283.49
200: DEBT SERVICE FUND	190,128.10	301,498.51	0.00	0.00	302,426.16	491,626.61
301: PARK SHELTER CAPITAL IMPROVEMENT	22,479.81	23.74	51.31	(1.23)	3.74	22,451.01
302: CITY HALL IMPROVEMENTS	9,967.58	1.63	0.00	0.00	1.63	9,969.21
303: REC AND EARLY CHILDHOOD CENTER	0.00	0.00	14,000.00	1,000.00	0.00	(13,000.00)
304: FIRE STATION ADDITION AND REMODEL PROJECT	2,445,769.20	0.00	466,232.48	1,724.69	(465,000.00)	1,981,261.41
321: NE BRIDGE REPLACEMENT PROJECT	198,509.26	1,312.15	0.00	(16,000.10)	(14,687.85)	183,821.31
322: BURLINGTON ROAD RECONSTRUCTION FUND	2,513.95	0.34	0.00	0.00	0.34	2,514.29

<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	282,583.42	43.88	8,177.50	(29,178.50)	(36,956.12)	245,271.30
326: SIDEWALK IMPROVEMENTS PROJECT	2,663.70	124.35	29,823.15	28,323.15	(999.65)	1,288.05
344: 2016 GO REFUNDING NOTES	18,315.23	0.00	15,586.36	15,586.36	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	156,166.92	125,473.36	114,007.33	(7,749.06)	0.00	159,883.89
611: SANITARY SEWER REVENUE FUND	2,084,022.74	207,423.50	162,688.36	0.00	39,368.57	2,128,757.88
612: SANITARY SEWER SINKING FUND	108,793.00	36,265.00	0.00	0.00	37,000.00	145,058.00
614: SANITARY SEWER IMPROVEMENT FUND	111,064.89	950.00	0.00	0.00	2,000.00	112,014.89
660: AIRPORT FUND	297,434.09	7,417.09	17,178.15	5,656.34	(3,951.60)	293,329.37
661: AIRPORT PAVEMENT REHABILITATION PROJECT	0.00	5,931.12	5,931.12	0.00	0.00	0.00
740: STORM WATER UTILITY FUND	1,006,759.92	20,525.18	35,807.63	7,627.48	(7,864.40)	999,104.95
750: EDMUNDSON GOLF COURSE FUND	37,558.87	6.38	375.52	29.26	6.38	37,218.99
760: RACI MAIN STREET LOAN FUND	25,863.66	3.66	0.00	0.00	3.66	25,867.32
810: COPIER/FAX REVOLVING FUND	14,762.13	856.21	735.75	494.32	1,002.40	15,376.91
820: EMPLOYEE HEALTH SELF-INSURANCE	722,030.63	54,389.92	114,388.43	(1,489.36)	(61,900.56)	660,542.76
830: EMPLOYEE FLEX PLAN FUND	(385.51)	2,716.94	2,311.42	0.00	0.16	20.01



# REVENUE REPORT

## Account Detail

For Fiscal: 2016-2017 Period Ending: 10/31/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 001 - GENERAL FUND</b>					
41 - TAXES	-2,658,439.00	-999,748.30	-1,153,203.45	-1,505,235.55	43.38 %
42 - LICENSES AND PERMITS	-255,744.00	-38,278.23	-95,970.47	-159,773.53	37.53 %
43 - USE OF MONEY & PROPERTY	-3,950.00	-459.24	-1,668.96	-2,281.04	42.25 %
44 - INTERGOVERNMENTAL	-364,400.00	-55,366.85	-63,329.51	-301,070.49	17.38 %
45 - CHARGES FOR SERVICES	-132,200.00	-1,014.26	-21,374.17	-110,825.83	16.17 %
46 - SPECIAL ASSESSMENTS	0.00	-159.00	-159.00	159.00	
47 - MISCELLANEOUS REVENUES	-78,050.00	-9,630.76	-39,646.83	-38,403.17	50.80 %
48 - OTHER FINANCING SOURCES	-1,349,225.00	-131,858.47	-411,085.62	-938,139.38	30.47 %
<b>Fund 001 Total:</b>	<b>-4,842,008.00</b>	<b>-1,236,515.11</b>	<b>-1,786,438.01</b>	<b>-3,055,569.99</b>	<b>36.89 %</b>
<b>Fund: 002 - GENERAL FUND INSURANCE FUND</b>					
41 - TAXES	-115,538.00	-43,465.71	-50,112.88	-65,425.12	43.37 %
43 - USE OF MONEY & PROPERTY	0.00	0.00	-0.17	0.17	
44 - INTERGOVERNMENTAL	-3,645.00	-1,796.16	-1,796.16	-1,848.84	49.28 %
47 - MISCELLANEOUS REVENUES	0.00	0.00	-1,123.00	1,123.00	
<b>Fund 002 Total:</b>	<b>-119,183.00</b>	<b>-45,261.87</b>	<b>-53,032.21</b>	<b>-66,150.79</b>	<b>44.50 %</b>
<b>Fund: 003 - GENERAL FUND CAPITAL EQUIPMENT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.31	-8.04	8.04	
<b>Fund 003 Total:</b>	<b>0.00</b>	<b>-2.31</b>	<b>-8.04</b>	<b>8.04</b>	
<b>Fund: 004 - LIBRARY COPIER REVOLVING FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.01	-7.44	7.44	
47 - MISCELLANEOUS REVENUES	-6,500.00	-614.10	-2,162.85	-4,337.15	33.27 %
<b>Fund 004 Total:</b>	<b>-6,500.00</b>	<b>-616.11</b>	<b>-2,170.29</b>	<b>-4,329.71</b>	<b>33.39 %</b>
<b>Fund: 005 - GENERAL FUND BAND</b>					
41 - TAXES	-17,231.00	-6,482.60	-7,483.01	-9,747.99	43.43 %
44 - INTERGOVERNMENTAL	-544.00	-267.89	-267.89	-276.11	49.24 %
<b>Fund 005 Total:</b>	<b>-17,775.00</b>	<b>-6,750.49</b>	<b>-7,750.90</b>	<b>-10,024.10</b>	<b>43.61 %</b>
<b>Fund: 006 - GENERAL FUND - LOST</b>					
43 - USE OF MONEY & PROPERTY	-1,800.00	-186.81	-606.23	-1,193.77	33.68 %
47 - MISCELLANEOUS REVENUES	-900,000.00	-129,378.72	-505,734.54	-394,265.46	56.19 %
<b>Fund 006 Total:</b>	<b>-901,800.00</b>	<b>-129,565.53</b>	<b>-506,340.77</b>	<b>-395,459.23</b>	<b>56.15 %</b>
<b>Fund: 007 - GENERAL FUND - UTILITY FRANCHISE FEES</b>					
42 - LICENSES AND PERMITS	-410,000.00	-121,687.02	-205,203.75	-204,796.25	50.05 %
43 - USE OF MONEY & PROPERTY	-900.00	-46.11	-188.71	-711.29	20.97 %
<b>Fund 007 Total:</b>	<b>-410,900.00</b>	<b>-121,733.13</b>	<b>-205,392.46</b>	<b>-205,507.54</b>	<b>49.99 %</b>
<b>Fund: 110 - ROAD USE TAX FUND</b>					
44 - INTERGOVERNMENTAL	-1,359,950.00	-114,573.80	-528,076.50	-831,873.50	38.83 %
45 - CHARGES FOR SERVICES	0.00	-25.00	-172.00	172.00	
47 - MISCELLANEOUS REVENUES	0.00	-10,718.25	-11,121.55	11,121.55	
48 - OTHER FINANCING SOURCES	0.00	-53.20	-2,057.20	2,057.20	
<b>Fund 110 Total:</b>	<b>-1,359,950.00</b>	<b>-125,370.25</b>	<b>-541,427.25</b>	<b>-818,522.75</b>	<b>39.81 %</b>
<b>Fund: 112 - EMPLOYEE BENEFIT FUND</b>					
41 - TAXES	-969,264.00	-364,638.61	-420,352.89	-548,911.11	43.37 %
43 - USE OF MONEY & PROPERTY	0.00	-30.82	-60.45	60.45	
44 - INTERGOVERNMENTAL	-30,575.00	-15,068.09	-15,068.09	-15,506.91	49.28 %
<b>Fund 112 Total:</b>	<b>-999,839.00</b>	<b>-379,737.52</b>	<b>-435,481.43</b>	<b>-564,357.57</b>	<b>43.56 %</b>
<b>Fund: 119 - EMERGENCY FUND</b>					
41 - TAXES	-88,438.00	-33,270.35	-38,378.97	-50,059.03	43.40 %
44 - INTERGOVERNMENTAL	-2,790.00	-1,374.85	-1,374.85	-1,415.15	49.28 %
<b>Fund 119 Total:</b>	<b>-91,228.00</b>	<b>-34,645.20</b>	<b>-39,753.82</b>	<b>-51,474.18</b>	<b>43.58 %</b>

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 10/31/2016

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	-365,698.38	-661,360.62	35.61 %
<b>Fund 121 Total:</b>	<b>-1,027,059.00</b>	<b>-93,954.53</b>	<b>-365,698.38</b>	<b>-661,360.62</b>	<b>35.61 %</b>
<b>Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND</b>					
41 - TAXES	-125,000.00	0.00	-30,929.95	-94,070.05	24.74 %
<b>Fund 122 Total:</b>	<b>-125,000.00</b>	<b>0.00</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	-2,308.24	-2,695.80	-3,103.20	46.49 %
43 - USE OF MONEY & PROPERTY	0.00	-0.39	-0.83	0.83	
<b>Fund 128 Total:</b>	<b>-5,799.00</b>	<b>-2,308.63</b>	<b>-2,696.63</b>	<b>-3,102.37</b>	<b>46.50 %</b>
<b>Fund: 135 - STREETScape PROJECT TIF</b>					
41 - TAXES	-44,620.00	-17,760.34	-20,083.54	-24,536.46	45.01 %
43 - USE OF MONEY & PROPERTY	0.00	-2.31	-2.52	2.52	
<b>Fund 135 Total:</b>	<b>-44,620.00</b>	<b>-17,762.65</b>	<b>-20,086.06</b>	<b>-24,533.94</b>	<b>45.02 %</b>
<b>Fund: 136 - DOWNTOWN BUILDING RENOVATION/REHAB TIF</b>					
41 - TAXES	-250,000.00	-99,529.63	-112,548.97	-137,451.03	45.02 %
43 - USE OF MONEY & PROPERTY	0.00	-13.06	-14.41	14.41	
<b>Fund 136 Total:</b>	<b>-250,000.00</b>	<b>-99,542.69</b>	<b>-112,563.38</b>	<b>-137,436.62</b>	<b>45.03 %</b>
<b>Fund: 140 - HOUSING FUND</b>					
43 - USE OF MONEY & PROPERTY	-450.00	-44.88	-150.80	-299.20	33.51 %
45 - CHARGES FOR SERVICES	-1,700.00	-41.00	-422.00	-1,278.00	24.82 %
47 - MISCELLANEOUS REVENUES	-37,056.00	-6,855.88	-21,116.79	-15,939.21	56.99 %
<b>Fund 140 Total:</b>	<b>-39,206.00</b>	<b>-6,941.76</b>	<b>-21,689.59</b>	<b>-17,516.41</b>	<b>55.32 %</b>
<b>Fund: 165 - RIEFE MEMORIAL FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.84	-7.16	7.16	
<b>Fund 165 Total:</b>	<b>0.00</b>	<b>-1.84</b>	<b>-7.16</b>	<b>7.16</b>	
<b>Fund: 167 - LIBRARY MEMORIAL FUND</b>					
43 - USE OF MONEY & PROPERTY	-10,225.00	-39.22	-3,015.05	-7,209.95	29.49 %
45 - CHARGES FOR SERVICES	0.00	-22.50	-50.00	50.00	
47 - MISCELLANEOUS REVENUES	-38,500.00	-65.90	-49,486.90	10,986.90	128.54 %
48 - OTHER FINANCING SOURCES	0.00	-56.30	-308.89	308.89	
<b>Fund 167 Total:</b>	<b>-48,725.00</b>	<b>-183.92</b>	<b>-52,860.84</b>	<b>4,135.84</b>	<b>108.49 %</b>
<b>Fund: 169 - MISCELLANEOUS GIFT FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.74	-5.84	5.84	
47 - MISCELLANEOUS REVENUES	0.00	0.00	-297.00	297.00	
<b>Fund 169 Total:</b>	<b>0.00</b>	<b>-1.74</b>	<b>-302.84</b>	<b>302.84</b>	
<b>Fund: 172 - WOODEN PLAYGROUND MAINT FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.46	-1.84	1.84	
<b>Fund 172 Total:</b>	<b>0.00</b>	<b>-0.46</b>	<b>-1.84</b>	<b>1.84</b>	
<b>Fund: 177 - POLICE FORFEITURE FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.47	-5.76	5.76	
<b>Fund 177 Total:</b>	<b>0.00</b>	<b>-1.47</b>	<b>-5.76</b>	<b>5.76</b>	
<b>Fund: 178 - LIBRARY MAINTENANCE FUND</b>					
43 - USE OF MONEY & PROPERTY	-40,000.00	-12.50	-13,453.68	-26,546.32	33.63 %
<b>Fund 178 Total:</b>	<b>-40,000.00</b>	<b>-12.50</b>	<b>-13,453.68</b>	<b>-26,546.32</b>	<b>33.63 %</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	-2.71	-21.12	21.12	
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>-2.71</b>	<b>-1,110.07</b>	<b>-18,889.93</b>	<b>5.55 %</b>

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 10/31/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 181 - BROWNFIELD SITES ASSESSMENT GRANT FUND</b>					
44 - INTERGOVERNMENTAL	-140,000.00	-7,477.03	-25,809.76	-114,190.24	18.44 %
<b>Fund 181 Total:</b>	<b>-140,000.00</b>	<b>-7,477.03</b>	<b>-25,809.76</b>	<b>-114,190.24</b>	<b>18.44 %</b>
<b>Fund: 182 - FACADE GRANT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-26.86	-112.12	112.12	
44 - INTERGOVERNMENTAL	-250,000.00	0.00	0.00	-250,000.00	0.00 %
47 - MISCELLANEOUS REVENUES	-189,953.00	-10,911.00	-10,911.00	-179,042.00	5.74 %
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>-10,937.86</b>	<b>-11,023.12</b>	<b>-473,399.88</b>	<b>2.28 %</b>
<b>Fund: 200 - DEBT SERVICE FUND</b>					
41 - TAXES	-739,929.00	-285,512.19	-329,171.23	-410,757.77	44.49 %
43 - USE OF MONEY & PROPERTY	-800.00	-426.16	-1,788.34	988.34	223.54 %
44 - INTERGOVERNMENTAL	-23,274.00	-11,470.16	-11,470.16	-11,803.84	49.28 %
46 - SPECIAL ASSESSMENTS	0.00	-4,090.00	-6,623.00	6,623.00	
<b>Fund 200 Total:</b>	<b>-764,003.00</b>	<b>-301,498.51</b>	<b>-349,052.73</b>	<b>-414,950.27</b>	<b>45.69 %</b>
<b>Fund: 301 - PARK SHELTER CAPITAL IMPROVEMENT</b>					
43 - USE OF MONEY & PROPERTY	-3,400.00	-23.74	-584.79	-2,815.21	17.20 %
<b>Fund 301 Total:</b>	<b>-3,400.00</b>	<b>-23.74</b>	<b>-584.79</b>	<b>-2,815.21</b>	<b>17.20 %</b>
<b>Fund: 302 - CITY HALL IMPROVEMENTS</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.63	-6.26	6.26	
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>-1.63</b>	<b>-501.26</b>	<b>-1,498.74</b>	<b>25.06 %</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	-31.99	-132.68	132.68	
44 - INTERGOVERNMENTAL	-320,000.00	-1,280.16	-1,280.16	-318,719.84	0.40 %
<b>Fund 321 Total:</b>	<b>-320,000.00</b>	<b>-1,312.15</b>	<b>-1,412.84</b>	<b>-318,587.16</b>	<b>0.44 %</b>
<b>Fund: 322 - BURLINGTON ROAD RECONSTRUCTION FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.34	-1.58	1.58	
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>-0.34</b>	<b>-1.58</b>	<b>-49,998.42</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	-43.88	-198.49	198.49	
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>-43.88</b>	<b>-198.49</b>	<b>-519,801.51</b>	<b>0.04 %</b>
<b>Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.35	-13.37	13.37	
44 - INTERGOVERNMENTAL	-92,800.00	0.00	-2,111.87	-90,688.13	2.28 %
46 - SPECIAL ASSESSMENTS	0.00	-124.00	-642.00	642.00	
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>-124.35</b>	<b>-2,767.24</b>	<b>-153,232.76</b>	<b>1.77 %</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: 10/31/2016

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	-125,473.36	-629,030.11	-2,020,068.89	23.75 %
<b>Fund 610 Total:</b>	<b>-2,649,099.00</b>	<b>-125,473.36</b>	<b>-629,030.11</b>	<b>-2,020,068.89</b>	<b>23.75 %</b>
<b>Fund: 611 - SANITARY SEWER REVENUE FUND</b>					
43 - USE OF MONEY & PROPERTY	-3,000.00	-368.57	-1,309.84	-1,690.16	43.66 %
45 - CHARGES FOR SERVICES	-2,267,300.00	-205,338.93	-963,374.07	-1,303,925.93	42.49 %
46 - SPECIAL ASSESSMENTS	0.00	-1,716.00	-2,327.00	2,327.00	
47 - MISCELLANEOUS REVENUES	0.00	0.00	-223.71	223.71	
<b>Fund 611 Total:</b>	<b>-2,270,300.00</b>	<b>-207,423.50</b>	<b>-967,234.62</b>	<b>-1,303,065.38</b>	<b>42.60 %</b>
<b>Fund: 612 - SANITARY SEWER SINKING FUND</b>					
48 - OTHER FINANCING SOURCES	-435,178.00	-36,265.00	-145,058.00	-290,120.00	33.33 %
<b>Fund 612 Total:</b>	<b>-435,178.00</b>	<b>-36,265.00</b>	<b>-145,058.00</b>	<b>-290,120.00</b>	<b>33.33 %</b>
<b>Fund: 614 - SANITARY SEWER IMPROVEMENT FUND</b>					
48 - OTHER FINANCING SOURCES	-11,400.00	-950.00	-3,800.00	-7,600.00	33.33 %
<b>Fund 614 Total:</b>	<b>-11,400.00</b>	<b>-950.00</b>	<b>-3,800.00</b>	<b>-7,600.00</b>	<b>33.33 %</b>
<b>Fund: 660 - AIRPORT FUND</b>					
43 - USE OF MONEY & PROPERTY	-195,387.00	-49.40	-198.84	-195,188.16	0.10 %
47 - MISCELLANEOUS REVENUES	-11,000.00	-1,436.57	-4,993.52	-6,006.48	45.40 %
48 - OTHER FINANCING SOURCES	0.00	-5,931.12	-15,831.12	15,831.12	
<b>Fund 660 Total:</b>	<b>-206,387.00</b>	<b>-7,417.09</b>	<b>-21,023.48</b>	<b>-185,363.52</b>	<b>10.19 %</b>
<b>Fund: 661 - AIRPORT PAVEMENT REHABILITATION PROJECT</b>					
44 - INTERGOVERNMENTAL	0.00	-5,338.00	-5,338.00	5,338.00	
48 - OTHER FINANCING SOURCES	0.00	-593.12	-593.12	593.12	
<b>Fund 661 Total:</b>	<b>0.00</b>	<b>-5,931.12</b>	<b>-5,931.12</b>	<b>5,931.12</b>	
<b>Fund: 664 - AIRPORT CULVERT REHABILITATION</b>					
44 - INTERGOVERNMENTAL	-68,586.00	0.00	-9,900.00	-58,686.00	14.43 %
48 - OTHER FINANCING SOURCES	-7,621.00	0.00	-1,100.00	-6,521.00	14.43 %
<b>Fund 664 Total:</b>	<b>-76,207.00</b>	<b>0.00</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	-135.60	-512.01	512.01	
45 - CHARGES FOR SERVICES	-230,000.00	-20,389.58	-91,712.84	-138,287.16	39.88 %
<b>Fund 740 Total:</b>	<b>-230,000.00</b>	<b>-20,525.18</b>	<b>-92,224.85</b>	<b>-137,775.15</b>	<b>40.10 %</b>
<b>Fund: 750 - EDMUNDSON GOLF COURSE FUND</b>					
43 - USE OF MONEY & PROPERTY	-8,500.00	-6.38	-25.90	-8,474.10	0.30 %
47 - MISCELLANEOUS REVENUES	-300.00	0.00	0.00	-300.00	0.00 %
<b>Fund 750 Total:</b>	<b>-8,800.00</b>	<b>-6.38</b>	<b>-25.90</b>	<b>-8,774.10</b>	<b>0.29 %</b>
<b>Fund: 760 - RACI MAIN STREET LOAN FUND</b>					
43 - USE OF MONEY & PROPERTY	-262.00	-3.66	-89.82	-172.18	34.28 %
45 - CHARGES FOR SERVICES	0.00	0.00	-7.00	7.00	
47 - MISCELLANEOUS REVENUES	-1,713.00	0.00	-4,516.72	2,803.72	263.67 %
<b>Fund 760 Total:</b>	<b>-1,975.00</b>	<b>-3.66</b>	<b>-4,613.54</b>	<b>2,638.54</b>	<b>233.60 %</b>
<b>Fund: 810 - COPIER/FAX REVOLVING FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.40	-9.46	9.46	
47 - MISCELLANEOUS REVENUES	0.00	-853.81	-2,729.79	2,729.79	
<b>Fund 810 Total:</b>	<b>0.00</b>	<b>-856.21</b>	<b>-2,739.25</b>	<b>2,739.25</b>	
<b>Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE</b>					
43 - USE OF MONEY & PROPERTY	0.00	-99.44	-385.78	385.78	
47 - MISCELLANEOUS REVENUES	0.00	-54,290.48	-214,293.56	214,293.56	
<b>Fund 820 Total:</b>	<b>0.00</b>	<b>-54,389.92</b>	<b>-214,679.34</b>	<b>214,679.34</b>	

REVENUE REPORT

For Fiscal: 2016-2017 Period Ending: 10/31/2016

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 830 - EMPLOYEE FLEX PLAN FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.16	-1.24	1.24	
45 - CHARGES FOR SERVICES	0.00	-40.00	-158.00	158.00	
47 - MISCELLANEOUS REVENUES	0.00	-2,676.78	-11,955.32	11,955.32	
<b>Fund 830 Total:</b>	<b>0.00</b>	<b>-2,716.94</b>	<b>-12,114.56</b>	<b>12,114.56</b>	
<b>Report Total:</b>	<b>-22,802,730.00</b>	<b>-3,084,290.27</b>	<b>-6,700,050.94</b>	<b>-16,102,679.06</b>	<b>29.38 %</b>



# EXPENSE TRIAL BALANCE

## Account Detail

For Fiscal: 2016-2017 Period Ending: 10/31/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 001 - GENERAL FUND</b>					
1010 - POLICE OPERATIONS	1,788,705.00	118,747.55	576,811.10	1,211,893.90	32.25 %
1050 - FIRE DEPARTMENT	788,290.00	49,501.12	249,612.14	538,677.86	31.67 %
1055 - RENTAL INSPECTIONS	25,000.00	0.00	0.00	25,000.00	0.00 %
1070 - BUILDING INSPECTIONS	122,433.00	9,832.64	57,145.76	65,287.24	46.68 %
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	20,505.93	51,222.40	42,477.60	54.67 %
2080 - AIRPORT	50,000.00	2,315.59	8,350.45	41,649.55	16.70 %
4010 - LIBRARY SERVICES	596,234.00	31,692.19	180,506.15	415,727.85	30.27 %
4030 - PARKS	217,897.00	13,490.03	92,971.90	124,925.10	42.67 %
4031 - POOL	197,611.00	427.28	83,314.12	114,296.88	42.16 %
4050 - CEMETERY	100,000.00	0.00	50,000.00	50,000.00	50.00 %
5020 - ECONOMIC DEVELOPMENT	42,500.00	0.00	20,000.00	22,500.00	47.06 %
5030 - HOUSING & URBAN RENEWAL	95,091.00	10,381.06	31,911.28	63,179.72	33.56 %
5040 - PLANNING & ZONING	1,300.00	310.42	736.82	563.18	56.68 %
6010 - CITY MANAGER	318,366.00	16,944.06	74,042.84	244,323.16	23.26 %
6011 - CITY COUNCIL & MAYOR	82,405.00	2,911.03	34,833.65	47,571.35	42.27 %
6020 - CLERK, TREAS. & FINANCIAL ADMIN	303,622.00	20,854.11	108,530.75	195,091.25	35.75 %
6030 - ELECTIONS	0.00	0.00	10,277.96	-10,277.96	
6040 - LEGAL SERVICES & CITY ATTORNEY	79,600.00	5,029.27	22,589.19	57,010.81	28.38 %
6050 - CITY HALL & GENERAL BUILDINGS	134,519.00	5,105.45	71,191.33	63,327.67	52.92 %
9500 - ENGINEERING (ALLOCATED)	0.00	-3,379.13	19,960.05	-19,960.05	
<b>Fund 001 Total:</b>	<b>5,191,773.00</b>	<b>304,668.60</b>	<b>1,744,007.89</b>	<b>3,447,765.11</b>	<b>33.59 %</b>
<b>Fund: 002 - GENERAL FUND INSURANCE FUND</b>					
6060 - TORT LIABILITY	123,674.00	4,435.57	83,582.47	40,091.53	67.58 %
<b>Fund 002 Total:</b>	<b>123,674.00</b>	<b>4,435.57</b>	<b>83,582.47</b>	<b>40,091.53</b>	<b>67.58 %</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	287.30	715.03	4,584.97	13.49 %
<b>Fund 004 Total:</b>	<b>5,300.00</b>	<b>287.30</b>	<b>715.03</b>	<b>4,584.97</b>	<b>13.49 %</b>
<b>Fund: 005 - GENERAL FUND BAND</b>					
4020 - BAND	22,518.00	251.99	18,846.39	3,671.61	83.69 %
<b>Fund 005 Total:</b>	<b>22,518.00</b>	<b>251.99</b>	<b>18,846.39</b>	<b>3,671.61</b>	<b>83.69 %</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	86,461.92	572,771.10	629,904.90	47.62 %
2030 - STREET LIGHTING	45,150.00	0.00	0.00	45,150.00	0.00 %
2040 - TRAFFIC CONTROL & SAFETY	33,252.00	13,084.91	18,926.85	14,325.15	56.92 %
2050 - SNOW REMOVAL	80,016.00	1,386.00	2,328.04	77,687.96	2.91 %
2070 - STREET CLEANING	41,642.00	3,913.72	17,983.97	23,658.03	43.19 %
<b>Fund 110 Total:</b>	<b>1,402,736.00</b>	<b>104,846.55</b>	<b>612,009.96</b>	<b>790,726.04</b>	<b>43.63 %</b>

## EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 10/31/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 112 - EMPLOYEE BENEFIT FUND</b>					
9100 - TRANSFER OUT	1,080,704.00	97,213.27	269,907.47	810,796.53	24.98 %
<b>Fund 112 Total:</b>	<b>1,080,704.00</b>	<b>97,213.27</b>	<b>269,907.47</b>	<b>810,796.53</b>	<b>24.98 %</b>
<b>Fund: 119 - EMERGENCY FUND</b>					
9100 - TRANSFER OUT	91,228.00	34,645.20	39,753.82	51,474.18	43.58 %
<b>Fund 119 Total:</b>	<b>91,228.00</b>	<b>34,645.20</b>	<b>39,753.82</b>	<b>51,474.18</b>	<b>43.58 %</b>
<b>Fund: 121 - LOCAL OPTION SALES TAX FUND</b>					
5900 - COMMUNITY SCHOOLS	1,027,059.00	93,954.53	365,698.38	661,360.62	35.61 %
<b>Fund 121 Total:</b>	<b>1,027,059.00</b>	<b>93,954.53</b>	<b>365,698.38</b>	<b>661,360.62</b>	<b>35.61 %</b>
<b>Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND</b>					
4040 - RECREATION	125,000.00	0.00	30,929.95	94,070.05	24.74 %
<b>Fund 122 Total:</b>	<b>125,000.00</b>	<b>0.00</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	138.78	40,564.64	90,535.36	30.94 %
<b>Fund 140 Total:</b>	<b>131,100.00</b>	<b>138.78</b>	<b>40,564.64</b>	<b>90,535.36</b>	<b>30.94 %</b>
<b>Fund: 167 - LIBRARY MEMORIAL FUND</b>					
4010 - LIBRARY SERVICES	79,650.00	775.46	10,907.58	68,742.42	13.69 %
<b>Fund 167 Total:</b>	<b>79,650.00</b>	<b>775.46</b>	<b>10,907.58</b>	<b>68,742.42</b>	<b>13.69 %</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	569.05	2,321.00	-2,321.00	
<b>Fund 177 Total:</b>	<b>0.00</b>	<b>569.05</b>	<b>2,321.00</b>	<b>-2,321.00</b>	
<b>Fund: 178 - LIBRARY MAINTENANCE FUND</b>					
4010 - LIBRARY SERVICES	42,500.00	3,969.55	13,293.55	29,206.45	31.28 %
<b>Fund 178 Total:</b>	<b>42,500.00</b>	<b>3,969.55</b>	<b>13,293.55</b>	<b>29,206.45</b>	<b>31.28 %</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	3,400.94	14,905.32	-14,905.32	
4030 - PARKS	20,000.00	5,317.00	21,690.01	-1,690.01	108.45 %
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>8,717.94</b>	<b>39,101.08</b>	<b>-13,101.08</b>	<b>150.39 %</b>
<b>Fund: 181 - BROWNFIELD SITES ASSESSMENT GRANT FUND</b>					
2900 - OTHER PUBLIC WORKS	140,000.00	8,653.23	34,462.99	105,537.01	24.62 %
<b>Fund 181 Total:</b>	<b>140,000.00</b>	<b>8,653.23</b>	<b>34,462.99</b>	<b>105,537.01</b>	<b>24.62 %</b>

## EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 10/31/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 182 - FACADE GRANT</b>					
5010 - COMMUNITY BEAUTIFICATION	505,529.00	36,280.29	36,280.29	469,248.71	7.18 %
<b>Fund 182 Total:</b>	<b>505,529.00</b>	<b>36,280.29</b>	<b>36,280.29</b>	<b>469,248.71</b>	<b>7.18 %</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	51.31	264.36	15,575.64	1.67 %
<b>Fund 301 Total:</b>	<b>15,840.00</b>	<b>51.31</b>	<b>264.36</b>	<b>15,575.64</b>	<b>1.67 %</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: 303 - REC AND EARLY CHILDHOOD CENTER</b>					
4040 - RECREATION	0.00	14,000.00	14,000.00	-14,000.00	
<b>Fund 303 Total:</b>	<b>0.00</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>-14,000.00</b>	
<b>Fund: 304 - FIRE STATION ADDITION AND REMODEL PROJECT</b>					
1050 - FIRE DEPARTMENT	2,141,790.00	466,232.48	771,570.59	1,370,219.41	36.02 %
<b>Fund 304 Total:</b>	<b>2,141,790.00</b>	<b>466,232.48</b>	<b>771,570.59</b>	<b>1,370,219.41</b>	<b>36.02 %</b>
<b>Fund: 321 - NE BRIDGE REPLACEMENT PROJECT</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	400,000.00	0.00	17,600.30	382,399.70	4.40 %
<b>Fund 321 Total:</b>	<b>400,000.00</b>	<b>0.00</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	8,177.50	105,322.96	414,677.04	20.25 %
<b>Fund 325 Total:</b>	<b>520,000.00</b>	<b>8,177.50</b>	<b>105,322.96</b>	<b>414,677.04</b>	<b>20.25 %</b>
<b>Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	156,000.00	29,823.15	62,886.40	93,113.60	40.31 %
<b>Fund 326 Total:</b>	<b>156,000.00</b>	<b>29,823.15</b>	<b>62,886.40</b>	<b>93,113.60</b>	<b>40.31 %</b>
<b>Fund: 344 - 2016 GO REFUNDING NOTES</b>					
6900 - OTHER GEN'L GOVT	0.00	15,586.36	22,164.88	-22,164.88	
<b>Fund 344 Total:</b>	<b>0.00</b>	<b>15,586.36</b>	<b>22,164.88</b>	<b>-22,164.88</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	84,484.43	391,004.61	1,224,186.39	24.21 %

## EXPENSE TRIAL BALANCE

For Fiscal: 2016-2017 Period Ending: 10/31/2016

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 610 - SANITARY SEWER O&amp;M FUND</b>					
8016 - SANITARY SEWER-COLLECTION	1,033,908.00	29,522.90	115,509.61	918,398.39	11.17 %
<b>Fund 610 Total:</b>	<b>2,649,099.00</b>	<b>114,007.33</b>	<b>506,514.22</b>	<b>2,142,584.78</b>	<b>19.12 %</b>
<b>Fund: 611 - SANITARY SEWER REVENUE FUND</b>					
8015 - SANITARY SEWER-TREATMENT	3,095,677.00	162,688.36	777,888.11	2,317,788.89	25.13 %
<b>Fund 611 Total:</b>	<b>3,095,677.00</b>	<b>162,688.36</b>	<b>777,888.11</b>	<b>2,317,788.89</b>	<b>25.13 %</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	17,178.15	53,781.48	177,792.52	23.22 %
<b>Fund 660 Total:</b>	<b>231,574.00</b>	<b>17,178.15</b>	<b>53,781.48</b>	<b>177,792.52</b>	<b>23.22 %</b>
<b>Fund: 661 - AIRPORT PAVEMENT REHABILITATION PROJECT</b>					
8035 - AIRPORT	0.00	5,931.12	5,931.12	-5,931.12	
<b>Fund 661 Total:</b>	<b>0.00</b>	<b>5,931.12</b>	<b>5,931.12</b>	<b>-5,931.12</b>	
<b>Fund: 664 - AIRPORT CULVERT REHABILITATION</b>					
8035 - AIRPORT	76,207.00	0.00	11,000.00	65,207.00	14.43 %
<b>Fund 664 Total:</b>	<b>76,207.00</b>	<b>0.00</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	35,807.63	53,623.37	558,350.63	8.76 %
<b>Fund 740 Total:</b>	<b>611,974.00</b>	<b>35,807.63</b>	<b>53,623.37</b>	<b>558,350.63</b>	<b>8.76 %</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	375.52	3,915.86	22,675.14	14.73 %
<b>Fund 750 Total:</b>	<b>29,591.00</b>	<b>375.52</b>	<b>5,184.54</b>	<b>24,406.46</b>	<b>17.52 %</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	735.75	2,091.54	-2,091.54	
<b>Fund 810 Total:</b>	<b>0.00</b>	<b>735.75</b>	<b>2,091.54</b>	<b>-2,091.54</b>	
<b>Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE</b>					
9320 - EMPLOYEE HEALTH SELF-INSURANCE	0.00	114,388.43	290,148.83	-290,148.83	
<b>Fund 820 Total:</b>	<b>0.00</b>	<b>114,388.43</b>	<b>290,148.83</b>	<b>-290,148.83</b>	
<b>Fund: 830 - EMPLOYEE FLEX PLAN FUND</b>					
9330 - EMPLOYEE FLEX PLAN	0.00	2,311.42	15,985.26	-15,985.26	
<b>Fund 830 Total:</b>	<b>0.00</b>	<b>2,311.42</b>	<b>15,985.26</b>	<b>-15,985.26</b>	
<b>Report Total:</b>	<b>26,527,919.00</b>	<b>1,686,701.82</b>	<b>6,189,426.02</b>	<b>20,338,492.98</b>	<b>23.33 %</b>



## City Council Communication

Meeting Date: November 21, 2016

Requested By: Development Services Dept.

### Item Title: CONSENT AGENDA

Consider approval of Contract Amendment #1 to the Professional Services Agreement with Curtis Architecture & Design PC.

### Explanation:

On August 15, 2016, the Oskaloosa City Council approved a professional services contract with Curtis Architecture & Design PC for work on the Façade Improvement Project. The contract includes the following items:

*...design, construction drawings, specifications, bidding and project observation for up to 21 predetermined facades.*

*Fixed maximum "not to exceed" amount fee set at \$75,839.00. Extra addresses can be added for a fee of \$6,000.00 per address.*

This project is presently approved for \$390,000 in Community Development Block (CDBG) funding, \$250,000 in local Tax Increment Finance funding, and local match funding from property owners. Two additional properties (117 High Avenue West and 107 High Avenue West) that are eligible for the project under the "slum and blight" criteria, but had previously elected not to participate in the project, have been bought by new owners. These new owners acquired the buildings with the intention of participating in the façade grant project.

Approving this contract amendment is the first step in adding these two new buildings to the grant and the Façade Improvement Project. Staff has already received preliminary approval from the Iowa Economic Development Authority on increasing the grant award to cover the costs on the new buildings at the same proportion as the 16 buildings (21 facades) already part of the grant. These two new buildings are important additions to the façade project and will help make a significant impact to the downtown district.

In order to fully incorporate these buildings into the project, council will also be asked to approve an amendment to the contract with IEDA and an amendment to the amount of TIF funding for this project. Those requests will be presented to city council within the next two months.

**Recommended Action:**

Staff recommends that the City Council approve the attached contract amendment.

**Budget Consideration:**

\$75,839.00 – Previously Approved by Council

\$ 6,000.00 – For Adding 117 High Avenue West

\$ 6,000.00 – For Adding 107 High Avenue West

\$87,839.00 – New total contract amount paid from the Façade Grant Fund

**Attachments:**

Contract Amendment

Oskaloosa Façade Improvement Project Progress Report

**CONTRACT AMENDMENT #1 TO THE DESIGN SERVICES AGREEMENT**

**BETWEEN**

**CITY OF OSKALOOSA  
AND  
CURTIS ARCHITECTURE AND DESIGN PC**

Effective November \_\_, 2016, the following document hereby amends the contract agreement dated June 09, 2016 between the City of Oskaloosa and Curtis Architecture and Design PC.

Two buildings in the designated slum and blight area in Downtown Oskaloosa have been purchased by two separated entities. These entities would like to include their newly purchased buildings in the Oskaloosa Façade Improvement Project.

Per Section 11.1 of the contract dated June 09, 2016. Extra addresses can be added for a fee of \$6,000.00 per address. With adding two addressed it would thereby increase the contract amount to a total not to exceed \$87,839.

PASSED AND APPROVED:

**Curtis Architecture and Design PC**

**City of Oskaloosa, Iowa**

By:

  
Rod Curtis, AIA

By:

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

Date:

11/15/2016

Attest:

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

Date:

\_\_\_\_\_

## Oskaloosa Façade Improvement Project Progress Report

Community Development Block Grant: # 16-DTR-001

Report Date: November 2016

Percent Complete: 4.6%

Progress continues with the project. The main areas of activity are with architectural design and grant administration.

### 1. Observations

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

### 2. Project Progress

- a. The next payment by property owners to the city is due by Dec 1, 2016.
- b. IEDA has unofficially approved the addition of two properties to the project. These two properties were identified as project-eligible, but the owners had not wanted to participate. Both buildings have new owners, who are now working with Curtis Architecture on designs and preliminary cost estimates.
- c. All easement agreements (except for one of the recently added buildings) have been signed. Once all easements are recorded and returned, copies will be sent to all property owners and to Area 15 RPC for uploading into the State's grant management system.
- d. The first-tier environmental review is in progress and should be complete by November 15. 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 (including asbestos testing).

### 3. Items of Discussion

- a. Mortar samples have been collected for the necessary addresses, and have been sent to an analysis firm on November 7th. The mortar analysis reports are expected to be back in two to three weeks. Curtis Architecture wants to thank Gary with the Oskaloosa Streets Department for his help with these samples.
- b. Procurement for asbestos testing needs to be completed by the City (with assistance from Area 15 RPC). This will likely occur in early December.
- c. Curtis Architecture has met with 4 building owners (covering 8 of the 17 buildings) to walk through the upper levels of each building, taking inventory of existing interior finishes as well as completing windows surveys on existing historical windows.
- d. Curtis Architecture will be meeting with each property owner to verify and finalize finishes.

### 4. Change Orders

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

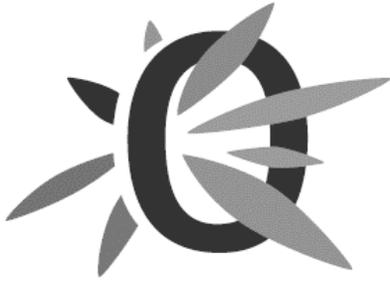
- a. No formal amendments have been presented to IEDA, but Area 15 has been assured that IEDA will approve a budget amendment providing additional funds to allow for the inclusion of 117.

Responsible Entity:  
City of Oskaloosa  
Andrew Jensen  
Development Services Dir.

Project Manager:  
Oskaloosa Main Street  
Karen Hafner  
Director

Grant Administrator:  
Area 15 RPC  
Bradley J. Grefe  
Senior Planner

Architect:  
Curtis Arch. & Design  
Rod Curtis  
Principle



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Clerk/Finance Department

**Item Title: CONSENT AGENDA**

Consider a resolution approving tax increment finance (TIF) asking for FY 2018.

**Explanation:**

By December 1 each year the city is required to file a request for TIF funds with the County Auditor for the following fiscal year. This resolution requests \$347,444 TIF funds for FY 2018.

This amount covers administration costs of \$9,132 for new and amended Development Agreements completed this past year. The tax increment finance asking includes three Development Agreements with Economic Development Grants in the amount of \$4,000 to Intraco, Inc. dba Cablevey, \$250,000 to Oskaloosa Downtown Development, LLC and \$67,156 to Ironwood Partners, LLC. Also included in this amount is \$18,000 towards an internal advance for professional services on the Oskaloosa Façade Improvements Project. This amount anticipates a remaining fund balance of \$844.00 at the end of FY2017.

**Budget Consideration:**

Receipt of \$347,444 from TIF for FY 2018

**Attachments:**

Resolution  
TIF Forms

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

RESOLUTION APPROVING TAX INCREMENT FINANCE  
ASKING FOR FISCAL YEAR 2016-2017

WHEREAS, the City Council of the City of Oskaloosa, Iowa, adopted Resolution No. 14-08-71 entitled "Resolution determining an area of the city to be a blighted and economic development area, and that the rehabilitation, conservation, redevelopment, development, or a combination thereof, of such area is necessary in the interest of the public health, safety or welfare of the residents of the city; designating such area as appropriate for urban renewal projects; and adopting Amendment No. 1 to the Oskaloosa Amended and Restated Urban Renewal Plan", and

WHEREAS, by Resolution No. 78-14, adopted February 20, 1978, this Council found and determined that certain areas located within the City are eligible and should be designated as an urban renewal area under Iowa law, and approved and adopted the Oskaloosa Urban Renewal Plan (the "Original Plan") for the Oskaloosa Urban Renewal Area (the "Oskaloosa Urban Renewal Area") described therein, which Plan is on file in the office of the Recorder of Mahaska County; and

WHEREAS, by Resolution No. 80-134, adopted October 6, 1980, this City Council approved and adopted an Amendment No. 1 to the Original Plan; and

WHEREAS, by Resolution No. 83-34, adopted August 8, 1983, this City Council approved and adopted an Amendment No. 2 to the Original Plan; and

WHEREAS, by Resolution No. 83-35, adopted August 15, 1983, this City Council approved and adopted an Amendment No. 2 (Amendment "A") to the Original Plan; and

WHEREAS, by Resolution No. 84-10-123, adopted October 22, 1984, this City Council approved and adopted an Amendment No. 2 (Amendment "A-1") to the Original Plan; and

WHEREAS, by Resolution No. 84-12-147, adopted December 3, 1984, this City Council approved and adopted a Correction Resolution to the Original Plan; and

WHEREAS, by Resolution No. 89-2-8, adopted February 6, 1989, this City Council approved and adopted an Amendment No. 3 to the Original Plan; and

WHEREAS, by Resolution No. 89-2-10, adopted February 14, 1989, this City Council approved and adopted an Amendment No. 3 (Amendment "A") to the Original Plan; and

WHEREAS, by Resolution No. 89-9-128, adopted September 5, 1989, this City Council approved and adopted an Amendment No. 3 (Amendment "B") to the Original Plan; and

WHEREAS, by Resolution No. 89-11-157, adopted November 20, 1989, this City Council approved and adopted an Amendment No. 3 (Amendment "C") to the Original Plan; and

WHEREAS, by Resolution No. 92-12-125, adopted December 23, 1992, this City Council approved and adopted an Amendment No. 4, Amendment No. 5 and Amendment No. 6 to the Original Plan; and

WHEREAS, by Resolution No. 95-5-49, adopted May 15, 1995, this City Council approved and adopted an Amendment No. 7 to the Original Plan; and

WHEREAS, by Resolution No. 95-12-105, adopted December 4, 1995, this City Council approved and adopted a corrected Amendment No. 7 to the Original Plan; and

WHEREAS, by Resolution No. 96-11-80, adopted November 18, 1996, this City Council approved and adopted an Amendment No. 8 to the Original Plan; and

WHEREAS, by Resolution No. 99-10-106, adopted October 18, 1999, this City Council approved and adopted an Amendment No. 9 to the Original Plan; and

WHEREAS, by Resolution No. 01-4-29, adopted April 2, 2001, this City Council approved and adopted an Amendment No. 10 to the Original Plan; and

WHEREAS, indebtedness has been incurred by the city in connection with said Urban Renewal Projects, and

WHEREAS, the City Council of the City of Oskaloosa, Iowa, passed and approved Ordinance No. 1364 dated September 15, 2014 amending Ordinances Nos. 576, 1064 and 1106, providing that General Property Taxes levied and collected each year on all property located within the Amended Oskaloosa Urban Renewal Area, in the City of Oskaloosa, County of Mahaska, State of Iowa, by and for the benefit of the State of Iowa, City of Oskaloosa, County of Mahaska, Oskaloosa Community School District, and other taxing districts, be paid to a special fund for the payment of principal and interest on loans, monies advanced to and indebtedness, including bonds issued or to be issued, incurred by the city in connection with the Amended Oskaloosa Urban Renewal Area (Amendment No. 1 to the Oskaloosa Amended and Restated Urban Renewal Plan), and

WHEREAS, in accordance with Section 403.19(5) of the Code of Iowa a city shall certify to the County Auditor on or before December 1 the amount of loans, advances, indebtedness or bonds which qualify for payment from the special fund.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oskaloosa, Iowa, that the City of Oskaloosa requests that taxes be levied to provide \$347,444 under Section 403.19(2) to the special fund under that section as set forth in Form 1, 1.1, 2 and 3 attached to this resolution

PASSED AND APPROVED this 21st day of November, 2016.

[SIGNATURES TO FOLLOW]

---

David Krutzfeldt, Mayor

ATTEST:

---

Amy Miller, City Clerk

**CODE OF IOWA SECTION 403.19 TAX INCREMENT FINANCING (TIF) INDEBTEDNESS  
CERTIFICATION TO COUNTY AUDITOR  
Due To County Auditor By December 1 Prior To The Fiscal Year TIF Increment Revenue Is Requested  
Use One Certification Per Urban Renewal Area**

City: Oskaloosa County: Mahaska

Urban Renewal Area Name: City of Oskaloosa

Urban Renewal Area Number: 62053 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the Urban Renewal Area within the City and County named above the City has outstanding loans, advances, indebtedness, or bonds, none of which have been previously certified, in the collective amount shown below, all of which will qualify for payment from the special fund referred to in paragraph 2 of Section 403.19 of the Code of Iowa.

Urban Renewal Area Indebtedness Not Previously Certified\*: \$ 823,132

\*There must be attached a supporting itemized listing of the dates that individual loans, advances, indebtedness, or bonds were initially approved by the governing body. (Complete and attach 'CITY TIF FORM 1.1'.)

The County Auditor shall provide the available TIF increment tax revenue in subsequent fiscal years without further certification until the above-stated amount of indebtedness is paid to the special TIF fund of City. However, for any fiscal year a City may elect to receive less than the available TIF increment tax revenue by certifying the requested amount to the County Auditor on or before the preceding December 1. (File 'CITY TIF FORM 2' with the County Auditor by the preceding December 1 for each of those fiscal years where all of the TIF increment tax revenue is not requested.)

A City reducing certified TIF indebtedness by any reason other than application of TIF increment tax revenue received from the County Treasurer shall certify such reduced amounts to the County Auditor no later than December 1 of the year of occurrence. (File 'CITY TIF FORM 3' with the County Auditor when TIF indebtedness has been reduced by any reason other than application of TIF increment tax revenue received from the County Treasurer.)

Notes/Additional Information:

---

---

---

---

---

---

---

---

---

---

Dated this 21st day of November, 2016

\_\_\_\_\_  
Signature of Authorized Official (641)673-9431  
Telephone

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: Oskaloosa County: Mahaska

Urban Renewal Area Name: City of Oskaloosa

Urban Renewal Area Number: 62053 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
1. Resolution authorizing internal advance to tax increment revenue fund to cover administrative and legal costs in connection with the planning, authorization and carrying out of urban renewal projects.	10/17/2016	9,132
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
2. Resolution authorizing internal advance to tax increment revenue fund to pay costs associated with the Oskaloosa Façade Improvements Project.	06/6/2016	250,000
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
3. Resolution authorizing execution of a Development Agreement between the City of Oskaloosa and Intraco, Inc. dba Cablevey. City will make up to four consecutive annual payments of Economic Development Grants up to an aggregate total amount not to exceed \$16,000.	07/05/2016	16,000
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
4. Resolution authorizing execution of a Development Agreement between the City of Oskaloosa and Ironwood Partners, LLC. City will make up to fifteen consecutive annual payments of Economic Development Grants consisting of 90% of the Minimum Improvements. Cumulative total for all payments shall not exceed \$510,000. District 62058 UR Ironwood.	09/15/2014	510,000
<input checked="" type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
5. Resolution authorizing internal advance to tax increment revenue fund to pay costs associated with the acquisition and demolition of existing dilapidated structures and conveyance to developer along the Market Street and A Avenue corridors.	11/07/2016	20,000
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 2.

**Total For City TIF Form 1.1 Page 1: 805,132**

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

**TIF INDEBTEDNESS NOT PREVIOUSLY CERTIFIED ELIGIBLE FOR TAX COLLECTIONS NEXT FISCAL YEAR**

City: Oskaloosa County: Mahaska

Urban Renewal Area Name: City of Oskaloosa

Urban Renewal Area Number: 62053 (Use five-digit Area Number Assigned by the County Auditor)

Individual TIF Indebtedness Type/Description/Details:	Date Approved*:	Total Amount:
6. Resolution authorizing internal advance to tax increment revenue fund to pay costs associated with the Oskaloosa Façade Improvement Project to Curtis Architecture for professional services.	11/16/2015	18,000
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
7.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
8.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
9.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		
10.		
<input type="checkbox"/> 'X' this box if a rebate agreement. List administrative details on lines above.		

If more indebtedness entry lines are needed continue to Form 1.1 Page 3.

**Total For City TIF Form 1.1 Page 2: 18,000**

\* "Date Approved" is the date that the local governing body initially approved the TIF indebtedness.

**SPECIFIC DOLLAR REQUEST FOR AVAILABLE TIF INCREMENT TAX REVENUE FOR NEXT FISCAL YEAR  
 CERTIFICATION TO COUNTY AUDITOR  
 Due To County Auditor By December 1 Prior To The Fiscal Year  
 Where Less Than The Maximum TIF Increment Revenue Is Requested  
 Use One Certification Per Urban Renewal Area**

City: Oskaloosa County: Mahaska

Urban Renewal Area Name: City of Oskaloosa

Urban Renewal Area Number: 62056 (Use five-digit Area Number Assigned by the County Auditor)

I hereby certify to the County Auditor that for the next fiscal year and for the Urban Renewal Area within the City and County named above, the City requests less than the maximum available TIF increment tax revenue as detailed below.

Provide sufficient detail so that the County Auditor will know how to specifically administer your request. For example you may have multiple indebtedness certifications in an Urban Renewal Area, and want the maximum revenue for rebate agreement property that the County has segregated into separate taxing districts, but only want a portion of the available increment from the remainder of the taxing districts in the Area.

Specific Instructions To County Auditor For Administering The Request That This Urban Renewal Area Generate Less Than The Maximum Available TIF Increment Revenue:	Amount Requested:
The following amounts are needed from TIF Increment Tax Revenue for Fiscal Year 2017-2018	
Internal Advance for TIF administration approved by council on October 17, 2016	9,132
Second Economic Development Grant to Oskaloosa Downtown Development, LLC due on or about 6/1/18	250,000
Internal Advance for Oskaloosa Façade Improvements approved by council on June 6, 2016	18,000
First Economic Development Grant to Cablevey due on or about June , 2018	4,000
First Economic Development Grant to Ironwood Partners, LLC on or about June 1, 2018	67,156
<b>Total</b>	<b>348,288</b>

Dated this 21st day of November, 2016

\_\_\_\_\_  
 Signature of Authorized Official (641)673-9431  
 Telephone





## City Council Communication

Meeting Date: November 21, 2016

Requested By: Fire

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

Consider a resolution authorizing the Mayor to enter into a one-time Purchase Agreement with Musco Sports Lighting L.L.C. for one (1) pre-cast concrete base and one (1) one-hundred-foot galvanized steel monopole antenna tower.

### **Explanation:**

The fire department is requesting to utilize fifty-five hundred (\$5500.00) dollars from the fire station expansion and renovation contingency money to purchase a pre-cast concrete base and a one-hundred-foot galvanized steel monopole to be utilized as an antenna tower for fire department radio communications.

If approved these items would be purchased from Musco Sports Lighting. Retail cost of this system is eleven thousand (\$11,000.00) dollars. Plans to purchase and install this new antenna pole have been discussed from the beginning of the fire station renovation project. With the cost reduction from Musco Sports Lighting it was found to be less expensive to have the city purchase direct in lieu of including it in the bid letting documentation.

The current antenna is mounted to a twenty-five foot, two-inch diameter pipe which is clamped to a separate twenty-five foot, two-inch diameter pipe affixed to the existing fire station. This gives an estimated antenna height of sixty feet. The current antenna has been tilted from past wind events and is sitting at an estimated 20-degree angle. The antenna has been in service for at least 30 years. If purchased, this new antenna pole will elevate the communications antenna an estimated 30 feet above current height. This increase in height will improve overall base radio communications for the department.

### **Budget Consideration:**

This item is specifically included in the city council approved FY2017 budget for the fire station project.

### **Attachments:**

Copy of Purchase Agreement, Resolution for Purchase Agreement

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

**RESOLUTION TO ENTER INTO A PURCHASE AGREEMENT  
WITH MUSCO SPORTS LIGHTING, L.L.C. (“MUSCO”)**

**WHEREAS**, the Oskaloosa Fire Department identified the need to replace the existing emergency communications antenna and mounting pole; and

**WHEREAS**, the Oskaloosa Fire Department has limited area to place a communications antenna tower; and

**WHEREAS**, the Oskaloosa Fire Department staff recommends using Musco Sports Lighting L.L.C. as they have a proven track record with construction and assembly of monopole towers and are a local provider; and

**WHEREAS**, the cost of this pre-cast mounting base and tower has been reduced from eleven thousand dollars to five thousand five hundred dollars.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of Oskaloosa, Iowa that the Mayor of the City of Oskaloosa is hereby authorized to enter into a one-time purchase agreement; and the City Clerk is hereby authorized to issue a check in the amount of five thousand five hundred dollars within thirty days of the date of invoice with Musco Sports Lighting L.L.C. for one pre-cast concrete base and one one-hundred-foot galvanized steel pole.

**PASSED AND APPROVED** this 21st day of November, 2016.

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

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

# Purchase Agreement

Date: November 3, 2016

Project Name: Oskaloosa Fire Station Antenna Pole

Project #: 182943

<p><b>1. SELLER NAME AND ADDRESS:</b>  Musco Sports Lighting, LLC ("Musco")  100 1<sup>st</sup> Avenue West – PO Box 808  Oskaloosa, IA 52577  Attn: Jim Berns  Email: Jim.Berns@musco.com  Telephone: 641-673-0411  800-825-6020 Ext 2127  Fax: 800-374-6402</p>	<p><b>2. BUYER NAME AND ADDRESS:</b>  City of Oskaloosa (the "Buyer")  220 S Market St  Oskaloosa IA 52577  Attn: Mark Neff  Email: Mark.Neff@oskaloosaiowa.org  Telephone: 641-673-3541 Ext 1</p>
<p><b>3. OWNER NAME AND ADDRESS:</b>  Oskaloosa Fire Department  220 S Market St  Oskaloosa IA 52577  Attn: Mark Neff  Email: Mark.Neff@oskaloosaiowa.org  Attn: Mark Neff</p>	<p><b>4. SHIPPING NAME AND ADDRESS:</b>  Oskaloosa Fire Department  220 S Market St  Oskaloosa IA 52577  Attn: Mark Neff  Email: Mark.Neff@oskaloosaiowa.org  Attn: Mark Neff</p>
	<p><b>5. FACILITY NAME AND ADDRESS:</b>  Oskaloosa Fire Department  220 S Market St  Oskaloosa IA 52577</p>

- 6. EQUIPMENT DESCRIPTION** – Musco shall sell, transfer and deliver to Buyer, and Buyer will purchase, accept and pay for the following goods (the "Equipment") in accordance with the "Total Price" paragraph of this Agreement. Musco's lighting system consisting of:

**Light-Structure Green™ Lighting System Equipment Details**

- 1 pre-cast concrete base
- 1 – 100ft galvanized steel pole

**7. NO WARRANTY**

- 8. TOTAL PRICE** – Buyer will pay for the above-described Equipment and, if applicable, Services the Total Price of \$5,500 plus applicable taxes, payable as follows.

- \$5,500 within 30 days from invoice date

A copy of the payment and performance bond (if applicable) is required prior to shipment.

Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Price includes delivery to the address indicated in item #4 of this Agreement. Price does not include sales tax, unloading or installation.

Payments not paid when due are subject to a carrying charge for each month past due or will be pro-rated for the portion of the month there is an unpaid balance. Carrying charges shall accrue in the amount of one and one half percent (1½%) per month of any overdue unpaid balance, or the maximum rate permitted by law, whichever is less.

**Source of Funds:** Buyer agrees that Buyer's payment to Musco is not contingent upon Buyer getting paid by the Owner/End User.

Buyer may not hold back or set off any amounts owed to Musco in satisfaction of any claims asserted by Buyer against Musco. No partial payment by Buyer shall constitute satisfaction of the entire outstanding balance of any invoice of Musco, notwithstanding any notation or statement accompanying that payment.



\_\_\_\_ Initials

# Purchase Agreement

Date: November 3, 2016

Project Name: Oskaloosa Fire Station Antenna Pole

Project #: 182943

The Total Price was calculated utilizing parameters outlined in the project specifications. In the event soil conditions vary from those relied upon, or if the soil cannot be readily excavated, Buyer shall be responsible for Musco's additional associated costs, including but not limited to the cost of design, alternate foundations, additional materials, and labor.

9. **TAXES** – Buyer shall pay all applicable state and local sales taxes, use or any similar tax invoiced appropriately by Musco.

Taxable       Non-Taxable      (Copy of resale or exemption certificate must be attached. Note: Just holding a sales tax permit does not, in and of itself, qualify for a non-taxable sale.)

10. **PAYMENT/PERFORMANCE BONDING** – Is there a bond on this project?  Yes  No

**DELIVERY** – Normal delivery to the shipping address indicated above is 30 to 45 days after submittal approval or release of order, if later. If the Equipment is shipped in multiple lots, Musco shall prepare a separate invoice for the price of the Equipment shipped at the time of each shipment. Buyer shall pay the amount of each such invoice upon the same terms as set out in the "Total Price" paragraph of this Agreement.

All deliveries shall be made by means of a common carrier or some other reasonable means chosen by Musco. All risk of loss to Equipment sold shall pass to Buyer upon delivery by Musco of such Equipment to the shipping location indicated above.

Delivery is subject to Buyer maintaining credit satisfactory to Musco. Musco may suspend or delay performance or delivery at any time pending receipt of assurances, including full or partial prepayment or payment of any outstanding amounts owed adequate to Musco in its discretion, of Buyer's ability to pay. Failure to provide such assurances shall entitle Musco to cancel this contract without further liability or obligation to Buyer.

11. **NO RETAINAGE/WARRANTY** – Buyer acknowledges payment in full is required within the agreed terms. Warranty claims and back charges shall not be deducted from contract payments without prior approval of Musco's Warranty Department (800-825-6020). Musco's Equipment and its performance are sold subject to Musco's written warranty. The Warranty provided by Musco shall be in lieu of all other representations, warranties and conditions of any kind, in respect of the Equipment or the Services and Musco disclaims any other representation, warranty or condition whatsoever, whether written or oral, express or implied, statutory or otherwise, including, but not limited to, the implied warranties and conditions of merchantability and fitness for a particular purpose.

Buyer acknowledges that any warranty and/or maintenance guarantee contained within payment/performance bonds issued on Musco's behalf pursuant to this Agreement and the corresponding liability on behalf of the issuing surety shall apply only to the first 12 months of any warranty and/or maintenance obligation of Musco specified in the written Warranty to be delivered to Buyer. The balance of any warranty and/or maintenance obligation greater than 12 months shall be the sole responsibility of Musco and shall not be guaranteed by a third party.

12. **EXCLUSION OF SPECIAL DAMAGES** – In no event shall Musco be liable for incidental, special or consequential damages, including without limitation lost revenues and profits, in respect of this Agreement or the Equipment and, if applicable, Services provided hereunder.

13. **LIMITATIONS PERIOD** – Unless otherwise specified in the Warranty to be delivered to Buyer, any action or proceeding against Musco arising out of or relating to the Equipment or Services will be forever barred unless commenced within the earlier of: (a) one (1) year after delivery of the Equipment or if applicable, completion of the Services; or (b) the period prescribed by the applicable statute of limitation or repose.



\_\_\_\_ Initials

© 1999, 2016 Musco Sports Lighting, LLC • M-1010-enUS-19

www.musco.com • lighting@musco.com

# Purchase Agreement

Date: November 3, 2016

Project Name: Oskaloosa Fire Station Antenna Pole

Project #: 182943

14. **SECURITY AGREEMENT** – In consideration of the promises contained herein, Buyer hereby grants and conveys to Musco, to secure payment and performance of all obligations in full, a purchase money security interest in the Equipment, including all repairs, replacements and accessions thereto and proceeds thereof (collectively referred to as the "Secured Property"). Buyer hereby irrevocably authorizes Musco at any time to register in any registration office in any province (including personal property registries and if applicable, land titles or real property registries) any initial financing statements, financing change statements, notices of security interest or other documents relating to this security interest or this transaction. Buyer further agrees to promptly furnish any information requested by Musco to effectuate the terms of this Agreement. Buyer further agrees to execute any document reasonably required by Musco to perfect the security interest granted herein and to assure the preservation, priority and enforcement of such security interest. Buyer agrees that value has been given for this security interest and that the parties have not agreed to postpone the time for attachment of the security interest.
15. **INSURANCE** – From and after delivery, regardless of the pending performance of the Services, until such time as Buyer has performed in full all obligations contained herein, Buyer shall maintain adequate insurance covering the Equipment in accordance with generally accepted business practices. Buyer shall name Musco as loss payee until such time as Buyer has performed in full all obligations contained herein.
16. **DEFAULT** – Each of the following shall constitute a default ("Default") under this Agreement: a) failure to pay, in full, any payment when due hereunder; b) Buyer becomes the subject of a bankruptcy, receivership or insolvency proceeding; c) any warranty, representation or statement made or furnished to Musco by or on behalf of the Buyer proved to have been false in any material respect when made or furnished; d) loss, theft, damage, destruction or encumbrance to, or of, the Secured Property or the making of any lease, seizure or attachment thereof or thereon prior to payment in full; or e) the occurrence or non-occurrence of any event or events which causes Musco, in good faith, to deem itself insecure for any reason whatsoever.
17. **REMEDIES UPON DEFAULT** – In the event of Default, Musco may, at its option, and without notice or demand: a) declare the entire unpaid balance owing hereunder due and payable at once; b) proceed to recover judgment for the entire unpaid balance due; c) exercise all rights provided to Musco under this Agreement, any applicable personal property security act (or similar legislation), at law or in equity including but not limited to entering the Buyer's premises and taking possession of the Secured Property. All the remedies described herein are cumulative, and may be exercised in any order by Musco. Buyer agrees to pay all costs (including reasonable attorney's fees and court costs) incurred by Musco in disposing of the Secured Property and collecting any amounts owing hereunder, and such costs shall be part of the obligations secured hereunder.
18. **FORCE MAJEURE** – Musco shall not be liable for delays or failure to perform in respect of the Equipment or the Services due, directly or indirectly, to (i) causes beyond Musco's reasonable control, or (ii) acts of God or nature, acts (including failure to act) of any governmental authority, wars (declared or undeclared), strikes or other labor disputes, fires, and natural calamities (such as floods, earthquakes, storms, epidemics).
19. **EEO COMPLIANCE** – When applicable, Musco and Subcontractor shall comply with the EEO Clause in Section 202 of Executive Order 11246, as amended, which is incorporated herein by specific reference.
- When applicable, Musco and Subcontractor shall abide by the requirements of 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a). These regulations prohibit discrimination against qualified individuals on the basis of disability and against qualified protected veterans, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities and qualified protected veterans.



\_\_\_\_ Initials

© 1999, 2016 Musco Sports Lighting, LLC • M-1010-enUS-19

www.musco.com • lighting@musco.com

# Purchase Agreement

Date: November 3, 2016

Project Name: Oskaloosa Fire Station Antenna Pole

Project #: 182943

## 20. CONDITIONS OF AGREEMENT

- a. **APPLICABLE LAW** – This Agreement shall be governed by the laws, including the Uniform Commercial Code, adopted in the State of Iowa as effective and in force on the date of this Agreement.
- b. **EXPENSES/REMEDIES** – Buyer shall pay to Musco the reasonable expenses, including court costs, legal and administrative expenses and reasonable legal fees (on a solicitor and client basis), paid or incurred by Musco in endeavoring to collect amounts due from Buyer to Musco. It is further understood that if Buyer does not make a payment as due, Musco has the right to forward appropriate notices or claims on jobs with owners, bonding companies, general contractors, or the like, as deemed appropriate by Musco.
- c. **ENTIRE AGREEMENT** – This Agreement, the written Warranty to be delivered to Buyer, and any invoice issued by Musco pursuant to this Agreement constitute the entire agreement between the parties and supersede all prior statements of any kind made by the parties or their representatives. No representative or employee of Musco has any authority to bind Musco to any term, representation or warranty other than those specifically included in this written Agreement or the written Warranty to be delivered to Buyer in connection with this Agreement. This Agreement may not be amended or supplemented except by written agreement executed by Musco and Buyer.
- d. **ACCEPTANCE** – This Agreement is subject to the approval of Musco's Credit Department and the written acceptance of this Order by Musco.

CITY OF OSKALOOSA

MUSCO SPORTS LIGHTING, LLC

Acceptance

Acceptance

this \_\_\_\_\_ day of November, 2016

this \_\_\_\_\_ day of November, 2016

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

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

*Name and Title*

\_\_\_\_\_  
Jim Berns, Special Projects Engineering Manager

*Name and Title*

**Please remember to initial and return all pages of this agreement.**

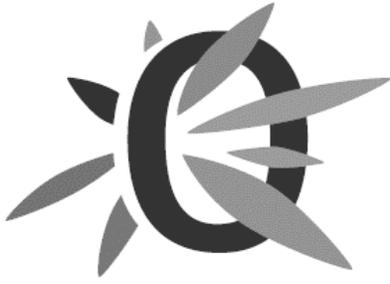


\_\_\_\_\_  
Initials

© 1999, 2016 Musco Sports Lighting, LLC • M-1010-enUS-19

www.musco.com • lighting@musco.com

Page 4 of 4



**City Council Communication**  
Meeting Date: November 21, 2016

**Item Title: REGULAR AGENDA**

**Explanation:**

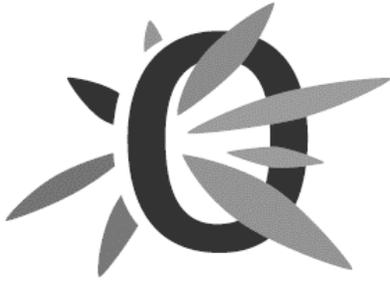
The following agenda items require specific action by the City Council.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager's Office

**Item Title:**

Report on the status of the South Central Regional Airport Agency (SCRAA) project by Board Chair, Jim Hansen.

**Explanation:**

This item is reserved to receive a report from Board Chair, Jim Hansen, on the SCRAA's progress to study, construct and operate a regional airport facility as outlined in the 28E Agreement between the city of Oskaloosa, Pella and Mahaska County.

As part of Mr. Hansen's presentation, he will note that a public hearing on the draft Environmental Assessment Report will be held at the George Daily Auditorium on November 22, 2016 at 6:00PM. Doors will open at 4:00PM for an open house type forum with the project consultants.

**Budget Consideration:**

No financial impact is associated with this presentation.

**Attachments:**

None



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager's Office

**Item Title:**

Report and presentation on the 28E Agreement for wastewater services by the Oskaloosa Municipal Water Department.

**Explanation:**

This item is reserved to receive a twelve (12) month review of the newly created operational partnership with the Oskaloosa Municipal Water Department. Approximately one year ago the city of Oskaloosa and the Oskaloosa Municipal Water Board approved a 28E Agreement document specifying that the Water Board would assume operational management of the city's sanitary and storm water systems.

A presentation will be provided by Water Department General Manager Chad Coon, and/or Water Board Chairman Mike Vore.

**Budget Consideration:**

No financial impact is associated with this presentation.

**Attachments:**

1. Report from General Manager Coon
2. 28E Agreement Score Card Document

## 2015-16 28E Agreement Report

On October 1, 2015, the Oskaloosa Municipal Water Department, OMWD, started operational management of the City of Oskaloosa's Waste Water Department pursuant to a 28E agreement between the City and the Board of Trustees for the OMWD. A spreadsheet has been developed to assist with tracking the obligations as outlined in the 28E. Moving forward, this item will be shared with the City Council on a quarterly basis. In the last year there has been a lot of work put into meeting the requirements of the 28E.

In December of 2015 the City was issued new NPDES permits for both waste treatment facilities. As a result of those new permits, the City put out RFQs for engineering firms to prepare Facility Plans for the treatment plants. Fox Engineering was the candidate that was ultimately chosen and has spent the better part of the last year gathering data on operations and treatment removal efficiencies to help provide expansion alternatives. On September 7, 2016, the Iowa Department of Natural Resources, IDNR, issued an amendment for both permits that changed the due dates for the E. coli compliance schedule to better align with Fox's Facility Plans. A progress report must be submitted by February 1, 2017, with the submission of the Facility Plan due on April 1, 2017. This part of the Facility Plan will deal directly with the need to disinfect the effluent waste stream from each plant and how best to navigate the choices as presented. Final plans and specs are due to the IDNR on February 1, 2018, with an award contract for construction due March 1, 2018. The next date of importance in this process is July 1, 2018, which is when a progress report is due to the IDNR. On February 1, 2019, construction needs to be completed for disinfection at each plant, and on March 1, 2019, both facilities need to meet compliance with the disinfection of E. coli as prescribed in the NPDES permits. During the time between when the Facility Plan is finalized, and when plans and specs are due to the IDNR, the City must decide how it wants to proceed with meeting the disinfection standard. Fox Engineering has presented some budget estimates for staff to include with the CIP as it relates to this topic.

Another item that has seen related work lately is to renew the pre-treatment agreement with Oskaloosa Food Products Corporation for wastewater services. The previous agreement expired late in 2013. At a recent Sanitary Survey performed by the Iowa Department of Natural Resources for the Waste Water Department, it was noted that the previous agreement had expired and needed to be renewed. Staff have been working with Fox Engineering, as an outreach of the Facility Plan, to help us develop a new agreement. This work is still in its initial stages, but with a timeline attached to reach completion, staff are working to help develop and implement this new agreement.

Staff have also been working to help identify treatment plant equipment that is vital to operations and must be maintained. To that end, they have also been working to update the CIP for equipment and projects at both treatment plants. These facilities will need to see continued infusions of capital to keep them operating within the designed parameters to ensure that we meet standards for treatment. It is easy to forget these facilities as "out of sight, out of mind," but be assured that even though we cannot see the vast majority of infrastructure that is buried beneath our streets, it continues to get older each day and be that much closer to failure. The same concept applies to the treatment plants, they will continue to need updating and upkeep to stay operational.

Staff have worked exceedingly hard this last year to meet the demands of the collection system by jetting and televising several miles of pipe. Staff have been working to complete a list of needs presented by Garden & Associates as they relate to the Inflow and Infiltration study already underway. Several areas of concern have been jetted and televised and Garden is compiling a list of projects that will need to be completed in the collection system in the upcoming years. This work was the result of a Sanitary Survey completed in 2014. Garden and Associates was hired to conduct the study and has been working with staff to locate and identify problem areas that will provide a direct benefit to the City as repairs are made and inflow and infiltration are reduced. These projects have also been added to the department's CIP and will need serious consideration during the budgeting process to ensure that we continue to meet the IDNR's requirements.

The initial cost of the 28E agreement was figured at \$21,806.00 per month. Since the signing of that agreement, one former waste water employee left and needed to be replaced. OMWD found a replacement but that increased the cost of the agreement. Another factor in the increased cost was the ensuing license certifications for employees. The cost today for the 28E agreement is \$32,227.00. Changes have been made in daily operations to try to have a more consistent focus applied to the City's collection system. This is evidenced by the fact that several miles of pipe have been jetted and televised this year. Staff are still working to define a timeline and plan for jetting and televising all of the collection system on a regular and routine basis. Staff are also working to document Standard Operating Procedures, perform condition analysis and assessments on equipment and to provide a preventive maintenance process control program. These are the outstanding items from the 28E that have not yet been completed. Staff have been directed to focus more attention to these items and it is believed that this work will continue throughout the winter months as they are unable to be out in the collection system due to the weather. We hope to have the outstanding work completed by April 1, 2017.

## 28E Agreement Year One Tracking

### Division of Responsibilities: 28E Agreement

Task or Project Description with Reference	Reference	Task or Project Completed				Notes or Measurements
		Q1	Q2	Q3	Q4	
Standard Operating Procedures documented	Section 1.2	1		1	1	Staff have been working on documenting SOPs not only for the 28E but also for the City's Safety Committee program. It is believed that staff will have the opportunity to finish this work up this winter and be done with them by April 1, 2017.
Preventative maintenance process control programs initiated	Section 1.2					Staff are performing condition assessments and are to be gathering manufacturer's recommendations for preventive maintenance that will be tracked for all equipment. There is still a need to look at purchasing software that will assist staff with this task. It is believed that this will be accomplished by April 1, 2017.
Analysis of condition for all equipment completed	Section 1.2					Staff are performing condition assessments and are to be gathering manufacturer's recommendations for preventive maintenance that will be tracked for all equipment. There is still a need to look at purchasing software that will assist staff with this task. It is believed that this will be accomplished by April 1, 2017.
Operations maintained within established budget parameters	Section 1.3	X	X	X	X	Some budget line items were exceeded but the overall budget was maintained.
Staffing adequate to meet 24/7 operations in place	Section 1.3	X	X	X	X	Note deviations or exceptions
Procurement policy is followed	Section 1.4	1	1	1	1	OMWD staff try to maintain City procurement policies and any deficiencies are noted by staff at City Hall and asked to be addressed by OMWD staff.
Best practices perf. measures, resource sharing developed	Section 1.5	1	1	1	1	This is an item that needs more attention placed on it to help develop these measures. Resource sharing is happening already. This is a shared responsibility and both the City and OMWD are responsible for its implementation.
NPDES permit maintained and required reports completed	Section 2.1(c)	X	X	X	X	Any necessary compliance and reports are completed as needed.
Monthly compensation for services reviewed	Section 4.2	X	X	X	X	Due quarterly
Personnel necessary to operate/maintain systems provided	Exhibit B-1	X	X	X	X	This is done on a daily basis.

OMWD started operational management in Q2 of FY15-16,  
so Q1 is actually in FY16-17

## 28E Agreement Year One Tracking

Lift station maintenance		X	X	X	X	This work is done in conjunction between City and OMWD staff as well as a contractor for pump maintenance and repair.
Utility locates		X	X	X	X	Locates are completed on a daily basis by staff.
Plant Operations		X	X	X	X	Staff complete plant operations on a daily basis.
Lift Station Operations		X	X	X	X	Staff complete plant operations on a daily basis.
Personnel necessary to operate/maintain SBR provided	Exhibit B-2					Not needed at this time. OFPC is currently operating this plant with their own personnel.
Sampling and testing pursuant to NPDES permits completed	Exhibit B-4	X	X	X	X	This is performed every week as necessary to meet the NPDES permit.
Serve as liaison between city, DNR and EPA	Exhibit B-5	X	X	X	X	This is done as needed.
Sludge transfer and disposal completed	Exhibit B-6	X	X	X	X	Sludge hauling is done on a weekly basis from the NE plant, and as needed from OFPC.
Vector control		1	X	1	1	This is done when land application of bio-solids happens in the fall, but staff are aware always on top of this issue.
Preventative maintenance program implemented	Exhibit B-7					Staff are performing condition assessments and are to be gathering manufacturer's recommendations for preventive maintenance that will be tracked for all equipment. There is still a need to look at purchasing software that will assist staff with this task. It is believed that this will be accomplished by April 1, 2017.
Repairs to the collection system are coordinated	Exhibit B-8	X	X	X	X	This is an item that is done on a continual basis. As needs arise staff will determine the best means of repair and solicit the needed bids/quotes or perform the repairs in-house.
Manhole adjustment		1	X	1	X	Contract as Needed, staff respond to complaints for individual manholes as they arise.
Non-structure line sealing and point repair		X	X	X	X	Contract as Needed
Manhole rehabilitation		1	1	1	X	Contract as Needed
Structural line repairs		X	X	X	X	Contract as Needed
Line replacements		X	1	1	1	Contract as Needed
Utility locates completed for sewer and stormwater	Exhibit B-9	X	X	X	X	Locates are completed on a daily basis by staff.
Sewer taps inspected for interceptor line	Exhibit B-9	X	X	X	X	All taps are inspected and records are taken and shared with engineering staff.

OMWD started operational management in Q2 of FY15-16,  
so Q1 is actually in FY16-17

## 28E Agreement Year One Tracking

Sanitary sewer inspection and cleaning program developed	Exhibit B-10					This item needs to be worked on to develop the cleaning program moving forward. It is hoped that staff will have the ability to focus on performing regular cleaning and are done performing cleaning for project planning for Garden & Associates. This is an item that was not previously done by the City in its normal course of operations, had the entire system been routinely flushed and televised this wouldn't be so much of an issue. It is hoped that throughout the winter this item can continue to be worked on and finalized by April 1, 2017.
Line cleaning		X	X	X	X	Staff complete this as possible while also performing work for project planning for Garden & Associates.
Root cutting		X	X	X	X	Staff complete this as possible while also performing work for project planning for Garden & Associates.
TV inspection		X	X	X	X	Staff complete this work as possible while also completing requests from Garden for project planning.
Compilation of TV reports and rehabilitation projects		X	X	X	X	Staff complete this work as possible while also completing requests from Garden for project planning.
Root foaming		1	1	1	1	Staff have identified sections of sewer main that need to be foamed and will work towards issuing a PO for services.
Respond to customer calls for blocked sanitary sewer lines	Exhibit B-10	x	x	x	x	This item is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Emergency response		X	X	X	X	This is handled as calls come in to City Hall, the Street Department office, or OMWD offices.
Overflow and complaint response investigation and reporting		X	X	X	X	This is an as needed item. Staff respond to customer calls as they come in.
Cross connection investigation and response		1	1	1	1	Staff have worked on this issue as part of the I&I investigation with Garden & Associates and continue to work to identify areas that need repair.
Structural line repairs		X	X	X	X	Contract as Needed
Line replacements		X	1	1	1	Contract as Needed

OMWD started operational management in Q2 of FY15-16,  
so Q1 is actually in FY16-17

## 28E Agreement Year One Tracking

Stormwater inspection and cleaning program developed	Exhibit B-11					This item needs to be worked on to develop the cleaning program moving forward. It is hoped that staff will have the ability to focus on performing regular cleaning and are done performing cleaning for project planning for Garden & Associates. This is an item that was not previously done by the City in its normal course of operations, had the entire system been routinely flushed and televised this wouldn't be so much of an issue. It is hoped that throughout the winter this item can continue to be worked on and finalized by April 1, 2017.
Line cleaning		X	X	X	X	Contract as Needed
Root cutting		1	1	1	1	At this point this work is done as needed on a complaint basis.
Catch basin cleaning		X	X	X	X	This item is done more in the fall on a regular basis and other times throughout the year on a complaint basis.
Structural line repairs		1	1	1	X	Contract as Needed
Line replacements		1	1	1	1	Contract as Needed
Respond to customer calls for blocked stormwater lines	Exhibit B-11	X	X	X	X	This item is done as needed per customer calls.
Storm and emergency response		X	X	X	X	This item is done as needed with respect to storm and other emergency needs.
Complaint response investigation and reporting		X	X	X	X	This item is done as needed per customer calls.
Implement manhole inspection and mapping program	Exhibit B-12					Due October 01, 2017. City has signed a contract with HR Green for a GIS mapping program that will address this issue. Work is scheduled to start November 14, 2016 and be completed by the end of June 2017.
Manhole maintenance		1	1	1	1	OMWD and City staff are working to identify manholes that need to be repaired and lining up contractors to complete the repairs.
TV inspection		X	X	X	X	Staff complete this work as possible while also completing requests from Garden for project planning.
Compilation of TV reports and system evaluation		X	X	X	X	Staff complete this work as possible while also completing requests from Garden for project planning.
Maintain cleanliness of facilities and equipment	Exhibit B-13	X	X	X	X	Staff work on this item on an ongoing basis.
Mow grass and remove snow from all wastewater facilities	Exhibit B-13	X	X	X	X	Staff work on this item on an ongoing basis.
Detention pond maintenance		X	X	X	X	Staff work on this on an as needed basis.

OMWD started operational management in Q2 of FY15-16,  
so Q1 is actually in FY16-17

## 28E Agreement Year One Tracking

Fat Oils and Grease (FOG) inspection program	Exhibit B-14	1	1	X	X	This work is completed in the winter as time allows, but staff continue to monitor it the remainder of the year.
Land application of sludge and reporting	Exhibit B-15		X			Annual task
Report septage discharge report	Exhibit B-16	X	X	X	X	This is completed on a monthly basis with the completion of the DNR's discharge monitoring reports.
Present septage discharge requests to city for approval	Exhibit B-16	1	1	1	1	This is an as needed item. When an expansion or new industry comes to Oskaloosa, staff communicate with City Hall as to how to proceed.
Secure and properly protect wastewater facilities	Exhibit B-17	X	X	X	X	This is done on a daily basis.
Provide monthly and annual performance reports to city	Exhibit B-18	1	1	1	1	The City is provided with copies of the Discharge Monitoring Report and Industrial Cost Recovery as part of normal operations. The inclusion of this report will continue as well.
Comply with all city, state and federal rules and regs.	Exhibit B-19	X	X	X	X	This is completed on an ongoing basis with operations.
Maintain professionalism with community groups	Exhibit B-20	X	X	X	X	This is completed as needed within the community.
Coordinate with the city engineer and contractors on projects	Exhibit B-21	X	X	X	X	This is completed on an ongoing basis.
I & I abatement and system rehabilitation projects		1	1	1	1	These are being worked on with Garden & Associates as part of the contract for services for I&I abatement per the Iowa DNR request in 2014.
Structural line repairs		X	X	X	X	Contract as Needed
Development process (development review, plan review)		1	1	1	1	Staff work with Engineering when plans come in to review before building permits are issued.
Inspection of developer projects		1	1	1	1	Staff work with Engineering staff to coordinate inspection of developments as needed.
Inspection of sanitary sewer (city projects)		X	X	X	X	This is done as needed by staff.
Inspection of storm water (city projects)		X	X	X	X	This is done as needed by staff.
Installation of lift station projects		1	1	1	1	Staff work with contractors for any repairs or retrofits of lift stations as needed.
Create and maintain GIS information		1	1	1	1	A contract has been signed with HR Green for GIS services for sanitary and storm sewer.
Create and maintain system mapping		X	X	X	X	Staff maintain the old maps and update them as needed as well as keep records for inspections that have occurred since OMWD took over operations.
Serve as liaison with industries, new or existing	Exhibit B-22	X	X	X	X	This is completed on an ongoing basis.

OMWD started operational management in Q2 of FY15-16,  
so Q1 is actually in FY16-17

## 28E Agreement Year One Tracking

Provide assistance with 5-year CIP and O&M budgeting	Exhibit B-23	X	X	X	X	This is completed as needed throughout the year.
Accounting		X	X	X	X	Staff complete this on a daily, weekly, and monthly basis.
Preparing and revising sanitary sewer master plans		1	1	1	1	As budgeting and time allow this item is done in conjunction with creating and maintaining system mapping. As HR Green moves forward with the GIS project this item will continue to be updated.
Preparing and revising storm water master plans		1	1	1	1	As budgeting and time allow this item is done in conjunction with creating and maintaining system mapping. As HR Green moves forward with the GIS project this item will continue to be updated.
Provide assistance with inflow and infiltration analysis and reduction	Exhibit B-23	X	X	X	X	Staff continues to work with Garden & Associates on the I&I study and help provide video data of the collection system.
I & I abatement and system rehabilitation projects		1	1	1	1	As Garden identifies projects, staff are working to incorporate that into the CIP budget.
Flow monitoring		X	X	X	X	This is done daily at both treatment plants
Provide assistance with Industrial Pre-treatment investigation	Exhibit B-23	X	1	1	X	This is done on an as needed basis.

OMWD started operational management in Q2 of FY15-16,  
so Q1 is actually in FY16-17



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager's Office

### Item Title:

Consider a request for reduction of sanitary sewer charges from Scott Ver Steeg, 2064 245<sup>th</sup> Street, Oskaloosa.

### Explanation:

Mr. Scott Ver Steeg is requesting a reduction in the water and sanitary sewer charges billed for his property at 2064 245<sup>th</sup> Street, Oskaloosa. The item was tabled at the November 7, 2016 city council meeting with City Council requesting additional information from city staff.

Mr. Ver Steeg (letter attached) said the Water Department notified him of excessive usage so he checked his property and found a soggy area at which time he shut off his water and called a contractor. The contractor indicated the leak was due to a leaking underground pipe.

Mr. Ver Steeg is requesting the city adjust his sewer charges so he only pays for 13 units instead of the 68 units. As indicated on the exhibit provided by the Oskaloosa Water Department, a reduction of 55 units in sanitary sewer charges amounts to \$286.55.

The current city council approved sanitary sewer reduction policy (Resolution 10-08-52, adopted August 16, 2010) states "[t]he City shall not provide sanitary sewer customers a reduction or waiver in service fees or charges due to a water leak, excessive usage, accidental usage, or catastrophic events. This includes interior or exterior leaks on a property for residential or commercial customer accounts.

Mr. Ver Steeg is also requesting a reduction in the amount of water used, however that request is handled by the Oskaloosa Water Board of Trustees.

### Budget Consideration:

Possible reduction in sanitary sewer revenue of \$286.55.

**Attachments:**

Sanitary Sewer Leak Policy Resolution

Letter from Scott Ver Steeg

Document from Oskaloosa Water Department

History of sewer charge reduction requests

**RESOLUTION NO. 10-08-52****A RESOLUTION ADOPTING A SANITARY SEWER LEAK POLICY FOR  
THE CITY OF OSKALOOSA**

WHEREAS, the City of Oskaloosa has an established sanitary sewer utility that provides service to customers in and around the city; and

WHEREAS, the City of Oskaloosa relies of the Oskaloosa Water Department to administer utility billing for the sanitary sewer, and storm water utility funds; and

WHEREAS, customers of the sanitary sewer utility have, as a practice and not as an adopted policy, been able to request a reduction in their sanitary sewer service charges due to leaks, theft, accidental usage, catastrophic events and other reasons; and

WHEREAS, the City Council was the decision maker in the request and now desires to adopt a formal policy to address these customer requests; and

WHEREAS, the City of Oskaloosa is establishing a position that all sewer charges should be paid by the rate payers in the event of leaks, theft, accidental usage, catastrophic events and other reasons; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa, that the policy for sanitary sewer leak adjustments shall be implemented as follows:

**Statement of Policy**

It is the policy of the City of Oskaloosa, Iowa to ensure customers pay for sanitary sewer services and the sanitary sewer system remains self funded based on customer usage.

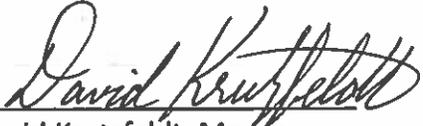
**Applicability**

This policy applies to all wastewater customers including residential and commercial accounts. The City Manager, or designee shall be responsible for enforcing the billing policy for a customer's leak.

**Policy and Procedures**

The City shall not provide sanitary sewer customers a reduction or waiver in service fees or charges due to a water leak, excessive usage, accidental usage, or catastrophic events. This includes interior or exterior leaks on a property for residential or commercial customer accounts.

APPROVED AND ADOPTED this 16th day of August, 2010.

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

ATTEST:

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

From: Scott VerSteeg

28 Oct 16

Subject: Water Leak on Property

To: Oskaloosa City Council

On or about 20 Oct the Oskaloosa Water Department contacted me with a concern that my water usage was exceptional high. I informed them that I had no leaking pipes in my house, no stools running, and no outside faucets running. I did tell them I would walk my property to see if I could find anything. I walked my property where I knew the water lines ran and found some very soggy grass area.

I then got a ladder and went down in my meter pit to turn the water off to my house. I called the water department back and asked for names of people who were licensed to do this type of work. I then called Brian Edel. Brian showed up, took a look at the situation. Called One Call for an emergency marking. Brian was there the next day and repaired the leak.

He had to dig 8 foot down, about 30 feet in length to replace the bad section of pipe.

I did not purposefully let a pipe leak 8 foot underground. I'm respectfully have two request.

1. Adjustment to my water bill. My highest bill in the past 4 months appears to be 13 units, this bill was 68 units. This is 55 units more then I've ever used. I'm asking the city to spit the difference and bill me for 35 units.
2. Request total adjustment to my sewer bill as those 55 units of water did not go down any sewer pipe or sewer drain.

Thank you for your consideration on this matter

Sincerely

Scott VerSteeg



## Marilyn Johannes

---

**From:** Crystal Breuklander <crystal.breuklander@oskaloosawater.org>  
**Sent:** Monday, October 31, 2016 1:36 PM  
**To:** Marilyn Johannes  
**Subject:** RE: Request for adjustment of water and sewer charges from Scott Ver Steeg

55 units of sewer:  $55 \times \$5.21 = \$286.55$

35 units of water:  $35 \times \$6.41 = \$224.35 + \text{sales tax } \$15.70 = \$240.05$

A bill for 8 units of water and sewer: (I took the last 4 months)  $13+6+6+8=33 / 4 = 8.25$

Water	\$51.28
Sewer	\$52.59
Stormwater	\$2.00
Tax	\$3.59
Total	\$109.46

Let me know if you need anything else.

Thanks,

Crystal





## City Council Communication

Meeting Date: November 21, 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 of the 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:**

\$1,500 revenue to the Sanitary Sewer Fund to offset expenses related to the work performed by the City, plus \$138 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 21<sup>st</sup> day of November, 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 21<sup>st</sup> day of November, 2016.

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

ATTEST:

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

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.



## City Council Communication

Meeting Date: November 21, 2016

Requested By: Planning and Zoning Commission

### Item Title:

Consider a site plan for the Casey's General Store site improvements project located at 1310 and 1402 A Avenue West.

### Explanation:

The Casey's Marketing Company, owner of the Casey's General Store located at 1310 A Avenue West, has submitted a site plan for site improvements to the existing property and to 1402 A Avenue West (former Papa Murphy's property). The overall concept of the site improvements is to expand parking, construct an additional fuel pump, improve access, relocate the sign, and install several landscaping elements. The plan also demolishes the existing Papa Murphy's structure and associated paving.

The property is presently zoned in the UC (Urban Corridor) District and is within the A Avenue Commercial Corridor Overlay District. The current use of 1310 A Avenue West is Auto Services, and the current use of 1402 A Avenue West is Restaurant. The future use of both properties is Auto Services, which is permitted in the UC District. Zoning and site development regulations and standards can be found in Title 17 of the Oskaloosa Municipal Code.

According to staff's review of the information provided by the applicant, the proposed project will meet nearly all of the site planning requirements of the UC and Overlay Districts. The proposed project will provide a total of 15 off-street parking spaces to meet the requirements for this facility. The proposed improvements meet all landscaping, storm water drainage, circulation, and signage requirements. The improvements also meet the performance criteria required by the Overlay District's development standards and substantially implement the A Avenue Corridor Plan. Staff identified a need to reduce the amount of light spilling over onto an adjacent property, and recommended approving the site plan with the following stipulation:

- The lighting plan be revised with a maximum illumination level of 0.1 foot-candles along the southern property line.

The Planning and Zoning Commission, at their meeting on November 8, 2016, approved a recommendation to City Council to approve the site plan for the Casey's General Store site improvement project with the above mentioned stipulation by a vote of 6 (yes) to 1 (no).

### Recommended Action:

Staff recommends that the City Council approve the resolution for the proposed Casey's General Store site plan with the above mentioned stipulation.

**Budget Consideration:**

\$100.00 for the site plan application fee.

**Attachments:**

1. Application
2. Site Plan
3. Lighting Plan

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

**RESOLUTION APPROVING THE SITE PLAN FOR THE CASEY'S GENERAL STORE SITE IMPROVEMENTS PROJECT LOCATED AT 1310 AND 1402 A AVENUE WEST**

WHEREAS, the Casey's General Store has requested a site plan review for the proposed site improvements to the properties at 1310 and 1402 A Avenue West; and

WHEREAS, on November 8, 2016, the Planning and Zoning Commission reviewed and recommended approval of the site plan subject to the following stipulation:

1. The lighting plan be revised with a maximum illumination level of 0.1 foot-candles along the southern property line.

WHEREAS, the Planning & Zoning Commission found that the proposed Site Plan for the proposed site improvements is in general conformance with the Zoning Ordinance of the Oskaloosa Municipal Code.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Oskaloosa, Iowa on the 21st day of November, 2016, that the Site Plan for the Casey's General Store Site Improvements Projects Located at 1310 and 1402 A Avenue West is hereby approved subject to compliance with the above mentioned stipulations.

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

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

ATTEST:

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



# Site Improvements

for

## Casey's General Stores

### 1310 & 1402 A Avenue West

### Oskaloosa, Iowa



**BUILDINGS:**  
EXISTING CASEY'S BUILDING

**PAVING:**  
THE APPROACH SHALL BE 7" THICK P.C.C.  
THE PARKING LOT SHALL BE 6" THICK P.C.C.

**PARKING:**  
21 TOTAL PARKING SPACES ARE PROPOSED.  
13 SPACES AND 8 PUMP ISLAND SPACES.

**FLOODPLAIN:**  
PER FEMA MAP #19123C0250C, THE SITE IS LOCATED IN ZONE X.  
AREAS DETERMINED TO BE OUTSIDE THE 0.25 ANNUAL CHANCE FLOODPLAIN.

**GENERAL SITE NOTES:**

- 1 ALL TRASH AND RECYCLING SHALL BE CONTAINED IN THE OUTDOOR DUMPSTER/RECYCLE AREA.
- 2 WALL PACK LIGHTING SHALL BE SHARP CUT-OFF.
- 3 HANDICAPPED PARKING STALLS & SIGNS SHALL BE PROVIDED PURSUANT TO THE STATE CODE.
- 4 ANY DIRT OR CONSTRUCTION DEBRIS SPILLED ONTO ADJACENT PROPERTIES OR RIGHT OF WAYS SHALL BE PROMPTLY REMOVED.

**DISTURBED AREAS:**  
ALL DISTURBED AREAS SHALL BE SODDED.  
THE DISTURBED AREA FOR THIS SITE IS LESS THAN 1 ACRE, THEREFORE A NPDES PERMIT IS NOT REQUIRED.

**DEVELOPER:**

CASEY'S MARKETING COMPANY  
ONE SE CONVENIENCE BLVD  
ANKENY, IOWA 50021  
PROJECT CONTACT: HEATHER HENNING  
PHONE: (515) 965-6100

**ENGINEER/LAND SURVEYOR:**

A. LEO PELDS ENGINEERING COMPANY  
2323 DIXON STREET  
DES MOINES, IOWA 50316  
PROJECT CONTACT: ELARA JONDLE  
PH: (515) 265-8196

**LEGAL DESCRIPTION**

(Existing Property Bk. 272, Pg. 433)  
Lot Two (2), except the South Sixteen and one-half feet (16 1/2') thereof, and Lots One (1) and Three (3) of Block Six (6) of MARKS' SECOND ADDITION to the City of Oskaloosa, Mahaska County, Iowa.  
AND  
(Additional Property Bk. 2014, Pg. 2847)  
Lot E of the subdivision of Lots Two, Three, Four and Five of Parker's subdivision of the Southeast Quarter of the Southeast Quarter of Section 14, Township 75, Range 16, according to that Plat recorded in Book 8 at Page 31 of the records of the Mahaska County Recorder.

#### Zoning Information

CURRENT ZONING	UC URBAN CORRIDOR DISTRICT A AVENUE COMMERCIAL CORRIDOR OVERLAY DISTRICT		SOURCE INFORMATION	
CURRENT USE	CONVENIENCE STORE & VACANT BUILDING	PROPOSED	ADDRESS:	City of Oskaloosa
ITEM	REQUIRED	PROPOSED	804 South D Street Oskaloosa, Iowa 52577	
MINIMUM LOT AREA	8,000 sq.ft.	42,198 sq.ft.	PERSON CONTACTED	Akhlesh Pal
MINIMUM FRONTAGE	----	120 ft	DATE CONDUCTED	07-18-2016
MINIMUM LOT WIDTH	80 ft	120 ft	PHONE NUMBER	641-673-7472
MAX. IMPERVIOUS	80%	62.1%	EMAIL ADDRESS	akhlesh.pal@oskaloosaia.com
MINIMUM SETBACKS FRONT	25 ft	35 ft	<b>NOTES:</b>	
MINIMUM SETBACKS CORNER SIDE	15 ft	34 ft	The subject site is located in Section 14-75-16	
MINIMUM SETBACKS INTERIOR SIDE	7 ft	37 ft	Per FEMA Panel #19123C0250C, Effective Date June 16, 2011 the site is located in Zone X, areas determined to be outside the 0.2% annual chance floodplain.	
MINIMUM SETBACKS REAR	25 ft (Could reduce to 10')	10 ft	Iowa One-Call Design Ticket #551603411	
MAX. BUILDING HEIGHT	50 ft	1 Story		
REQUIRED PARKING	1/200 SF GFA	15 sp. + pump parking		

#### SHEET INDEX

Sheet 1	.....Cover Sheet
Sheet 2	.....Boundary & Topo
Sheet 3	.....Site Plan (AL-101)
Sheet 4	.....Demolition Plan
Sheet 5	.....Grading Plan
Sheet 6	.....Utility Plan
Sheet 7	.....Landscaping Plan

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

VOLDEMARS L. PELDS, P.E. IA. LIC. NO. 18842 DATE

MY LICENSE RENEWAL DATE IS DECEMBER 31, 2017

ADDITIONAL PAGES OR SHEETS COVERED BY THIS SEAL (NONE UNLESS INDICATED HERE)



**EXISTING UTILITIES NOTE:**  
THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION. IOWA ONE-CALL (1-800-292-8889).

**DISCLAIMER:**  
THIS DRAWING IS BEING MADE AVAILABLE BY A. LEO PELDS ENGINEERING COMPANY (A.L.P.E.C.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH A.L.P.E.C.'S AGREEMENT FOR PROFESSIONAL SERVICES. A.L.P.E.C. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

#### LEGEND:

STANDARD SYMBOLS:

- MATCH EXISTING ELEVATION
- GAS METER
- PARKING SPACE
- STREET LIGHT
- POWER POLE
- LIGHT POLE
- F.F. FINISHED FLOOR

- CLEANOUT
- MORE OR LESS
- FENCE LINE
- FIRE HYDRANT
- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE
- VALVE
- BOTTOM OF CURB ELEVATION
- TOP OF CURB ELEVATION
- TOP OF SLAB ELEVATION
- FLOWLINE ELEVATION

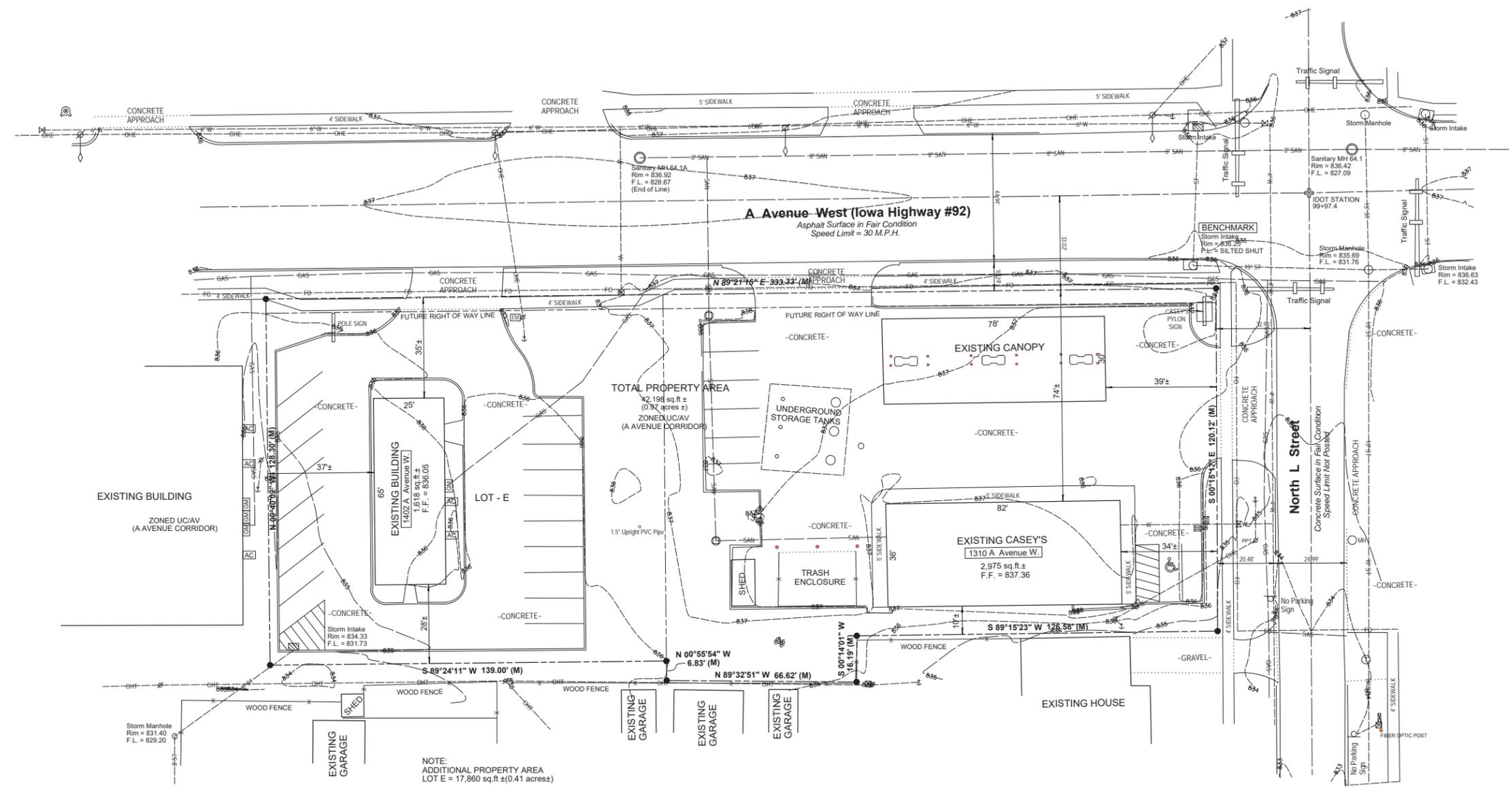
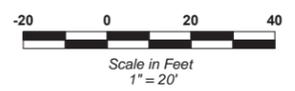
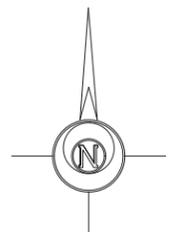
- DOWNSPOUT
- PROPOSED UTILITY LINE
- UTILITY LINE OR PIPE
- WATER
- WATER METER
- GAS
- SANITARY SEWER
- STORM SEWER
- UNDERGROUND ELEC. / TEL.
- OVERHEAD ELEC. / TEL.
- CABLE TELEVISION

#### Casey's General Stores

#### 1310 & 1402 A Avenue West

#### Oskaloosa, Iowa

DESCRIPTION: Storm Sewer Intake MH Rim near NE Property Corner Elevation = 836.25' (NAVD 88)	DATE: 09-26-2016 - Comments per City - EBJ
DATE: 07-28-2016	DATE: 09-26-2016
SCALE: 1" = 20'	SCALE: 16-043



**LEGAL DESCRIPTION:**

(Existing Property Bk. 272, Pg. 433)  
 Lot Two (2), except the South Sixteen and one-half feet (16 1/2') thereof, and Lots One (1) and Three (3) of Block Six (6) of MARKS' SECOND ADDITION to the City of Oskaloosa, Mahaska County, Iowa.  
 AND  
 (Additional Property Bk. 2014, Pg. 2847)  
 Lot E of the subdivision of Lots Two, Three, Four and Five of Parker's subdivision of the Southeast Quarter of the Southeast Quarter of Section 14, Township 75, Range 16, according to that Plat recorded in Book 8 at Page 31 of the records of the Mahaska County Recorder.

**Zoning Information**

CURRENT ZONING	UC URBAN CORRIDOR DISTRICT AV AVENUE COMMERCIAL CORRIDOR OVERLAY DISTRICT		SOURCE INFORMATION	
CURRENT USE	CONVENIENCE STORE & VACANT BUILDING		City of Oskaloosa	
ITEM	REQUIRED	OBSERVED	ADDRESS	804 South D Street, Oskaloosa, Iowa 52577
MINIMUM LOT AREA	8,000 sq.ft.	42,198 sq.ft.	PERSON CONTACTED	Akhilesh Pal
MINIMUM FRONTAGE	----	120 ft	DATE CONDUCTED	07-18-2016
MINIMUM LOT WIDTH	80 ft	120 ft	PHONE NUMBER	641-673-7472
MAX. IMPERVIOUS	80%	70%	EMAIL ADDRESS	akhilesh.pal@oskalooosowa.org
MINIMUM SETBACKS FRONT	25 ft	35 ft	NOTES: The subject site is located in Section 14-75-16 Per FEMA Panel #1912X2250C, Effective Date June 16, 2011 the site is located in Zone X, areas determined to be outside the 0.2% annual chance floodplain.	
MINIMUM SETBACKS CORNER SIDE	15 ft	34 ft		
MINIMUM SETBACKS INTERIOR SIDE	7 ft	37 ft		
MINIMUM SETBACKS REAR	25 ft (Could reduce to 10')	10 ft		
MAX. BUILDING HEIGHT	50 ft	1 Story	Iowa One-Call Design Ticket #551603411	
REQUIRED PARKING	1/200 SF GFA	25 sp. + pump parking		

- IOWA ONE-CALL DESIGN  
TICKET #551603411  
CONTACT INFORMATION
- (M54G) MIDAMER-GAS  
Contact Name: John Bixler  
Contact Phone: 6416834171  
Contact Email: JTBixler@midamerican.com
- (CTLIA01) CENTURYLINK  
Contact Name: Tom Sturmer  
Contact Phone: 7205788090  
Contact Email: Thomas.sturmer@centurylink.com
- (M54E) MIDAMER-ELEC  
Contact Name: Jason Sandifer  
Contact Phone: 6416727008  
Contact Email: jwsandifer@midamerican.com
- (MCM) MAHASKA COMMUNICATION GROUP  
Contact Name: Frank Hansen  
Contact Phone: 6416732005  
Contact Email: mcg-locates@musco.com
- (MKW) MAHASKA RURAL WATER  
Contact Name: Randal L. Pleima  
Contact Phone: 6416738851  
Contact Email: h2opleima@mahaska.org
- (OKS) OSKALOOSA MUNICIPAL WATER DEPA  
Contact Name: Steve Yarkosky  
Contact Phone: 5156738476  
Contact Email: OSKYH20@kdsi.net
- (TC8) MEDIACOM CABLE  
Contact Name: Steve Angran  
Contact Phone: 641772595  
Contact Email: sangran@mediacomcc.com

NOTE:  
ADDITIONAL PROPERTY AREA  
LOT E = 17,860 sq.ft ± (0.41 acres)

**A. LEO PELDS ENGINEERING COMPANY**  
 Engineering | Planning | Surveying  
 2223 Dixon Street, Des Moines, IA 50316 - P.O. Box 4626, Des Moines, IA 50305 - P: (515) 265-9196 F: (515) 266-2259

**EXISTING UTILITIES NOTE:**  
 THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION. IOWA ONE-CALL (1-800-292-8899).

**DISCLAIMER:**  
 THIS DRAWING IS BEING MADE AVAILABLE BY A LEO PELDS ENGINEERING COMPANY (A.L.P.E.C.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH A.L.P.E.C.'S AGREEMENT FOR PROFESSIONAL SERVICES. A.L.P.E.C. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

**LEGEND:**

● IRON ROD OR PIPE FOUND	+/-	MORE OR LESS	FO FIBER OPTIC
○ CALCULATED CORNER	W	FENCE LINE	UTILITY LINE OR PIPE
▲ SECT. COR. MONUMENT FOUND	⊕	FIRE HYDRANT	WATER
△ SECT. COR. MONUMENT CALC.	⊙	SANITARY SEWER MANHOLE	GAS
⊕ POWER POLE	⊙	STORM SEWER MANHOLE	SAN SANITARY SEWER
⊕ LIGHT POLE	⊙	VALVE	ST STORM SEWER
F.F. FINISHED FLOOR	x:125.34	SPOT ELEVATION (@ x)	UHE/T UNDERGROUND ELEC. / TEL.
	N.T.S.	NOT TO SCALE	OHE/T OVERHEAD ELEC. / TEL.
	H.M.A.	HOT MIX ASPHALT	CATV CABLE TELEVISION

**Casey's General Stores**  
**1310 & 1402 A Avenue West**  
**Oskaloosa, Iowa**

Storm Sewer Intake MH Rim near NE Property Corner Elevation = 836.25' (NAVD 88)	09-26-2016 - Comments per City - EBJ 10-13-2016 - Comments per City - EBJ
07-28-2016 E. Pelds	10-13-2016
1" = 20'	16-041

J:\Casey\Oskaloosa\1402 A Avenue W\CGS - Oskaloosa - TOPO 7-27-2016.dwg **TOPO**

CURRENT ZONING		UC URBAN CORRIDOR DISTRICT A AVENUE COMMERCIAL CORRIDOR OVERLAY DISTRICT	
CURRENT USE	CONVENIENCE STORE & VACANT BUILDING	SOURCE INFORMATION	City of Oskaloosa
ITEM	REQUIRED	PROPOSED	ADDRESS: 804 South D Street Oskaloosa, Iowa 52577
MINIMUM LOT AREA	8,000 SQ. FT.	42,198 sq.ft.	PERSON CONTACTED: Akhlesh Pal
MINIMUM FRONTAGE	---	120 ft	DATE CONDUCTED: 07-18-2016
MINIMUM LOT WIDTH	80 FT.	120 ft	PHONE NUMBER: 641-673-7472
MAX. IMPERVIOUS	80%	62.1%	EMAIL ADDRESS: akhlesh.pal@oskaloosaiowa.org
MINIMUM SETBACKS FRONT	25 ft	35 ft	NOTES: The subject site is located in Section 14-75-16 Per FEMA Panel #19123C0250C, Effective Date June 16, 2011 the site is located in Zone X, areas determined to be outside the 0.2% annual chance floodplain. Iowa One-Call Design Ticket #551603411
MINIMUM SETBACKS CORNER SIDE	15 ft	34 ft	
MINIMUM SETBACKS INTERIOR SIDE	7 ft	37 ft	
MINIMUM SETBACKS REAR	25 ft (Could reduce to 10')	10 ft	
MAX. BUILDING HEIGHT	50 ft	1 Story	
REQUIRED PARKING	1/200 SF GFA	15 sp. + pump parking	

## Proposed Notes

- 30' x 36' CANOPY EXTENSION
- (1) NEW GILBARCO GAS PUMP
- (2) NEW 30' ACCESS APPROACHES
- NEW ADDITIONAL PAVING
- NEW PARKING SPACES
- NEW SIDEWALKS AS SHOWN
- NEW ADA RAMPS WITH DETECTABLE SIDEWALK MAT

## ORIGINAL CONSTRUCTION NOTES: COMPLETED 06.23.1993

- 3 - 10,000 GALLON SINGLE WALL FIBERGLASS TANK 8'-0" x 31'-6.5"  
1 - UNLEADED; 1 - SUPER UNLEADED; 1 - PREMIUM UNLEADED
- TANK SETTING DETAILS PAGE D8
- FILL PIPE AND MANHOLE DETAIL PAGE D4
- CIRCUIT BREAKER PANEL PAGE D4
- REFRIGERATION WIRING PAGE D5
- GILBARCO WIRING PAGE D6
- ISLAND SIZE - 3 DOGBONE @ 8'
- 3 - 6 HOSE GILBARCO M.P.D. (ADVANTAGE) DISPENSERS
- ISLAND DETAILS PAGE D7
- ISLAND CONDUIT DETAIL PAGE D3
- DO NOT PLACE PRODUCT PIPING UNDER ISLAND
- 18" MIN. FROM TANK PIPING TO FINISH SURFACE
- SIGN BASE DETAILS PAGE D10
- SIGN DETAILS PAGE D11
- DRIVEWAY JOINTS TO BE PACKED & CAULKED
- CONCRETE DRIVE TROWELED WITH LIGHT BROOM FINISH
- CONTROL JOINTS - MIN. 100 sq.ft. - MAX. 125 sq.ft. - 25% DEEP
- CONSTRUCTION JOINTS - PINNED 4' O.C. 12" EACH WAY WITH 1/2" REBAR #4
- APPROACHES TO BE 7" NONREINFORCED OR AS PER STATE/CITY SPEC.
- SLOPE RAMP FOR BUILDING SIDEWALK 1:12
- RUN VENT LINES UP CANOPY COLUMN (2 MAX.), VERIFY
- VERIFY ALL UTILITY LOCATIONS
- PARKING SPACES (PAINT LINES) ▽
- EXISTING ELEVATIONS
- PROPOSED ELEVATIONS (SUBJECT TO CHANGE)
- CONCRETE
- SOD/SEED
- PROPOSED DRAINAGE FLOW

## ORIGINAL NOTES:

- FILL CATCH BASIN W/OVERSILL PROTECTION (TYP.)
- TURBINE ENCLOSURE TYP. CONTAINS: TANK PROBE, SUB-PUMP W/LINE DETECTION, VENT EXTRACTOR W/BALL FLOAT W/OVERFILL PROTECTION.

## Keyed Construction Notes

- NOTICE:** ALL WORK IN/ON THE R.O.W. AREA IS SUBJECT TO THE CITY OF OSKALOOSA & IOWA D.O.T. APPROVAL AND SPECIFICATIONS.
- A PROPOSED 15' RADIUS
  - B PROPOSED 10' RADIUS
  - C PROPOSED 5' RADIUS
  - D TIE INTO AND MATCH EXISTING CURB AND FLOW LINE.
  - E 2% MAX. CROSS-SLOPE IN SIDEWALK AREA.
  - F SIDEWALK RAMP WITH DETECTABLE SIDEWALK MAT. VERIFY WITH CITY.
  - G REMOVE EXISTING ACCESS APPROACH

## Legal Description:

(Existing Property Bk. 272, Pg. 433) Lot Two (2), except the South Sixteen and one-half feet (16 1/2') thereof, and Lots One (1) and Three (3) of Block Six (6) of MARKS' SECOND ADDITION to the City of Oskaloosa, Mahaska County, Iowa.

AND

(Additional Property Bk. 2014, Pg. 2847) Lot E of the subdivision of Lots Two, Three, Four and Five of Parker's subdivision of the Southeast Quarter of the Southeast Quarter of Section 14, Township 75, Range 16, according to that Plat recorded in Book 8 at Page 31 of the records of the Mahaska County Recorder.

## Legend

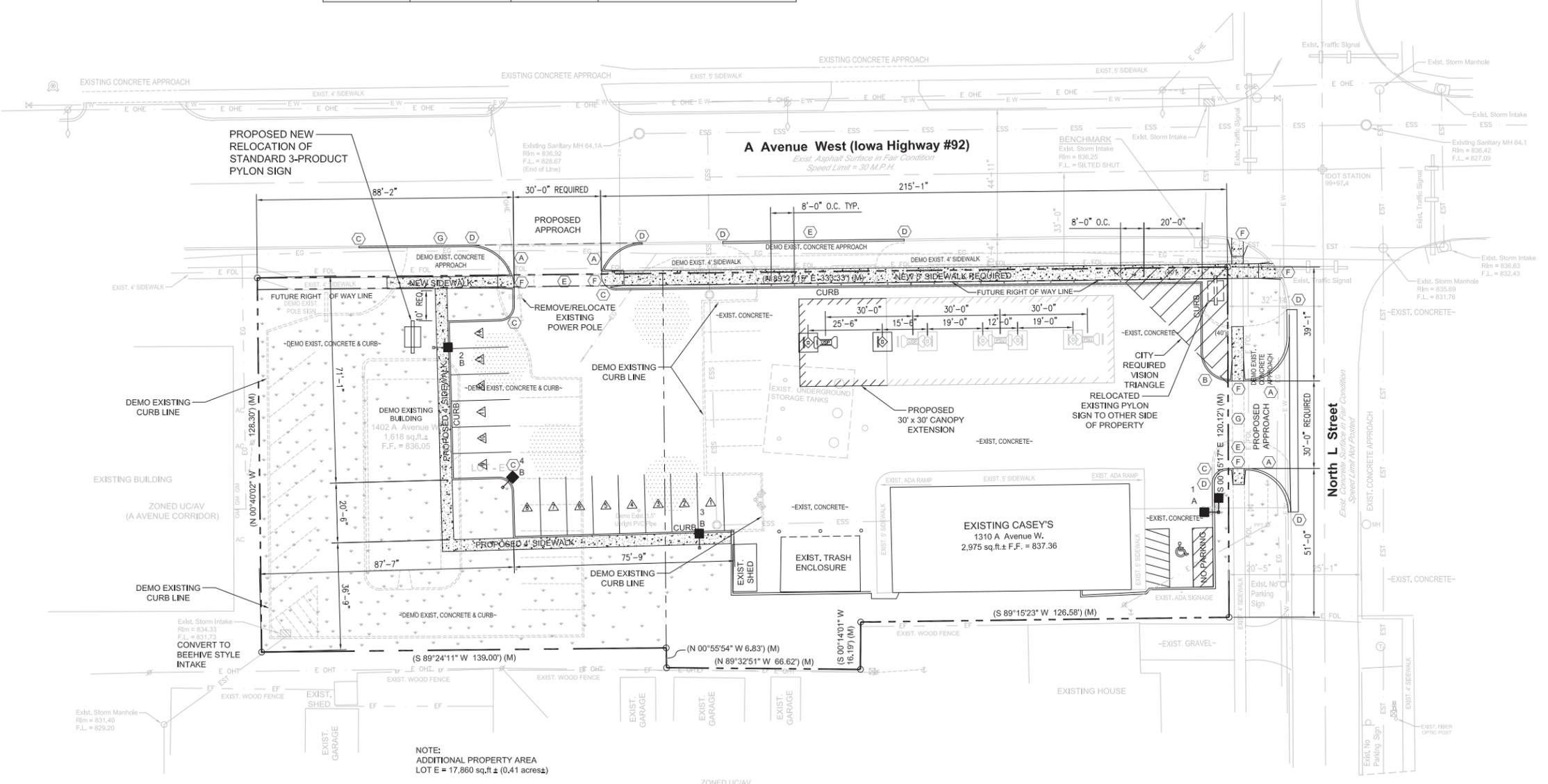
- MARKED PARKING SPACES (PAINT LINES AS INDICATED)
- GASOLINE PUMP PARKING SPACES (DO NOT PAINT LINES OR OTHERWISE MARK)
- CONCRETE PAVING OR SIDEWALKS (10,855 SQ. FT.)
- AREA TO BE SOD
- AREA LIGHTS (6 SHOWN) REFER TO LIGHTING PLAN UR-3011-S1 DONE BY RED LEONARD

## SURVEYORS UTILITY CONTACT NOTES:

- IOWA ONE-CALL DESIGN**  
TICKET #551603411  
CONTACT INFORMATION
- (M&G) MIDAMER-GAS  
Contact Name: John Blaker  
Contact Phone: 6416834171  
Contact Email: JTBBlaker@mldamerican.com
- (CTLIA01) CENTURYLINK  
Contact Name: Tom Slummer  
Contact Phone: 7205768900  
Contact Email: Thomas.slummer@centurylink.com
- (M54E) MIDAMER-ELEC  
Contact Name: Jason Sandtler  
Contact Phone: 6416727208  
Contact Email: jwsandtler@mldamerican.com
- (MCM) MAHASKA COMMUNICATION GROUP  
Contact Name: Frank Hansen  
Contact Phone: 6416732005  
Contact Email: mcg-locates@musco.com
- (MKW) MAHASKA RURAL WATER  
Contact Name: Randal L. Plema  
Contact Phone: 6416738651  
Contact Email: h2oplema@mahaska.org
- (OKS) OSKALOOSA MUNICIPAL WATER DEPA  
Contact Name: Steve Yarkosky  
Contact Phone: 5156738476  
Contact Email: OSKYH2O@oksl.net
- (TCB) MEDIACOM CABLE  
Contact Name: Steve Angran  
Contact Phone: 641772595  
Contact Email: sangran@mediacomcc.com

**EXISTING SURVEYORS UTILITIES NOTE:**  
THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION: IOWA ONE-CALL (1-800-292-8989).

EXISTING CONDITIONS IMPERVIOUS CASEY'S 18288 sq.ft (0.42 acres)  
IMPERVIOUS ADDITIONAL 11891 sq.ft (0.27 acres) (-750 SQ.FT. around building)  
11,141 sq.ft. Additional TOTAL IMPERVIOUS = 29,430 sq.ft.± (0.676 acres)



## VICINITY MAP

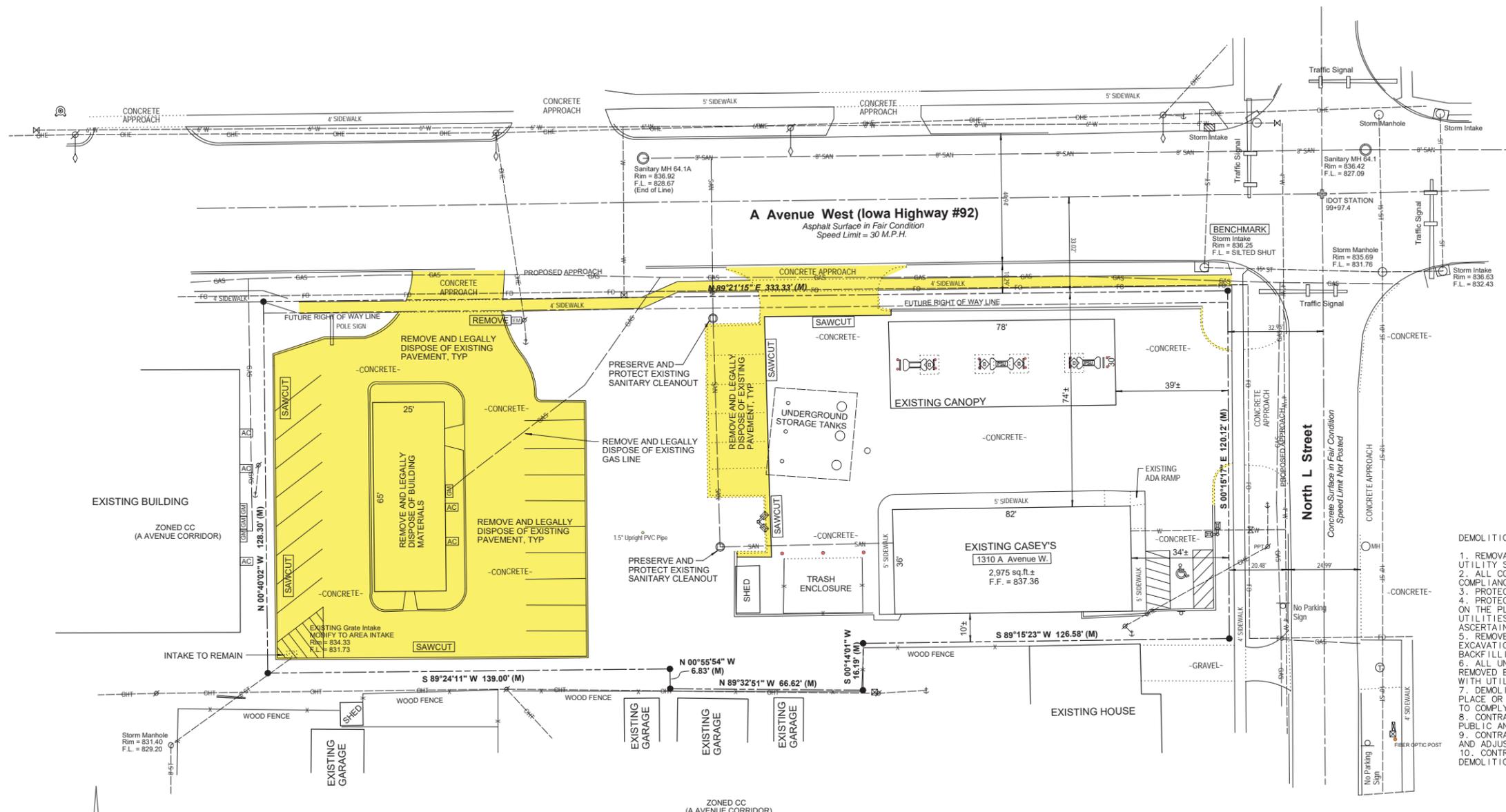
NTS

**STANDARD SYMBOLS:**

○	IRON ROD OR PIPE FOUND	+/-	MORE OR LESS FENCE LINE	FOL	FIBER OPTIC UTILITY LINE OR PIPE
○	CALCULATED CORNER SECT. COR. MONUMENT FOUND	⊗	FIRE HYDRANT	EW	WATER
△	SECT. COR. MONUMENT CALC.	⊙	SANITARY SEWER MANHOLE	E GAS	GAS
⊙	POWER POLE	⊙	STORM SEWER MANHOLE	ESS	SANITARY SEWER
⊙	LIGHT POLE	⊙	VALVE	EST	STORM SEWER
F.F.	FINISHED FLOOR	x:125.34	SPOT ELEVATION (@ x)	UGE/T	UNDERGROUND ELEC. / TEL.
		N.T.S.	NOT TO SCALE	OHE/T	OVERHEAD ELEC. / TEL.
		H.M.A.	HOT MIX ASPHALT	CATV	CABLE TELEVISION

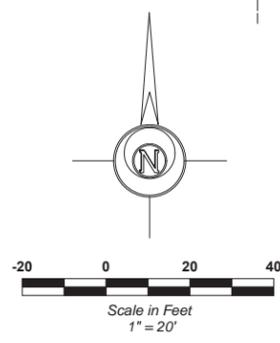
**NOTE:**  
SYMBOL INDICATES EXISTING UTILITY TO EXISTING STRUCTURE TO BE REMOVED OR DISCONNECTED BY APPROPRIATE CONTRACTOR. VERIFY WITH UTILITY COMPANY REPRESENTATIVE.

<b>CASEY'S</b>		<b>CONSTRUCTION DIVISION</b>	
One Convenience Blvd., P.O. Box 3001, Ankeny, IA 50021 515-965-6100			
PROJECT:	OSKALOOSA, IA, #1682 1310 A AVENUE WEST ADDITIONAL PROPERTY	ISSUED:	06-24-93
DESIGNED BY:	KSCHULZE	DATE:	08.11.16
CHECKED BY:		DATE:	09.06.16
DATE:		DATE:	09.22.16
DATE:		DATE:	10.07.16
SITE PLAN		AL-101	



**AREAS OF DEMOLITION**

- DEMOLITION NOTES**
1. REMOVAL OR ABANDONMENT OF PUBLIC UTILITIES SHALL BE FULLY COORDINATED WITH APPROPRIATE UTILITY SUPPLIER AND REGULATORY AGENCIES.
  2. ALL CONSTRUCTION/DEMOLITION DEBRIS SHALL BE DISPOSED OF OR RECYCLED OFF SITE IN FULL COMPLIANCE WITH CURRENT ENVIRONMENTAL REGULATIONS.
  3. PROTECT ADJACENT PROPERTY DURING DEMOLITION.
  4. PROTECT EXISTING UTILITIES WHICH ARE TO REMAIN. THE LOCATIONS OF ALL UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING RECORDS. THE EXACT LOCATION AND ELEVATION OF ALL UTILITIES MUST BE DETERMINED BY THE CONTRACTOR. IT SHALL BE THE DUTY OF THE CONTRACTOR TO ASCERTAIN WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN MAY BE PRESENT.
  5. REMOVE ALL DESIGNATED STREETS, DRIVEWAYS, ETC. IN THEIR ENTIRETY. BACKFILL ALL EXCAVATIONS WITH COHESIVE MATERIAL COMPACTED TO 98% STANDARD PROCTOR DENSITY. BACKFILLING TO BE OBSERVED BY GEOTECHNICAL ENGINEER EMPLOYED BY OWNER.
  6. ALL UNDERGROUND AND OVERHEAD UTILITIES WITHIN PROPOSED BUILDING AREA LIMITS ARE TO BE REMOVED ENTIRELY. UTILITIES OUTSIDE THE BUILDING AREA LIMITS MAY BE ABANDONED IN ACCORDANCE WITH UTILITY SUPPLIER REQUIREMENTS.
  7. DEMOLITION NOTES AS SHOWN ON THE PLAN ARE NOT ALL INCLUSIVE. CONTRACTOR TO ABANDON IN PLACE OR REMOVE AND DISPOSE OF ALL EXISTING SITE IMPROVEMENTS ABOVE AND BELOW GROUND TO COMPLY WITH THE GENERAL INTENT OF THIS DOCUMENT.
  8. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL UTILITIES PRIOR TO CONSTRUCTION, BOTH PUBLIC AND PRIVATE.
  9. CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVING AND SALVAGING ANY IRRIGATION COMPONENTS AND ADJUSTING IRRIGATION AS REQUIRED FOR OPERATION ON REMAINDER OF SITE DURING CONSTRUCTION.
  10. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING SITE DEMOLITION WITH BUILDING DEMOLITION PRIOR TO CONSTRUCTION.



**A. LEO PELDS ENGINEERING COMPANY**  
 Engineering | Planning | Surveying  
 2223 Dixon Street, Des Moines, IA 50316 - P.O. Box 4620, Des Moines, IA 50305 - P: (515) 265-8196 F: (515) 266-2259

**EXISTING UTILITIES NOTE:**  
 THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION. IOWA ONE-CALL (1-800-292-8899).

**DISCLAIMER:**  
 THIS DRAWING IS BEING MADE AVAILABLE BY A LEO PELDS ENGINEERING COMPANY (A.L.P.E.C.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH A.L.P.E.C.'S AGREEMENT FOR PROFESSIONAL SERVICES. A.L.P.E.C. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

**LEGEND:**

	MATCH EXISTING ELEVATION		CLEANOUT		DOWNSPOUT
	GAS METER		MORE OR LESS FENCE LINE		PROPOSED UTILITY LINE
	PARKING SPACE		SANITARY SEWER MANHOLE		UTILITY LINE OR PIPE
	STREET LIGHT		STORM SEWER MANHOLE		WATER
	POWER POLE		VALVE		WATER METER
	LIGHT POLE		BOTTOM OF CURB ELEVATION		GAS
	FINISHED FLOOR		TOP OF CURB ELEVATION		SANITARY SEWER
			TOP OF SLAB ELEVATION		STORM SEWER
			FLOWLINE ELEVATION		UNDERGROUND ELEC. / TEL.
					OVERHEAD ELEC. / TEL.
					CABLE TELEVISION

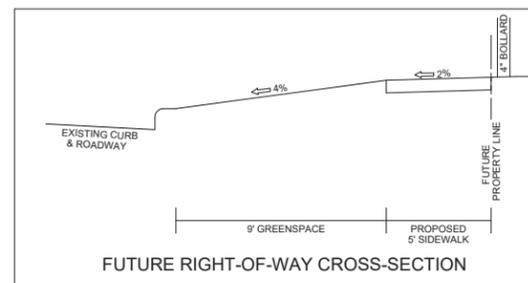
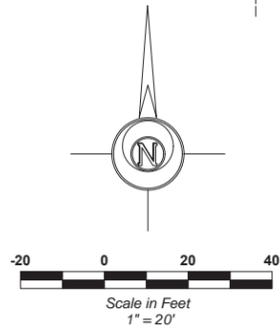
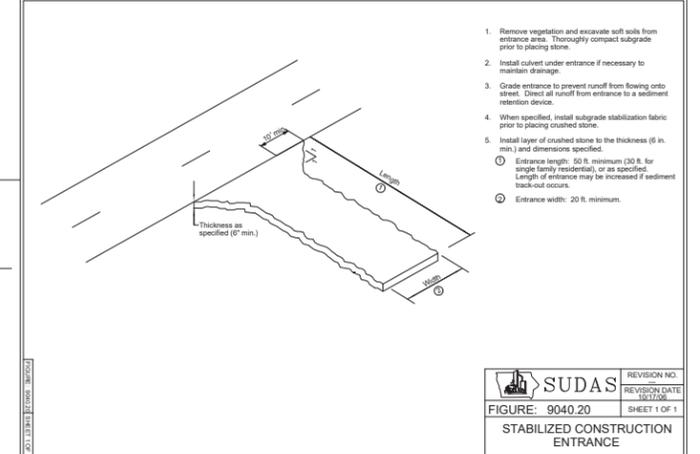
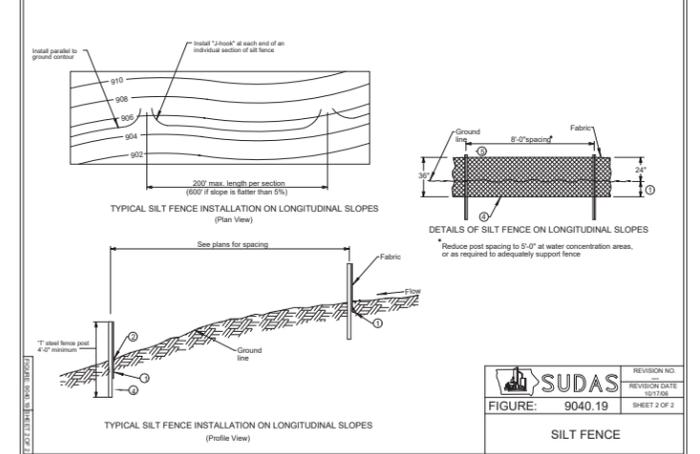
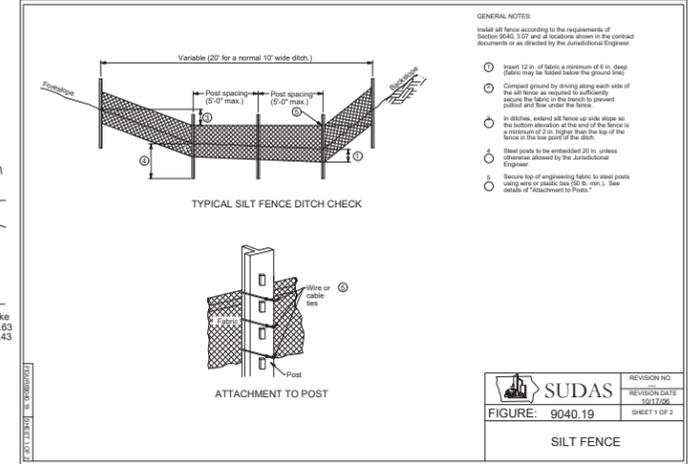
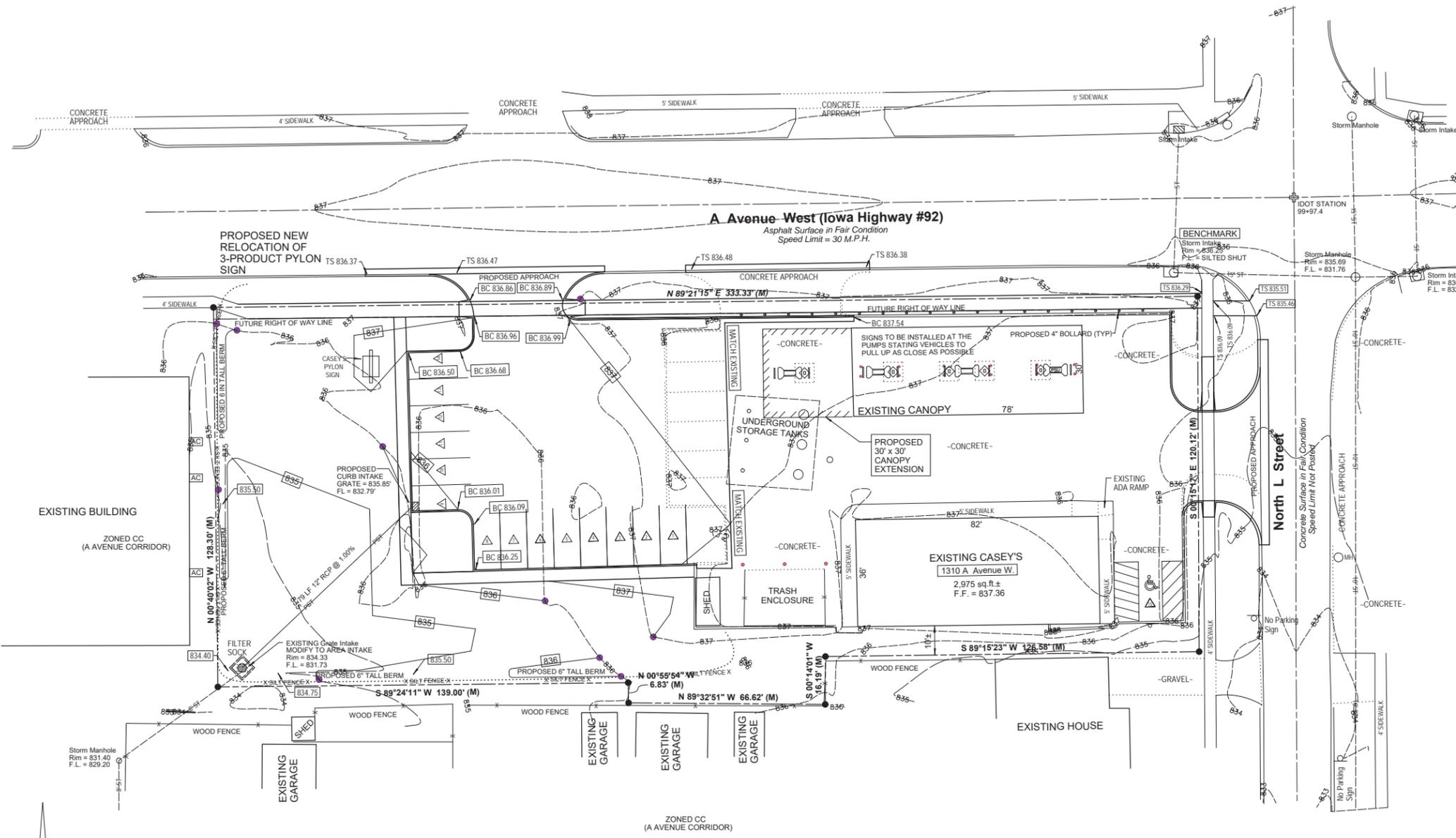
**Casey's General Stores**  
**1310 & 1402 A Avenue West**  
**Oskaloosa, Iowa**

Storm Sewer Intake MH Rim near NE Property Corner Elevation = 836.25' (NAVD 88)	09-26-2016 - Comments per City - EBJ
07-28-2016	10-13-2016 - Comments per City - EBJ
E. Jondle	
1" = 20'	10-13-2016
	16-043

DEMOLITION

**GRADING NOTES:**

1. STRIP TOPSOIL (8") FROM ALL THE AREAS WHICH ARE TO BE FILLED OR CUT FOR BORROW.
2. ALL AREAS TO RECEIVE STRUCTURAL FILL SHALL BE BENCHED.
3. PREPARE BOTTOM OF BENCH FOR FILL BY DISKING TO A DEPTH OF 4 INCHES AND COMPACT.
4. ANY LOCALIZED AREAS WHICH CANNOT BE SATISFACTORILY COMPACTED OR WHICH SHOW EVIDENCE OF PUMPING ACTION SHALL BE UNDERCUT AND RECOMPACTED WITH ON-SITE FILL MATERIALS.
5. ALL STRUCTURAL FILL SHALL BE COMPACTED TO A DENSITY THAT IS NOT LESS THAN 95% STANDARD PROCTOR.
6. ALL AREAS WHICH ARE TO RECEIVE PAVING SHALL HAVE THE TOP 12 INCHES DISKED AND COMPACTED TO 95% STANDARD PROCTOR DENSITY.
7. MAINTAIN ALL CUT AND FILL AREAS TO ACCOMMODATE SURFACE DRAINAGE.
8. GRADING CONTRACTOR SHALL STOCKPILE TOPSOIL FOR SHOULDERING.
9. FINISH GRADE ON ALL NON-PAVED AREAS SHALL BE WITHIN 0.20 FEET AND PAVED AREAS SHALL BE WITHIN 0.10 FEET OF THE PROPOSED GRADES SHOWN ON THE PLAN.
10. THE CONTRACTOR SHALL PROTECT ALL UTILITIES AND STRUCTURES. ANY DAMAGE SHALL BE REPAIRED BY THE CONTRACTOR TO THE SATISFACTION OF THE OWNER OF THE UTILITIES.
11. MAXIMUM ALLOWABLE GRADE ON ALL PROPOSED SLOPES IS 4:1.
12. TOPSOIL SHALL BE SPREAD TO A MINIMUM THICKNESS OF 6 INCHES ON ALL DISTURBED AREAS.
13. THE MOISTURE CONTENT SHALL NOT DEVIATE FROM THE OPTIMUM BY MORE THAN 2% IN STRUCTURAL FILL.
14. ALL PROPOSED MATERIALS SHALL BE APPROVED BY THE CITY OF OSKALOOSA AND IOWA DOT.
15. ONE WEEK PRIOR TO CONSTRUCTION THE CONTRACTOR SHALL NOTIFY THE CITY OF OSKALOOSA AND IOWA DOT.
16. MAXIMUM 2% CROSS-SLOPE ON ALL SIDEWALKS.
17. BEST MANAGEMENT PRACTICES (BMP'S) WILL BE FOLLOWED FOR STORMWATER CONTROL.



**LEGEND:**

**STANDARD SYMBOLS:**

	MATCH EXISTING ELEVATION		CLEANOUT		DOWNSPOUT
	GAS METER		FIRE HYDRANT		PROPOSED UTILITY LINE
	PARKING SPACE		SANITARY SEWER MANHOLE		UTILITY LINE OR PIPE
	STREET LIGHT		STORM SEWER MANHOLE		WATER
	POWER POLE		VALVE		GAS
	LIGHT POLE		BOTTOM OF CURB ELEVATION		SANITARY SEWER
	FINISHED FLOOR		TOP OF CURB ELEVATION		STORM SEWER
			TOP OF SLAB ELEVATION		UNDERGROUND ELEC. / TEL.
			FLOWLINE ELEVATION		OVERHEAD ELEC. / TEL.
					CABLE TELEVISION

**Casey's General Stores**  
1310 & 1402 A Avenue West  
Oskaloosa, Iowa

Storm Sewer Intake MH Rim near NE Property Corner  
Elevation = 836.25' (NAVD 88)

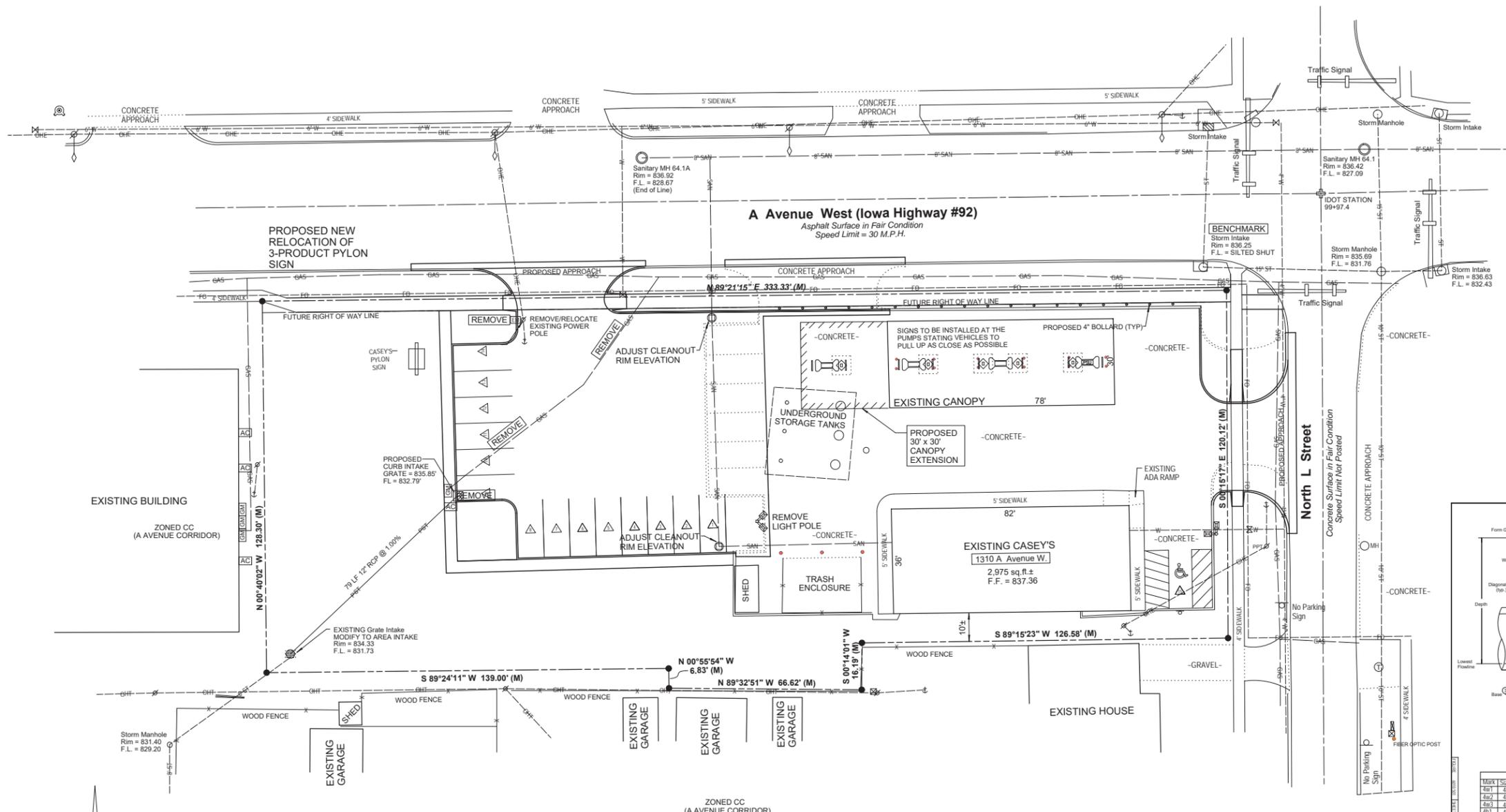
07-28-2016 E. Jondle 1" = 20'  
10-21-2016 Comments per City - EBU  
10-21-2016 Comments per City - EBU

16-043  
GRADING

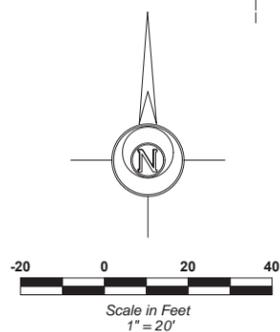
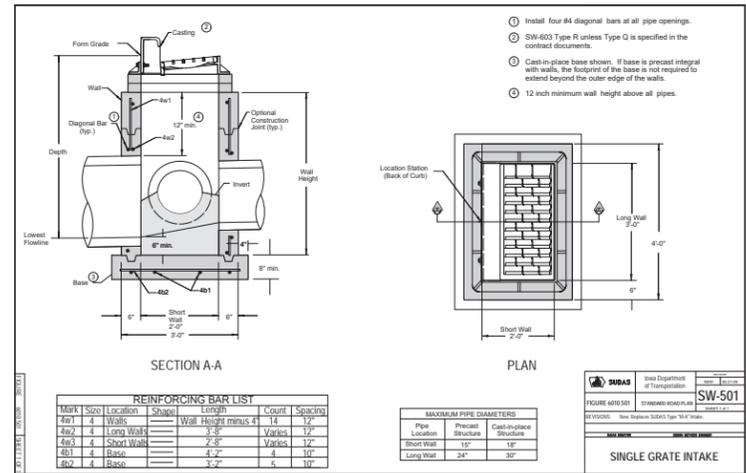
**A. LEO PELDS ENGINEERING COMPANY**  
Engineering | Planning | Surveying  
2323 Dixon Street, Des Moines, IA 50316 - P.O. Box 4626, Des Moines, IA 50305 - P: (515) 265-8196 F: (515) 266-2259

EXISTING UTILITIES NOTE:  
THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION. IOWA ONE-CALL (1-800-292-8989).

DISCLAIMER:  
THIS DRAWING IS BEING MADE AVAILABLE BY A. LEO PELDS ENGINEERING COMPANY (A.L.P.E.C.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH A.L.P.E.C.'S AGREEMENT FOR PROFESSIONAL SERVICES. A.L.P.E.C. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.



- UTILITY NOTES:
1. THE CONTRACTOR SHALL PROTECT ALL UTILITIES AND STRUCTURES. ANY DAMAGE SHALL BE REPAIRED BY THE CONTRACTOR TO THE SATISFACTION OF THE OWNER OF THE UTILITIES.
  2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT UTILITY COMPANIES PRIOR TO CONNECTION OR DISCONNECTION OF A SERVICE LINE.
  3. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE VERIFIED LOCATIONS/ELEVATIONS APPLY ONLY AT THE SURFACE FEATURES SHOWN. INTERPOLATIONS BETWEEN THESE POINTS HAVE NOT BEEN VERIFIED.
  4. CONTRACTOR TO COMPLY WITH SUDAS 2016 SPECIFICATIONS FOR MAINTENANCE, INSTALLATION AND TESTING FOR CONSTRUCTION.



**A. LEO P ELDS ENGINEERING COMPANY**  
 Engineering | Planning | Surveying  
 2323 Dixon Street, Des Moines, IA 50316 - P.O. Box 4626, Des Moines, IA 50305 - P: (515) 265-8196 F: (515) 266-2259

**EXISTING UTILITIES NOTE:**  
 THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION. IOWA ONE-CALL (1-800-292-8989).

**DISCLAIMER:**  
 THIS DRAWING IS BEING MADE AVAILABLE BY A. LEO P ELDS ENGINEERING COMPANY (A.L.P.E.C.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH A.L.P.E.C.'S AGREEMENT FOR PROFESSIONAL SERVICES. A.L.P.E.C. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

**LEGEND:**  
 STANDARD SYMBOLS:

- MATCH EXISTING ELEVATION
- GAS METER
- PARKING SPACE
- STREET LIGHT
- POWER POLE
- LIGHT POLE
- FINISHED FLOOR
- CLEANOUT
- MORE OR LESS FENCE LINE
- FIRE HYDRANT
- SANITARY SEWER MANHOLE
- STORM SEWER MANHOLE
- VALVE
- BOTTOM OF CURB ELEVATION
- TOP OF CURB ELEVATION
- TOP OF SLAB ELEVATION
- FLOWLINE ELEVATION
- DOWNSPOUT
- PROPOSED UTILITY LINE
- UTILITY LINE OR PIPE
- WATER
- WATER METER
- GAS
- SANITARY SEWER
- STORM SEWER
- UNDERGROUND ELEC. / TEL.
- OVERHEAD ELEC. / TEL.
- CABLE TELEVISION

**Casey's General Stores**  
**1310 & 1402 A Avenue West**  
**Oskaloosa, Iowa**

Storm Sewer Intake MH Rim near NE Property Corner  
 Elevation = 836.25' (NAVD 88)

07-28-2016 E. Jondle 1" = 20' 10-21-2016 16-043

UTILITY

LANDSCAPING NOTES  
 1. CITY RESERVES THE RIGHT TO REQUIRE ADDITIONAL FENCING IF THE LANDSCAPING FAILS TO PREVENT THE HEADLIGHTS FROM REFLECTING ONTO NEIGHBORING RESIDENTIAL PROPERTIES.

EXISTING IMPERVIOUS AREA  
 1310: 18,288 SQ.FT.  
 1402: 11,891 SQ.FT.  
 TOTAL: 30,179 SQ.FT.

EXISTING IMPERVIOUS COVERAGE  
 30,179 SQ.FT. / 42,198 SQ.FT. \* 100 = 71.5%

PROPOSED IMPERVIOUS AREA  
 EXISTING: 18,288 SQ.FT.  
 PROPOSED: 7,925 SQ.FT.  
 TOTAL: 26,213 SQ.FT.

PROPOSED IMPERVIOUS COVERAGE  
 26,213 SQ.FT. / 42,198 SQ.FT. \* 100 = 62.1%

REQUIRED LANDSCAPING AREA

10 FT ADJACENT TO STREET PROPERTY LINE

A AVENUE WEST = 333.33 FT  
 NORTH L STREET = 120.12 FT

333.33 FT + 120.12 FT = 453.45 FT \* 10 FT = 4534.50 SQ.FT. REQUIRED

REQUIRED TREE PLANTINGS

1 TREE PER 500 SQ.FT. OF REQUIRED LANDSCAPED AREA

4534.50 SQ.FT. / 500 SQ.FT. = 9.07 TREES REQUIRED

PROPOSED DECIDUOUS TREES:

SYMBOL	#	COMMON NAME (BOTANICAL NAME)	MIN SIZE
	5	Autumn Blaze Red Maple (Acer freemanii 'Jeffersred')	2" caliper B&B
	7	Kentucky Coffee Tree (Cymocladus dioicus)	2" caliper B&B

PROPOSED ORNAMENTAL TREES:

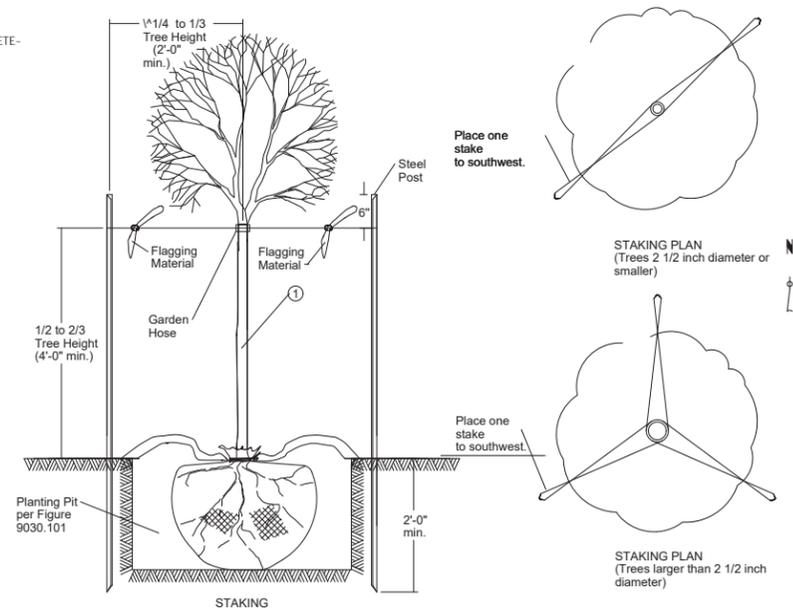
SYMBOL	#	COMMON NAME (BOTANICAL NAME)	MIN SIZE
	4	Chanticleer Pear (Pyrus calleryana 'Chanticleer')	2" caliper B&B

PROPOSED EVERGREEN TREES:

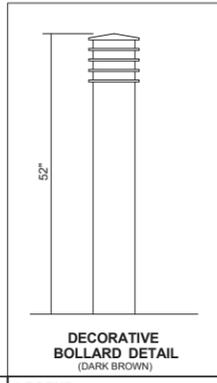
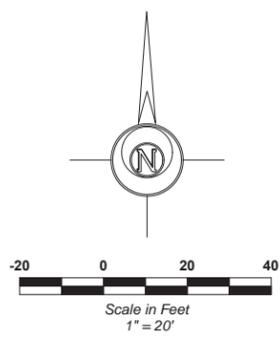
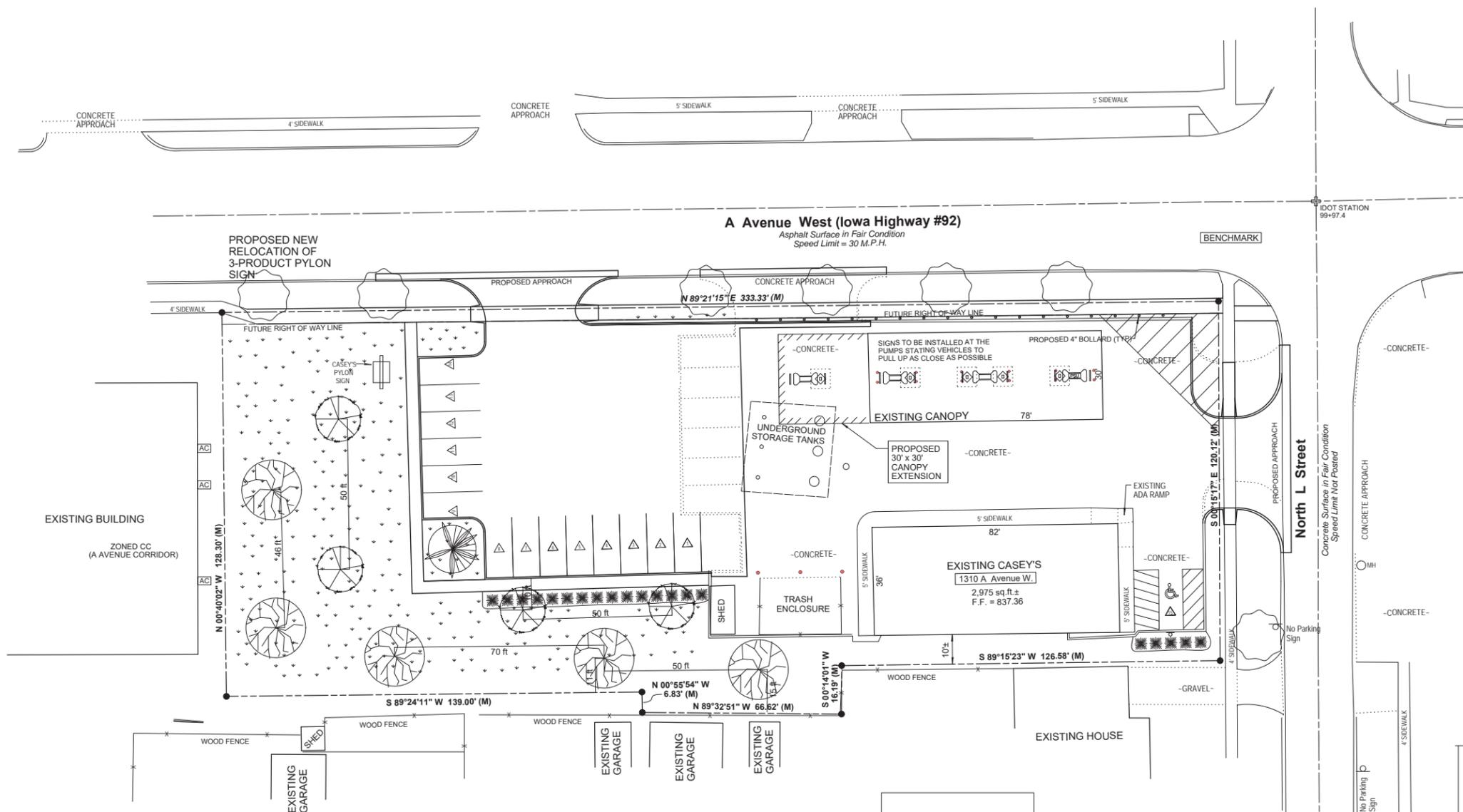
SYMBOL	#	COMMON NAME (BOTANICAL NAME)	MIN SIZE
	1	Balsam Fir (Abies balsamea)	6 feet

PROPOSED SHRUBS:

SYMBOL	#	COMMON NAME (BOTANICAL NAME)	MIN SIZE
	20	Blue Girl Holly (Ilex x meserveae 'Blue Girl')	5 Gallon Container



① Wrap trunk from ground line to first branch when specified in the contract documents.



LEGEND:  
 STANDARD SYMBOLS:  
 +/ - MATCH EXISTING ELEVATION  
 G GAS METER  
 P PARKING SPACE  
 S STREET LIGHT  
 P POWER POLE  
 L LIGHT POLE  
 F.F. FINISHED FLOOR

CLEANOUT  
 MORE OR LESS FENCE LINE  
 FIRE HYDRANT  
 SANITARY SEWER MANHOLE  
 STORM SEWER MANHOLE  
 VALVE  
 BOTTOM OF CURB ELEVATION  
 TOP OF CURB ELEVATION  
 TOP OF SLAB ELEVATION  
 FLOWLINE ELEVATION

DOWNSPOUT  
 PROPOSED UTILITY LINE  
 UTILITY LINE OR PIPE  
 WATER  
 WATER METER  
 GAS  
 SANITARY SEWER  
 STORM SEWER  
 UNDERGROUND ELEC. / TEL.  
 OVERHEAD ELEC. / TEL.  
 CABLE TELEVISION

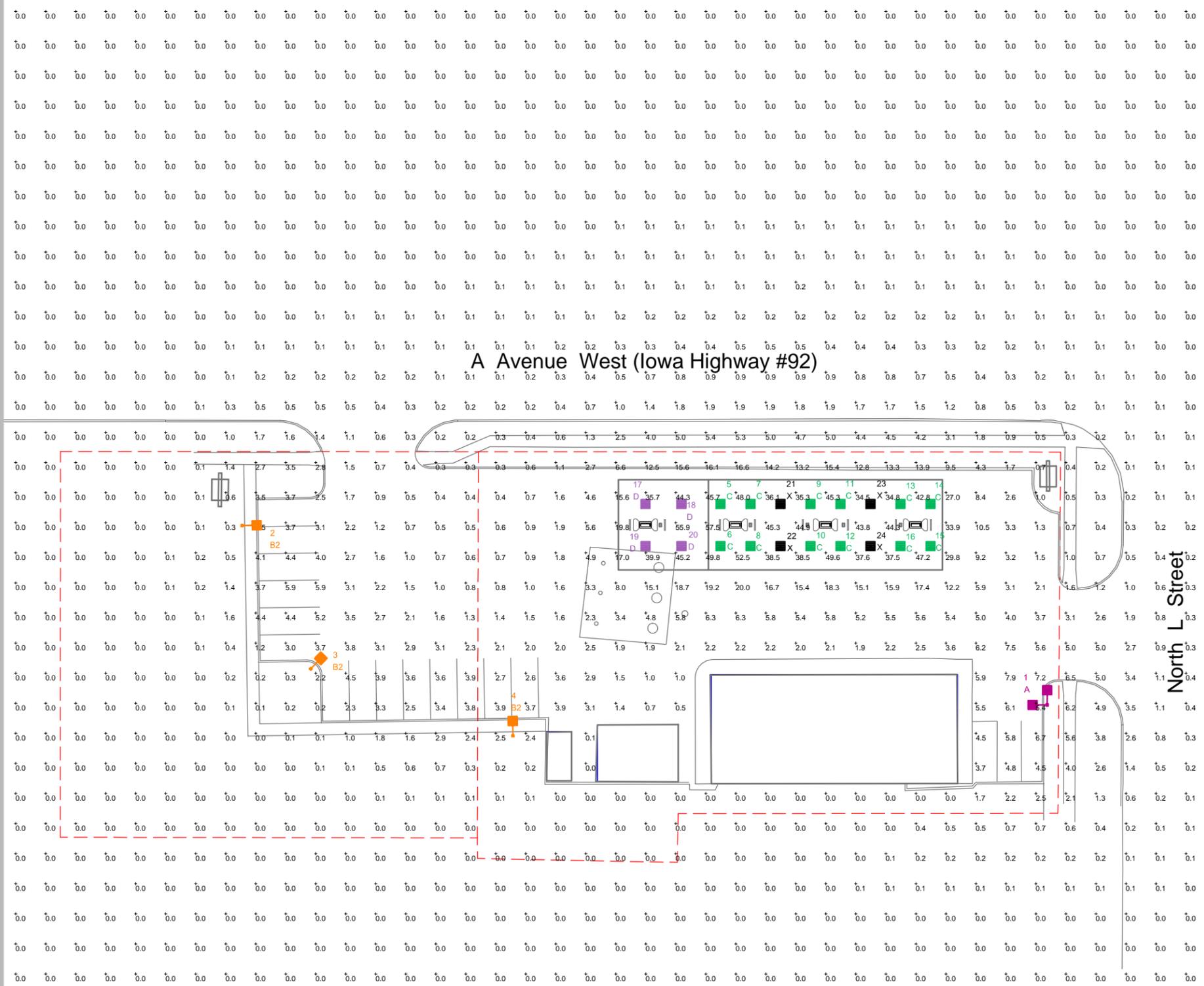
**A. LEO PELDS ENGINEERING COMPANY**  
 Engineering | Planning | Surveying  
 2323 Dixon Street, Des Moines, IA 50316 - P.O. Box 4626, Des Moines, IA 50305 - P: (515) 265-8196 F: (515) 268-2259

EXISTING UTILITIES NOTE:  
 THE LOCATIONS OF THE EXISTING UTILITIES SHOWN HEREON ARE APPROXIMATE. THEY HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND/OR RECORDS. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ANY EXISTING UTILITIES (SHOWN OR NOT SHOWN) ARE NOT DAMAGED DURING CONSTRUCTION. IOWA ONE-CALL (1-800-292-8989).

DISCLAIMER:  
 THIS DRAWING IS BEING MADE AVAILABLE BY A LEO PELDS ENGINEERING COMPANY (A.L.P.E.C.) FOR USE ON THIS PROJECT IN ACCORDANCE WITH A.L.P.E.C.'S AGREEMENT FOR PROFESSIONAL SERVICES. A.L.P.E.C. ASSUMES NO RESPONSIBILITY OR LIABILITY (CONSEQUENTIAL OR OTHERWISE) FOR ANY USE OF THESE DRAWINGS (OR ANY PART THEREOF) EXCEPT IN ACCORDANCE WITH THE TERMS OF SAID AGREEMENT.

**Casey's General Stores**  
 1310 & 1402 A Avenue West  
 Oskaloosa, Iowa

DATE: 07-28-2016  
 DRAWN BY: E. Jondle  
 SCALE: 1" = 20'  
 CHECKED BY: 10-21-2016  
 PROJECT NO.: 16-043  
**LANDSCAPING**



A Avenue West (Iowa Highway #92)

North L Street

### EXTERIOR LIGHTING LAYOUT

Luminaire Schedule								
Symbol	Qty	Label	Arrangement	Lumens	LLF	Watts (Each)	Watts (Total)	Description
	1	A	2 @ 90 DEGRE	11259	1.040	134	268	ARE-EDG-4M-DA-06-E-UL-BZ-700
	3	B2	SINGLE	8481	1.040	134	402	ARE-EDG-4MB-DA-06-E-UL-BZ-700 + PS4S17C1BZ
	12	C	SINGLE	13246	1.040	125.5	1506	CPY250-A-DM-D-B-UL-WH + XA-BXCCBPW
	4	D	SINGLE	13246	1.040	125.5	502	CPY250-A-DM-D-B-UL-WH

Blank Plate Schedule			
Symbol	Qty	Label	Description
	4	X	XA-BXCC9001& + XA-BXCCBPW + XA-BXCCBPW-FP

- NOTES:
- ALL PRODUCT MANUFACTURED BY CREE, INC. (UNLESS NOTED OTHERWISE)
  - FOOTCANDLE LEVELS TAKEN AT GRADE USING INITIAL LUMEN VALUES
  - SITE PLAN INFORMATION OBTAINED FROM SATELLITE IMAGE
  - ALL FOOTCANDLE LEVELS ARE ESTIMATES DUE TO LIMITED BUILDING & SITE INFORMATION
  - CONTRACTOR TO REMOVE ALL 2x2 BOXES FROM THE CANOPY, INSTALL NEW CPY250 FIXTURES AND COMPLETELY SEAL THE DECKING
  - **NEW 17'-0" POLES TO BE MOUNTED ON 2'-0" CONCRETE BASE**

- ASSUMPTIONS:
- AREA LIGHT MOUNTING HEIGHT = 19'-0" A.F.G.
  - CANOPY LIGHT MOUNTING HEIGHT = 15'-0" A.F.G.

Luminaire Location Summary			
No.	Label	Mtg. Hgt.	Tilt
1	A	19	0
2	B2	19	0
3	B2	19	0
4	B2	19	0
5	C	15	0
6	C	15	0
7	C	15	0
8	C	15	0
9	C	15	0
10	C	15	0
11	C	15	0
12	C	15	0
13	C	15	0
14	C	15	0
15	C	15	0
16	C	15	0
17	D	15	0
18	D	15	0
19	D	15	0
20	D	15	0
21	X	15	0
22	X	15	0
23	X	15	0
24	X	15	0

REVISIONS			
NO.	BY:	DATE:	DESCRIPTION:
R1	PLD	09/23/2016	UPDATED SITE PLAN DRAWING AND UPDATED AREA FIXTURE PLACEMENT
R2	RCF	11/01/2016	ADDED BACKSHIELDS TO 3 AREA LIGHTS IN ORDER TO MEET .01 FC LIGHTING REQUIREMENT AT SOUTH PROPERTY LINE.

**DISCLAIMER**

This Upgrade Survey is a helpful tool for the proper location/placement of fixtures. It is to be used for illustration and quoting purposes only. Illumination results shown are based on project parameters provided by the manufacturer, used in conjunction with luminaire test procedures conducted under laboratory conditions. Actual project conditions differing from these parameters may affect field results. Red Leonard Associates, Inc. assumes no liability for the installation of light fixtures nor the structural integrity of area light poles.

The customer is responsible for verifying compliance with any applicable electrical, lighting, or energy code.

Fixture symbols are NOT drawn to scale. Size is for clarity purposes only. If you have any questions about this document, please contact your local RLA representative.

These documents are the property of Red Leonard Associates, Inc. Any use of these documents without the expressed written consent of Jayme J. Leonard is strictly prohibited.

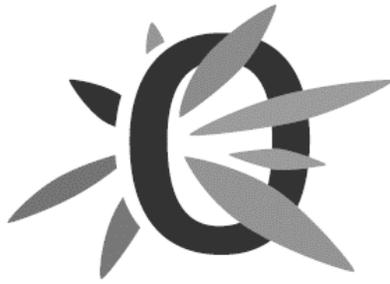
SCALE  
1:40  
DATE  
09/22/2016

DRAWN BY  
PLD  
DWG SIZE  
B

PROJECT NUMBER  
UR-3011-S1-R2

PROJECT NAME  
CASEY'S # 1682  
1310 A AVE W  
OSKALOOSA, IA 52577





## City Council Communication

Meeting Date: November 21, 2016

Requested By: Planning and Zoning Commission

### Item Title:

Consider an ordinance amending 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).

### Explanation:

Dhiren Dholoakia, owner of 1317 A Avenue East which is depicted on the attached map, has requested that the two parcels located at that address be re-zoned from R-3 (Multiple Family Residential) to CC (Community Commercial). The total property area is 0.99 acres.

The reason for this rezoning request is that the property owners would like to develop a campground and RV park, which is not a permitted use in the existing R-3 zoning district. The property owners have indicated that it is unpractical to use the property for residential uses.

The CC zoning designation would be consistent with properties adjacent to the south along A Avenue East. Additionally, the only access to this property is by way of an easement across 1315 Avenue East (Americas best Value Inn), which lies directly to the south. Because of this access, there is a direct relationship to the uses in the CC zoning district to the south.

In relation to the adjacent properties to the north, rezoning these parcels to a CC District would create an "island" of the R-3 district directly to the east at 1407 B Avenue East. Best zoning practices typically try to avoid these types of isolated islands of a single parcel zoning district. Additionally, for properties located at 1242, 1244, and 1248 C Avenue East, rezoning these parcels as CC would be a significant increase in intensity of adjacent land use.

From staff's perspective, the proposed land use change appears to be inconsistent with the *The Oskaloosa Plan: A Comprehensive Plan for the City of Oskaloosa, Iowa*. This plan identifies the area proposed for re-zoning to be "Urban Residential," which is to have characteristics of "Restrictive land uses, emphasizing housing." More information can be found on page 46 of *The Oskaloosa Plan*.

The Planning & Zoning Commission considered this item at their October 18, 2016 meeting and recommended by a vote of 6 to 0 that the City Council deny the request to re-zone the above mentioned parcels from an R-3 district to a CC district.

**Recommended Action:**

Open public hearing, receive comments, close the public hearing, and consider the Planning and Zoning Commission's recommendation.

**Budget Consideration:**

Revenue of \$250.00 for the re-zoning application fee.

**Attachments:**

1. Ordinance
2. Location map
3. Re-zoning application
4. Correspondence from the public

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY CHANGING THE ZONING OF PROPERTIES LOCATED AT 1317 A AVENUE EAST FROM R-3, MULTIPLE FAMILY RESIDENTIAL DISTRICT, TO CC, COMMUNITY COMMERCIAL DISTRICT.

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

SECTION 1. The purpose of this ordinance is to change the zoning of the following described land parcels located at 1317 A Avenue East from R-3, Multiple Family Residential District, to CC, Community Commercial District, and legally described as follows:

*1317 A Avenue East:*

*Lot Three except a strip of ground 215 feet in equal width off from the entire North end thereof; also Lot Four except a strip of ground 215 feet in equal width off from the entire North end thereof; all in Subdivision of Lots Two, Three, Four, Five, Six, Seven and Eight of Subdivision of Lots Five Thirteen and Fourteen, Irregular Survey of the Northwest Quarter of the Southeast Quarter of Section Eighteen, Township Seventy-five Range Fifteen, Mahaska County, Iowa.*

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

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

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

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

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

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

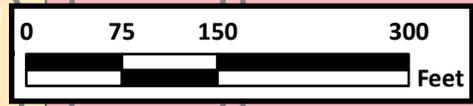
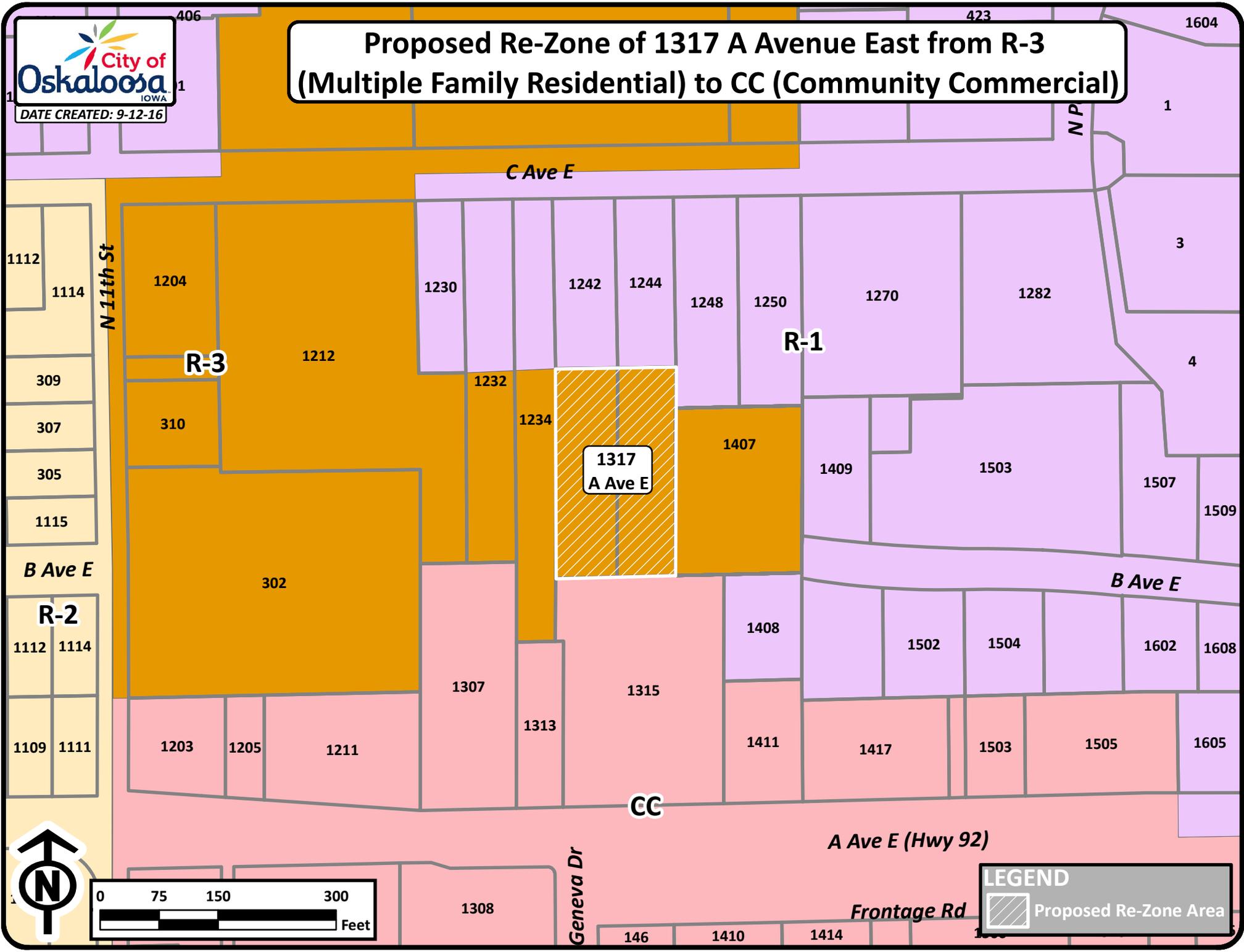
I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_  
day of \_\_\_\_\_ 2016.

Signed \_\_\_\_\_



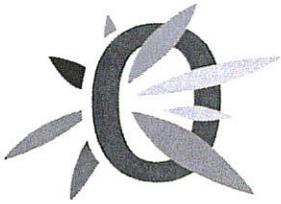
DATE CREATED: 9-12-16

# Proposed Re-Zone of 1317 A Avenue East from R-3 (Multiple Family Residential) to CC (Community Commercial)



**LEGEND**

 Proposed Re-Zone Area



# City of Oskaloosa, Iowa

## Public Works Department

804 South D Street, Oskaloosa, IA 52577  
Phone: (641)673-7472 Fax: (641)673-3733

### RE-ZONING APPLICATION

**PLEASE NOTE:** Site plans, elevations, drawings, or any other material determined by the Zoning Administrator to be necessary to describe the requested re-zoning and proposed land uses to the Planning and Zoning Commission and/or the City Council must be included with this application.

#### Re-Zoning Request Information

Property Address: Aff Ave East Oskaloosa / 1317 A AVE E

Property Legal Description: \_\_\_\_\_

Current Zoning: R-3

Current Land Use: None

Proposed Zoning: \* CC

Proposed Land Use: Camp Ground and RV Park

Reason for Re-Zone Request: \* SEE ATTACHED

Application Fee Amount: \$250.00
<b>Contact Information:</b>
Public Works Dept. Akhilesh Pal, P.E. akhilesh.pal@oskaloosaiowa.org
Building Official Wyatt Russell wyatt.russell@oskaloosaiowa.org
Engineer Technician Nathan Willey nathan.willey@oskaloosaiowa.org

#### Contact Information

Owner: <u>Dhiren Dholakia</u>	<u>(402) 517-8902</u>
Name	Phone
<u>1315 A Ave E Oskaloosa, IA</u>	<u>Dhiren.Dholakia@gmail.com</u>
Address	Email

<b>OFFICE USE ONLY</b>
Date Received: <u>9/9/2016</u>
Date Fee Paid: <u>9/9/2016</u>

Applicant: _____	_____
Name	Phone
_____	_____
Address	Email

Applicant Signature: _____	Date: _____
Owner Signature: <u></u>	Date: <u>09/09/16</u>

The Lots are under Zone R and never been used before for anything, we would like to have opportunity to develop and provide a Camp & or RV Parking spots to the visitors from out of town and convert those unproductive lots into a productive that way these lots which never produce any revenue for city or a community. We can give chance to these lots to contribute to the community and produce some Tax income to the City of Oskaloosa.

Another reason that we would like City to consider RE-Zoning that the Easement Rights for these two lots are from the commercial property (Which is from a Motel calls Americas Best Value Inn), there is no direct access to these two lots from anywhere else. There is not much of options to develop this lots for a residence use because of no direct accessibility to the Lots.

While we develop the Property we will take care of full privacy for our neighbors with installing 8' Privacy Fence all around the property.

Fair ground is providing the facility for Camper and/or RV Parking in town but they closes the facility in winter time so at that time we can have that business in town instead of letting that business go somewhere else and generate some tax revenue for City in the slow period.

  
09/09/16

PETITION

RECEIVED

Petition to: Oskaloosa Planning and Zoning Commission  
Oskaloosa City Council

OCT 03 2016

CITY CLERK OF OSKALOOSA

Petition Summary:

Action petitioned for: We the undersigned are concerned citizens who urge:

that the proposed rezoning of the property located at 1317 A Avenue East from R-3 (Multiple Family Residential District) to CC (Community Commercial District) not be enacted.

Reason: The purpose of rezoning is to create a RV campground for temporary construction workers with a constant turnover of dwellers. This is now a neighborhood of family and apartment homes with residents of all ages. It is felt the rezoning would lower the property values and perhaps cause instability of the said neighborhood.

Signature	Printed Name	Address	Phone #
1. <i>Mark Tennison</i>	Mark Tennison	1244 C Ave E	641-676-3073
2. <i>Marjorie Jackson</i>	Marjorie Jackson	1242 C Ave E	641-673-9646
3. <i>Mike Rusted</i>	Mike Rusted	1234 C Ave E	641-673-8777
4. <i>Trevor Hoeksema</i>	TREVOR HOEKSEMA	1230 C Ave E	641-629-1434
5. <i>Virginia I. Walker</i>	Virginia I. Walker	1282 C Ave E	641-673-4348
6. <i>Eric Patmer</i>	Eric Patmer	1117 C Ave E	641 673-7589
7. <i>Rick Cady</i>	Rick Cady	1307 AVE E	(641) 660-1499
8. <i>Blen [unclear]</i>	1283 C Ave <del>East</del>		
9. <i>[unclear]</i>	1250 C Ave E		515 783 4528
10. <i>Joel Wynes</i>	(Printed name #9)		
<i>husband &amp; wife</i>	<i>Waylon Williams</i>	<i>1248 C Ave East</i>	<i>641 670 0320</i>
	<i>Hilly Harsel man</i>	" "	<i>641 670 0514</i>

PETITION

RECEIVED

OCT 14 2016

Petition to: Oskaloosa Planning and Zoning Commission  
Oskaloosa City Council

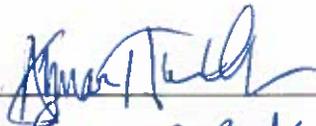
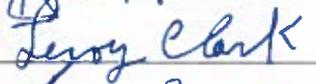
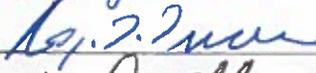
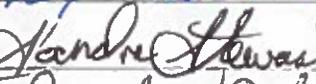
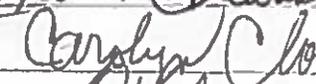
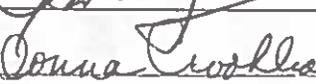
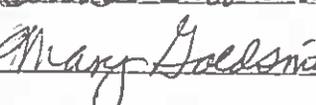
CITY CLERK OF OSKALOOSA

Petition Summary:

Action petitioned for: We the undersigned are concerned citizens who urge:

that the proposed rezoning of the property located at 1317 A Avenue East from R-3 (Multiple Family Residential District) to CC (Community Commercial District) not be enacted.

Reason: The purpose of rezoning is to create a RV campground for temporary construction workers with a constant turnover of dwellers. This is now a neighborhood of family and apartment homes with residents of all ages. It is felt the rezoning would lower the property values and perhaps cause instability of the said neighborhood.

Signature	Printed Name	Address	Phone #
11. 	DUNCAN HACKWORTH	1509 B AVE E	308-249-0299
12. 	LeRoy Clark	1502 B AVE E	641-569-3481
13. 	ROGER D. DUDEK	1407 B AVE E	641-780-1747
14. 	Sandra Stewart	1608 B AVE E	641-673-5284
15. 	Carolyn Clark	1502 B AVE E	641-569-3480
16. 	Jean Van Zetter	9123 N Park	641-676-9111
17. 	Donna Crookham	130 Hillcrest Dr.	641-676-363
18. 	Mary Goldsmith	2001 S. 11th St.	641-673-6641
19. _____			
20. _____			

RECEIVED

OCT 18 2016

October 15, 2016

City of Oskaloosa, Iowa  
Planning & Zoning Commission  
220 South Market Street  
Oskaloosa, Iowa 52577

CITY CLERK OF OSKALOOSA

9:26 AM

RE: Proposed Rezoning of 1317 A Avenue East, Oskaloosa, IA

To Whom It May Concern:

I received a rezoning notification letter regarding the above mentioned property and desire to voice my opinion, concern, and thoughts.

The 1317 A Avenue East parcel is isolated on three sides by residential zoning: R3 and R1 to the west, R 1 to the north, and an adjacent apartment and R1 homes to the east. The only vehicle access to 1317 is a narrow driveway running up the hill from A avenue along the west side of the central motel building. The 1317 parcel is purely "land locked".

As the present owner of the above mentioned adjacent apartment, I have already experienced motel traffic exiting onto our property via the northeast corner of the motel parking lot onto B Avenue East. Subsequent measures have already been taken to inhibit this issue by installing six cement columns at the southwest corner of our property line.

An additional concern is if a campground and RV parking are permitted on this site, what would prohibit this property from eventually becoming a mobile home park???

In my opinion, a campground and/or RV parking is entirely incompatible in a residential neighborhood and trust you as members of the P&Z commission have already walked the property to confirm my concerns. As an adjacent property owner potentially affected by this proposed rezoning of this property, I appreciate the opportunity to make our thoughts known.

Sincerely,



Roger D. Duven  
1400 B Avenue East  
Oskaloosa, Iowa

September 24, 2016

Mr. Andrew Jensen  
Development Services Director  
City of Oskaloosa  
220 S. Mkt.  
Oskaloosa, Iowa 52577

Dear Mr. Jensen,

Thank you for your explanation of the proposed re-zoning of 1317 A Avenue East from R-3 to CC. I had not realized the motel was now the owner of that property and that it is now an A Ave. East address.

The property borders my backyard and that of my neighbor to the east. As this is a residential neighborhood of family homes and residential apartment buildings with all ages of residents. I strongly object to the rezoning.

The planned use of this area as a campground for RV housing of itinerant construction workers would drastically lower neighborhood property values. There is a safety factor as the dwellers would not be permanent residents and there would be a constant turnover. I'm sure there would also be a noise factor to consider.

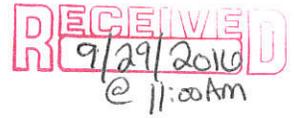
For these reasons I feel strongly that a proposed rezoning would be very detrimental not only to my property but that of the neighborhood. I doubt any residential area of Oskaloosa would welcome a change of this type

Please make my thoughts known to the Planning and Zoning Commission.

Thank you for your consideration.

Sincerely,

Marjorie A. Jackson  
1242 C Ave. East  
Oskaloosa, Iowa  
641 673 9646



Mark Tennison  
1244 C Ave East  
Oskaloosa, IA 52577

September 29, 2016

Subject: Rezoning of property at 1317 A Ave East to be used for campground/ RV Park.

To whom it may concern,

As the property owner, at the address list above, I am strong against the rezoning of the lot at 1317 A Ave East. A campground/RV Park doesn't fit into the area of a mostly residential district. I feel that, if approved, that this will cause a decrease in my property value. I am concerned with the noise that this will generate with multiple camper/RV's on this lot and I am concerned that people living in the Park will use my property as an easy access to walk from the RV Park to the Hospital, which is directly across from my house. There are already people cutting through this lot and through mine and neighboring properties to get to the hospital. I'm not sure where they are coming from at this point but a Campground/RV Park will only increase this issue.

The City Codes states that I personally can't have a camper/RV on my property and live in it for more than three consecutive days or 14 days in a calendar year and that I can't hook that camper/RV to city utilities. So why are we going to allow a campground/RV Park in the middle of a residential area and allow them to hook to city utilities and use this as a somewhat permanent residents?

**17.28.080 - Parking for personal and recreational vehicles.**

*C. Special Provisions for Recreational Vehicles and Boats. Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of personal vehicles.*

*3. Recreational vehicles may be used as temporary parking by guests for a maximum of three consecutive days or fourteen days total during any calendar year. Cooking in a recreational vehicle or boat is prohibited at all times. Recreational vehicles or boats shall not be occupied for living purposes.*

*4. Recreational vehicles and boats may not be permanently connected to utility lines. Sewer hookups are prohibited at all times.*

The City Code also states that a future campground has to be a minimum size of one acre. This lot is slightly less than one acre and should not be allowed by current city code.

**17.22.050 - Supplemental use regulations-Commercial uses.**

*Campgrounds.*

*1. Minimum Size. Each campground established after the effective date of the ordinance codified in this title shall have a minimum size of one acre.*

By definition of the current city code, a campground is to be used for travelers to stay in and that they can only stay for no more than seven consecutive days. This proposed park, to me, sounds more like a permanent campground where people can live indefinitely.

**17.06.070 - Commercial use types.**

*Campground. Facilities providing camping or parking areas and incidental services for travelers in recreational vehicles or tents, which accommodate each guest or visitor for no more than seven consecutive days during any one-month period.*

When I moved into this house almost ten years ago, I checked to see what the vacant lot behind my house was zoned as, and found out that it is zoned as an R-3 (Multiple-Family Residential District), which I am fine with. I would much rather see an apartment building similar to the current apartment at the end of the B Ave East extension than a campground/RV Park.

I am asking you to consider how you would feel if someone wanted to place a campground/RV Park next to your house, in your residential neighborhood. Or better yet, take a drive through the current trailer park on Pella Ave, would you want that to move next door to you?

Sincerely,  
Mark Tennison

City of Oskaloosa  
Planning and Zoning Commission  
220 South Market Street  
Oskaloosa, Iowa 52577

October 10, 2016

Re: Proposed Rezoning of 1317 A Avenue East, Oskaloosa, IA 52577

Good day,

My name is Bob Walton, a fifth generation family resident of Oskaloosa. My wife (Ruth) and I moved to 1602 B Avenue East (B Ave) in 1977. We reside in the fourth house east of 1317 A Ave E (1317) on the south side of B Ave. We have a clear, but narrower view of 1317. Those of us living in that neighborhood and affected by the proposed rezoning appreciate the opportunity to make our thoughts known.

After I read the rezoning notification letter and gave the map a brief look, I grabbed a camera and took a short walk to 1317. While on my journey through the area I snapped several high resolution pictures of the site and surrounding residential areas. I observed the only vehicle access to 1317 is a narrow driveway running up the hill from A Ave along the west side of the central motel building. Make no mistake, this driveway connects to a large parcel of ground!

The ground rises rather sharply from A Ave up to C Ave, with the 1317 parcel slightly higher than B Ave. Because of this mid-level position, 1317 is quite visible from C Ave above. With an elevation above that of B Ave on the east, B Ave resident's view of 1317 varies from a wide open view at Roger Duven's apartments and B Ave homes to a more narrow view extending east to approximately 1608 B Ave East.

After walking the ground, I compared what I saw with the Zone Map and something immediately jumped out at me. The 1317 parcel is "land locked." It is isolated on three sides by residential zoning: R3 and R1 to the west; R1 to the north; an adjacent R3 apartment house and R1 homes (in close proximity) to the east.

A campground and RV parking on this site would pose two large and immediate negatives for the surrounding residential neighbors. The first negative is: a constant view of vehicles and clutter (possibly fenced in) as well as noise generated by vehicles and people coming and going at all hours of the day and night. Metal fencing would only make it look worse.

The second negative (of perhaps more importance) is pedestrian encroachment in the surrounding residential neighborhoods, with a wide open exit path to B Ave. Kids being kids, campers being campers and RV'ers doing their thing, each is motivated to move around and not be confined in a small area. If that weren't true they wouldn't be out there in the first place. This is why campgrounds and RV parking lots are located away from housing, generally outside corporate city limits. KOA Campgrounds is but one example. Fences were built for kids to climb. Remember?

Unfortunately, the camper's unimpeded path to roam leads directly east past the Duven' Apartments and on to B Ave, a street with no sidewalks. The inevitable human traffic will lead to varying degrees of trespass and who knows what other mischief. This is a prescription for trouble.

On the basis of what I observed, I now voice my strong opposition to the proposed rezoning of 1317 to CC. In my view, a campground and/or RV parking is entirely incompatible in a residential neighborhood, and it would inevitably lead to conflict with the residents.

The current owners are no doubt counting on their recently acquired motel to secure your "Yes" vote. They stated to me, "If it became an objective eyesore to the neighbors they would just fence it in." Not exactly a confidence builder, is it? Vote "No".

Sincerely,

  
Bob Walton

**From:** [Lyle Siefering](#)  
**To:** [Andrew Jensen](#)  
**Subject:** 1317 A Ave E Rezoning  
**Date:** Sunday, October 02, 2016 4:37:09 PM  
**Attachments:** [sharp@hawkeye-re.com\\_20161002\\_162903.pdf](#)

---

Dear Mr. Jensen,

I was shocked when I received the letter about rezoning this property to allow campers to use this for camp ground. I think this would be very inappropriate in the middle of the residential area. I have labeled where we live and granted it is a few properties away but what keeps more properties asking for the same thing once this starts.

This is to let you know to pass on to the Planning and Zoning Commission that we recommend that they deny this request.

Regards,

Lyle and Becky Siefering

Lyle Siefering  
Broker Associate/Owner  
(641) 673-6683 Office  
(641) 660-8424 Mobile  
(641) 673-9224 Fax  
Lyle@hawkeye-re.com  
Hawkeye Real Estate  
121 High Ave. E.  
Oskaloosa, IA 52577  
Chris Roach, Broker  
Licensed in the State of Iowa  
<http://www.hawkeye-re.com>

-----Original Message-----

From: sharp@hawkeye-re.com [<mailto:sharp@hawkeye-re.com>] On Behalf Of sharp@  
Sent: Sunday, October 2, 2016 4:29 PM  
To: Lyle Siefering  
Subject: Scanned image from Hawkeye Real Estate

Reply to: sharp@hawkeye-re.com <sharp@hawkeye-re.com> Device Name: Hawkeye Real Estate Device Model:  
MX-4140N  
Location: Not Set

File Format: PDF (High)  
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.  
Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.  
Adobe(R)Reader(R) can be downloaded from the following URL:  
Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>



## City Council Communication

Meeting Date: November 21, 2016

Requested By: Planning and Zoning Commission

### Item Title:

Consider an ordinance amending the Zoning Ordinance of the City of Oskaloosa, Iowa, that would change minimum lot requirements in the R-1, R-2, and R-3 zoning districts. (first reading)

### Explanation:

The Oskaloosa Municipal Code (OMC), defines the distinction between a duplex (which has two dwelling units on a single parcel) and single-family attached dwellings (which is a structure with two dwelling units with a property line dividing the two units into two separate properties). In Table 17.08C and in section 17.22.030, the OMC defines separate zoning regulations for each of these two residential uses. This distinction and separate regulation has been the cause of confusion when structures are built as duplexes and then split into two parcels, thus converting them into single-family attached dwellings.

To provide clarity and to remove regulatory burdens in developing these types of residential structures, the Planning and Zoning Commission at their October 18, 2016 meeting approved recommended changes to Table 17.08C (attached) and approved deletion of the following section of the OMC:

#### 17.22.030

- B: ~~Single-Family Attached. When permitted, the minimum side yard opposite the common wall shall be equal to twice the normal required side yard.~~

If all proposed changes are adopted, single-family attached homes will be permitted on all lots where duplexes are currently permitted. Additionally, the vast majority of existing parcels in the R-2 and R-3 zoning districts will meet the minimum lot requirements for new single-family detached homes. Overall, these changes are intended to reduce the burden on home builders and residents pursuing new infill developments, while preserving the existing character of the city's older neighborhoods.

#### Recommended Action:

Approve the first reading of the ordinance.

### Budget Consideration:

Minimal costs associated with changes to the Oskaloosa Municipal Code.

### Attachments:

1. Oskaloosa Municipal Code table 17.08C Summary of Site Development Regulations
2. Ordinance

Proposed Changes to Oskaloosa Municipal Code (OMC) Table 17.08C Summary of Site Development Regulations

Regulator	AG	RR	R-1	R-2	R-3	R-4
Minimum lot area (square feet)						3.0 acres
<b>One-family</b> Single-family detached	2 units per each 40 acres	2 acres	8,400	<b>8,400</b> 6,800	<b>7,200</b> 6,000	4,000
Single-family attached	---	---	<b>7,500</b>	<b>5,000</b>	<b>4,200</b>	<b>4,000</b>
Duplex, townhouses	---	---	---	10,000	8,400	
Multi-family	---	---	---	---	10,000	
Other permitted uses	No requirement		8,400	10,000	10,000	
Minimum lot width (feet)	200	100	70			
<b>One-family</b> Single-family detached Single-family attached				70 <b>40</b>	60 <b>35</b>	150
Duplex				80	70	
Townhouses				25	20	
Multi-family					80	
Other permitted uses					80	
Site area per housing unit (square feet) by type of residential						
Single-family detached Single-family attached			8,400 <b>7,500</b>	<b>8,400</b> 6,800 <b>5,000</b>	<b>7,200</b> 5,500 <b>5,000</b>	5,000 per unit
Two-family, duplex	20 acres	2 acres		5,000	4,200	
Townhouse				4,000	2,500	
Multi-family				NA	2,000	
Minimum yards (feet)						
Front yard	50	40	30	30	30	50
Street side yard	50	30	25	15	15	50
Interior side yard (Note 2)	50	15	7	7	7	50
1 to 1.5 stories	50	20	10	10	10	
2-3 stories	NA	NA	NA	NA	13	
More than 3 stories	50	40	40	40	30	
Nonresidential uses						
Rear yard	50	40	25	25	30	50
Maximum height (feet)	no limit	35	35	35	45	35
Maximum building coverage	NA	20%	35%	45%	55%	40%
Maximum impervious coverage	NA	30%	50%	60%	70%	60%

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA BY AMENDING TABLE 17.08C – “SUMMARY OF SITE DEVELOPMENT REGULATIONS”.**

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

SECTION 1. The Zoning Ordinance of the City of Oskaloosa Table 17.08C – “Summary of Site Development Regulations” is hereby amended to change minimum lot requirements in the R-1, R-2, and R-3 zoning districts as follows:

Regulator	AG	RR	R-1	R-2	R-3	R-4
Minimum lot area (square feet)						3.0 acres
<u>Single-family detached</u>	2 units per each 40 acres	2 acres	8,400	<del>6,800</del>	<del>6,000</del>	4,000
<u>Single-family attached</u>			<del>7,500</del>	<del>5,000</del>	<del>4,200</del>	
Minimum lot width (feet)	200	100	70			
<u>Single-family detached</u>				70	60	150
<u>Single-family attached</u>				<del>40</del>	<del>35</del>	
Site area per housing unit (square feet) by type of residential						
<u>Single-family detached</u>	20 acres	2 acres	8,400	<del>6,800</del>	<del>5,500</del>	5,000 per unit
<u>Single-family attached</u>			<del>7,500</del>	<del>5,000</del>	<del>5,000</del>	

SECTION 2. The Zoning Ordinance of the City of Oskaloosa, Iowa, Section 17.22.030(B.), is hereby deleted in its entirety.

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

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

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

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

ATTEST:

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

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

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



## City Council Communication

Meeting Date: November 21, 2016

Requested By: Development Services Department

### Item Title:

Consider an ordinance amending the Oskaloosa Municipal Code section 13.08.190 that would consider two-family dwellings as separate buildings for the purposes of sewer connections. (first reading)

### Explanation:

This item corresponds to the preceding item in this agenda. Presently, there is ambiguity in the Oskaloosa Municipal Code as to whether it is permitted for a duplex (two attached dwelling units on a single parcel) to be constructed with a single, shared sewer connection. If the duplex is split into two parcels, it becomes a single-family attached dwelling (two attached dwelling units with a property line dividing the two units into two separate parcels), and it becomes clear that each unit must have a separate sewer connection. The proposed ordinance clarifies that each unit in any two-family dwelling (whether duplex or single-family attached) requires its own sewer connection, and is as follows:

*13.08.190 - Connection-Separate building sewer.*

*A separate and independent building sewer shall be provided for every occupied building; except where one building stands at the rear of another on an interior portion of the said lot and no sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway. In such cases the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer. A two-family dwelling shall be considered two separate buildings for the purpose of this code.*

### Recommended Action:

Approve the first reading of the ordinance.

### Budget Consideration:

Minimal costs associated with changes to the Oskaloosa Municipal Code.

### Attachments:

Ordinance

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING THE OSKALOOSA MUNICIPAL CODE, SECTION 13.08.190 – CONNECTION-SEPARATE BUILDING SEWER**

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

SECTION 1. 13.08.190 – Connection-Separate building sewer, is hereby amended as follows:

13.08.190 - Connection-Separate building sewer.

A separate and independent building sewer shall be provided for every occupied building; except where one building stands at the rear of another on an interior portion of the said lot and no sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway. In such cases the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer. A two-family dwelling shall be considered two separate buildings for the purpose of this code.

SECTION 2: SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of this ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 3: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

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

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

ATTEST:

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

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

---

Amy Miller, City Clerk



## City Council Communication

Meeting Date: November 21, 2016

Requested By: Planning & Zoning Commission

### Item Title:

Consider an ordinance amending Title 17, Chapter 17.08 of the Oskaloosa Municipal Code pertaining sidewalk requirements – 3rd Reading.

### Explanation:

At their August 2, 2016 meeting, the Planning and Zoning Commission approved a recommendation to City Council to revise the City Code for sidewalk requirements. After discussing the item at several meetings, the City Council approved the first reading of the ordinance on October 17, 2016, and the second reading of the ordinance was approved on November 7, 2016 with the word “primary” added before “residential structures” in A1 which adds the following section 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 projects requiring a site plan review, changes in property use type, and all new primary 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.*

### Recommended Action:

Approve the third reading of the 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:**

Ordinance

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 projects requiring a site plan review, changes in property use type, and all new primary 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.

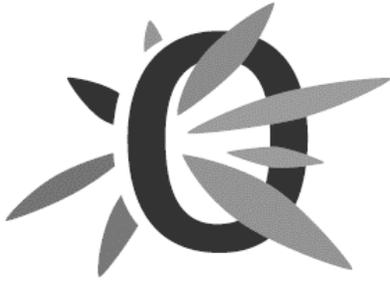
Passed by the Council the \_\_\_\_\_ day of \_\_\_\_\_ 2016, and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
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: November 21, 2016

Requested By: Development Services Dept.

**Item Title:**

Discuss an update on the proposed Rental Housing Inspection Program.

**Explanation:**

This item is intended to give City Council the opportunity to discuss the proposed Rental Housing Inspection Program. City staff has prepared short memorandum with updates on issues related to the program that they have been studying.

**Budget Consideration:**

Not applicable.

**Attachments:**

1. Rental Housing Inspection Program Update Memorandum

To: Michael Schrock, City Manager  
From: Andrew Jensen, Development Services Director  
CC:  
Date: November 16, 2016  
Re: *Rental Housing Inspection Program Update*

---



The purpose of this memo is to provide an update on the proposed Rental Housing Inspection Program. Staff has continued to work on options for the program, taking into consideration feedback from council members, discussions with additional cities, comments from property owners, and a proposal from a rental inspection contractor. With this additional information, city staff has taken a fresh look at how the Rental Housing Inspection Program could be run and funded.

At present, there does not appear to be a need to further discuss the building items identified in the Rental Inspection Checklist that will be inspected. The City Council last discussed the proposed program at its October 3, 2016 Study Session, and during that meeting there did not appear to be a majority with objections to items on the checklist. The primary issues brought up at that meeting, and in subsequent discussions, were related to the following issues:

- Increasing the number of city staff;
- Reducing overall program costs and financial burden to property owners; and
- Incentivizing compliant/willing landlords.

We have studied each of these issues and now have several options to consider. Here is a summary of the various options that we are exploring:

- A. Contracted Inspections / City Administered
  - a. Additional city costs estimated at roughly \$26,000/year to cover converting a part-time (29 hrs per week) position to full-time (40 hrs per week) to administer the program.
  - b. These costs could be covered by an annual registration fee of \$15 per unit. Inspection costs would be paid directly to the inspector at a rate of \$75 for the first unit and \$25 for each additional unit. Inspection fees would be paid only for inspections once every three years and for any necessary re-inspections.
- B. New Full Time City Staff
  - a. Additional city costs estimated at roughly \$72,000/year (down 30% from the original estimate of \$100,000/year).
  - b. Assuming fees cover the entire program costs, annual registration fees could be at \$40/property + \$10/unit.
  - c. One individual with full responsibility for the program conducting 600+/- inspections per year. Inspections conducted once every three years.
- C. Absorbed within Fire Department Staffing
  - a. Using existing Fire Department personnel would eliminate the need to add another position to the city payroll. Fire Department would then be responsible for Code Enforcement and Rental Inspections.



- b. An annual registration fee of \$15 per unit would offset some of the administrative costs of the program.
- c. Inspections would likely occur once every three years, but that is dependent upon the number of calls for service that could interrupt inspection activity.

In exploring these new options, city staff is particularly interested in the contracted inspections, listed as Option A. By administering the program, city staff could ensure that the program continues to run efficiently, while allowing inspections to be conducted by an experienced professional. This option also allows the city to avoid the need to train and manage additional staff. The fee structure that we received in the proposal from the contractor would actually save property owners money, unless they failed the first inspection thereby requiring a re-inspection. This helps function as an incentive to property owners who have their properties in satisfactory condition prior to the first inspection.

In regard to incentives, staff's recommendation is either to go with the contractor option (A) or to reduce the fees for all landlords, as described in options B and C.





**City Council Communication**  
Meeting Date: November 21, 2016  
Requested By: Council Appointed Staff

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

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

**Explanation:**

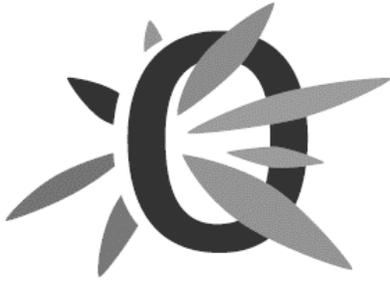
This item is reserved to receive reports from the City Manager, City Clerk, and/or the City Attorney.

**Budget Consideration:**

Not applicable, report(s) only.

**Attachments:**

None.



**City Council Communication**  
Meeting Date: November 21, 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.



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager Department

**Item Title: CLOSED SESSIONS**

Consider holding a closed session under Iowa Code Section 20.17(3) to discuss collective bargaining strategy regarding Public Professional and Maintenance Employees, Local #2003 (City Unit).

**Explanation:**

The City Manager would like to discuss the tentative agreement between the city and Public Professional and Maintenance Employees, Local #2003 (City Unit) and possibly take open session action on the proposed contract.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager Department

**Item Title: CLOSED SESSIONS**

Consider holding a closed session under Iowa Code Section 20.17(3) to discuss collective bargaining strategy regarding Public Professional and Maintenance Employees, Local #2003 (Police).

**Explanation:**

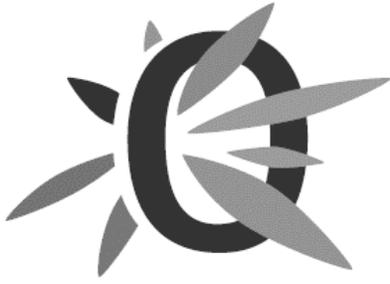
The City Manager would like to discuss the tentative agreement between the city and Public Professional and Maintenance Employees, Local #2003 (Police) and possibly take open session action on the proposed contract.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager's Office

### Item Title:

Consider a resolution approving an Agreement between the city of Oskaloosa and PPME, Local 2003 (Mixed).

### Explanation:

The city has three officially recognized collective bargaining units that represent employees across the organization. This union, PPME Local 2003 Mixed represents covered employees within the departments of Public Works, Park Maintenance and Library. The Union and city representatives recently completed bargaining sessions and have arrived at a tentative agreement. The terms of this agreement are included with this item.

The City Manager is seeking city council direction and/or approval of the proposed agreement.

### Budget Consideration:

Costs associated with Agreement may vary based upon City Council direction to management.

### Attachments:

1. Tentative Agreement
2. Resolution

**TENTATIVE AGREEMENT**  
**BETWEEN**  
**CITY OF OSKALOOSA, IOWA**  
**and**  
**PPME LOCAL 2003 (Mixed)**  
**October 26, 2016**

The parties agree to recommend the following contract modifications to the City Council and Union membership:

- 1) Article 9 (Overtime)  
The City will immediately implement the provisions set forth in Section 3.
- 2) Article 9 (Overtime)  
Modify Section 4(f) by increasing the maximum accrual to 64 hours and including language that all compensatory time will be paid out in the last payroll of the fiscal year after an employee's first full year of employment.
- 3) Article 14 (Insurance)
  - a) Modify Paragraph A, Section 1 by eliminating the dates and modifying the language to reflect a 5% employee contribution for dependent coverage.
  - b) Modify Paragraph A, Section 2 as follows:  
  
January 1, 2018 – Deductible and OPM will be 500/1000 and Prescription co-pays for Tiers 3 & 4 will be \$40.  
  
January 1, 2019 – Deductible and OPM will be 525/1050  
  
January 1, 2020 – Deductible and OPM will 550/1100.  
  
\*The Deductible/OPM increases shall not exceed levels that would result in the City losing the “grandfathered status” of the plan.”
  - c) Modify Paragraph B, Section 1 by increasing life insurance to \$20,000.
- 4) Article 16 (Wages) and Appendix A
  - 7/1/17 – 2.90%
  - 7/1/18 – 2.75%
  - 7/1/19 – 2.60%

5) Not included in the contract – Employees of the Public Works Department shall have the ability to participate in the Hepatitis Vaccination program enjoyed by Wastewater and Pool employees.

6) Article 24 (Effective Period)

Modify this Article to reflect a 3 year contract effective July 1, 2017 through June 30, 2020.

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

**RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF  
OSKALOOSA, IOWA AND PPME LOCAL 2003 – MIXED UNIT, REGARDING  
WAGES, BENEFITS, AND RULES OF WORK**

WHEREAS, As provided for in Chapter 20 of the Iowa Code, the city of Oskaloosa, Iowa and the employees of the City covered under the collective bargaining agreement with PPME Local 2003 (Mixed Unit) have recently completed bargaining sessions conducted by their respective representatives to provide for an Agreement regarding wages, benefits and rules of work; and

WHEREAS, said bargaining sessions concluded with an Agreement as included with this Resolution.

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

Section 1. Said Agreement between the city of Oskaloosa and PPME Local 2003 (Mixed Unit) is attached as Exhibit "A" and is made part of and is hereafter a part of this Resolution.

Section 2. The City Council hereby approves this Agreement as binding and as such, authorizes the City Manager and City Clerk to prepare and execute the necessary documents to finalize the Agreement.

PASSED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

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



## City Council Communication

Meeting Date: November 21, 2016

Requested By: City Manager's Office

### Item Title:

Consider a resolution accepting an Agreement between the city of Oskaloosa and PPME, Local 2003 (Police).

### Explanation:

The city has three officially recognized collective bargaining units that represent employees across the organization. This union, PPME Local 2003 Police represents covered employees within the Oskaloosa Police Department. The Union and city representatives recently completed bargaining sessions and have arrived at a tentative agreement. The terms of this agreement are included with this item.

The City Manager is seeking city council direction and/or approval of the proposed agreement.

### Budget Consideration:

Costs associated with Agreement may vary based upon City Council direction to management.

### Attachments:

1. Tentative Agreement
2. Resolution

**TENTATIVE AGREEMENT**  
**BETWEEN**  
**CITY OF OSKALOOSA, IOWA**  
**and**  
**PPME LOCAL 2003 (Police)**

**October 26, 2016**

The parties agree to recommend the following contract modifications to the City Council and Union membership:

1) Article 13 (Holidays)

Modify Section 5 by adding the following: *“Employees may choose to convert up to (40) hours of holiday pay to holiday comp time on December 1<sup>st</sup> of each year. This leave must be used prior to December 1<sup>st</sup> of the next year. This leave cannot be carried over.”*

2) Article 14 (Vacations)

Modify Section 1(E) by reducing 14 years to 12 years.

Delete Section 1(F) – 200 hours of vacation after 20 years.

\*Any employee that is receiving 200 hours of vacation as of 7/1/2017 shall not lose this vacation accrual until such time as the employee separates employment or leaves the bargaining unit.

3) Article 17 (Insurance)

a) Modify Section 1(C) by eliminating the dates and modifying the language to reflect a 5% employee contribution for dependent coverage.

b) Modify Section 1(D) as follows:

January 1, 2018 – Deductible and OPM will be 500/1000 and Prescription co-pays for Tiers 3 & 4 will be \$40.

January 1, 2019 – Deductible and OPM will be 525/1050

January 1, 2020 – Deductible and OPM will 550/1100.

\*The Deductible/OPM increases shall not exceed levels that would result in the City losing the “grandfathered status” of the plan.”

c) Modify Section 2(A) by increasing life insurance to \$20,000.

4) Article 19 (Wages) and Appendix A

a) Community Service Officer:

7/1/17 – 2.90%

7/1/18 – 2.75%

7/1/19 – 2.60%

b) Police Officer

7/1/17 - Eliminate the existing “Start” step and implement the following wage matrix:

<u>Start</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
\$44,929	\$47,177	\$49,538	\$52,016	\$54,617

\*Employees on step shall move steps on his/her anniversary date.  
Employees at the top step on 7/1/17 shall move to the new step 4.

7/1/18 – 2.75%

7/1/19 – 2.60%

c) Increase detective pay to \$250 per month

d) Increase Senior Officer and Training Officer pay to \$1.00 per hour.

5) Article 22 (Effective Period)

Modify this Article to reflect a 3 year contract effective July 1, 2017 through June 30, 2020.

6) The parties agree to meet and discuss residency requirements.

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

**RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF  
OSKALOOSA, IOWA AND PPME LOCAL 2003 - POLICE, REGARDING  
WAGES, BENEFITS, AND RULES OF WORK**

WHEREAS, As provided for in Chapter 20 of the Iowa Code, the city of Oskaloosa, Iowa and the employees of the City covered under the collective bargaining agreement with PPME Local 2003 (Oskaloosa Police Department) have recently completed bargaining sessions conducted by their respective representatives to provide for an Agreement regarding wages, benefits and rules of work; and

WHEREAS, said bargaining sessions concluded with an Agreement as included with this Resolution.

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

Section 1. Said Agreement between the city of Oskaloosa and PPME Local 2003 (Oskaloosa Police Department) is attached as Exhibit "A" and is made part of and is hereafter a part of this Resolution.

Section 2. The City Council hereby approves this Agreement as binding and as such, authorizes the City Manager and City Clerk to prepare and execute the necessary documents to finalize the Agreement.

PASSED and ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

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

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



## City Council Proposed Motion

Meeting date: November 21, 2016

Requested by: Aaron VerSteeg, Tom Jimenez

**Item Title: COUNCIL REVIEW OF A DENIED BUILDING CODE VARIANCE**

Consider that the City Council may grant a variance to the Oskaloosa Municipal building code after the Board of Adjustments.

**Explanation:**

Given the fact that a code cannot apply to every situation 100% of the time as intended this may cause unintended or unforeseen problems with a code that lies outside the powers and duties of the Board of Adjustments to correct. This process creates an appeal review for an applicant to City Council that may approve the variance after the Board of Adjustments should that variance be denied.

**Recommended Action & Motion:**

At the request of the applicant of a denied variance they shall have the right to place the denied variance on the City Council agenda. City Council shall review and may grant the variance pertaining to the Oskaloosa Municipal building code.

**Budget Consideration:**

Minimal charges associated with changes to the Oskaloosa Municipal Code

**Attachments: None**

To: Mayor and City Council  
From: Michael Schrock, City Manager  
CC:  
Date: November 17, 2016  
Re: *Council Requested Agenda Item*

---



On November 17, 2016 at 11:15AM my office was presented with a copy of the attached agenda item from Council Member Ver Steeg with a request to add it to the November 21, 2016 council agenda. Council Member Ver Steeg indicated Council Member Jimenez would support the item being placed on the agenda - that was confirmed by phone.

This memo has been created to let you know that although this item has been included with the November 21, 2016 agenda packet, city staff has not been presented an opportunity to fully review the content, determine the possible implication(s) of what is requested, or any other policy alternatives that might exist for the City Council.

This item appears to indicate support to change the existing municipal code language for hearing and granting variances for building code and/or zoning issues. At first blush, this may run afoul of Iowa Code 414 and the authority granted to the board of adjustment (the entity responsible for hearing variance requests). The Iowa Supreme Court has stated the power and authority to grant variances and special exceptions is vested in the board of adjustment and the city council has no jurisdiction to grant variances.

Having said that, this item also has not received legal review. A formal review of this item is strongly encouraged prior to any action being taken by City Council.

Helpful information about Zoning Law that we have presented to Board, Commission, City Council and Staff members can be found at the following link:

<http://www.brickgentrylaw.com/support/upload/news/ZoningLaw.pdf>

