



City of Oskaloosa
City Council Meeting Regular Session
Council Chambers
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
Agenda
December 5, 2016

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

1. Invocation: Pastor Don Stribling, First Presbyterian 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:

[20161205 AGENDA ITEMS 1 TO 3 BURST.DOCX](#)

4. Swear in new police officer Jordon Ammons.

Who is submitting this Police Department
item.

Documents:

[20161205 ITEM SWEAR IN JORDON AMMONS.DOCX](#)

5. Presentation of employee longevity plaques.

Who is submitting this City Manager Department
item.

Documents:

6. 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:

[20161205 COMMUNITY COMMENTS BURST.DOCX](#)

7. 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:

[20161205 CONSENT AGENDA PAGE BURST BW.DOCX](#)

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

1. November 21, 2016 Regular City Council Meeting Minutes
2. December 5, 2016 Agenda

Documents:

[20161205 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)
[CITY COUNCIL MINUTES NOVEMBER 21, 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:

[20161205 CONSENT AGENDA BOARDS AND COMMISSIONS.DOCX](#)
[20161017 WB MINUTES.DOCX](#)
[BOA MIN 11-22-2016.DOCX](#)
[2016-10-11 SCRAA MINUTES.PDF](#)
[CIVIL SERVICE MINUTES NOVEMBER 17, 2016.DOCX](#)

C. Consider payment of claims for November 2016.

Who is submitting this item. City Clerk/Finance Department

Documents:

CITY COMM CLAIMS.DOCX
MANUAL CHECK REPORT 11232016 .PDF
COUNCIL CLAIMS LIST 11282016.PDF
CLAIMS OVER 500.PDF

- D. Consider a resolution scheduling a public hearing for January 3, 2017 to consider levying a special assessment against private property for nuisance abatement in accordance with Iowa Code 384.60, and directing notice to the owners of the property to be assessed.**

Who is submitting this item. City Clerk/Finance Department

Documents:

CITY COMM PH 115 SOUTH M ST ASSESSMENT.DOCX
RESOLUTION NO PH DEMO 09102016.DOCX
ASSESSMENT SCHEDULE - 115 SOUTH M ST.DOCX
TIMELINE AND PICTURES.PDF

- E. Consider a resolution adopting the 2017 Fee Schedule.**

Who is submitting this item. City Manager Department

Documents:

20161205 ADOPTION OF FEES.DOCX
2017 FEE SCHEDULE - EDMUNDSON NOT INCLUDED.DOC

- F. Consider approval of Change Order No. 2 in the amount of \$970.50 and Pay Application No. 2 in the amount of \$34,874.21 to DeLong Construction for work completed on the Safe Route to School Sidewalk Improvement Project.**

Who is submitting this item. Public Works Director

Documents:

SIDEWALK IMPROVEMENT PROJECT PAYMENT NO 2
EXPLANATION.DOCX
CHANGE ORDER NO 2.PDF
LETTER FROM GARDEN ASSOCIATES.PDF
PAY APPLICATION NO 2.PDF

- G. Consider approval of payment of \$142,401.20 to Van Maanen Inc. for work completed on the Northeast Wastewater Plant Generator Replacement Project.**

Who is submitting this item. Public Works Director

Documents:

[NE WW PLANT GENERATOR PAYMENT NO 2 EXPLANATION.DOCX](#)
[NE WW GENERATOR PAY APP 2.PDF](#)
[NE WW GENERATOR GARDENS LETTER PAY APP 2.PDF](#)

H. Consider a resolution amending the Oskaloosa Employee Handbook

Who is submitting this item. City Manager's Office

Documents:

[20161205_RESIDENCY REQUIREMENT EMPLOYEE HANDBOOK AMENDMENT.DOCX](#)
[20161104_RESIDENCY REQUIREMENTS FOR EMPLOYEES.DOCX](#)
[20161205_EMPLOYEE HANDBOOK AMENDMENT RESIDENCY REQUIREMENT.DOC](#)

I. ----- END OF CONSENT AGENDA -----

8. Announcement of Vacancies

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

- Airport Commission - One vacancy to fill upon appointment for an unexpired term that ends December 31, 2021; and one vacancy for a six year term that begins January 1, 2017, and ends December 31, 2022. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy)
- Board of Adjustment - Two vacancies for five year terms that begin January 1, 2017 and end December 31, 2021. This is a five member board that meets as needed. (5 males currently serve)
- Civil Service Commission - One vacancy for a four year term that begins April 1, 2017 and ends March 31, 2021. This is a three member board that meets as needed. (3 males and 0 females currently serve)
- Historic Preservation Commission - Five vacancies: one vacancy to fill upon appointment for a term that ends December 31, 2018; and two vacancies for three year terms that begin January 1, 2017 and end December 31, 2019; and two vacancies for alternate members. This is a seven member board with two alternate members that meets as needed. (4 males and 2 females currently serve with 3 vacancies, two for alternate members)
- Municipal Housing Agency - One vacancy to fill upon appointment for an unexpired term that ends February 28, 2017; and one vacancy for a two year term that begins March 1, 2017 and ends February 28, 2019. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy)

Documents:

[20161205 BOARD AND COMMISSION VACANCIES BURST.DOCX](#)

9. Regular Agenda

Documents:

[20161205 REGULAR AGENDA BURST.DOCX](#)

- A. **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 (second reading).**

Who is submitting this item. Planning and Zoning Commission

Documents:

[20161205_ZONING CODE EXPLANATION.DOCX](#)
[NEW TABLE 17.08C.DOCX](#)
[20161205_ZONING_CODE ORD.DOCX](#)

- B. **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 (second reading).**

Who is submitting this item. Development Services Department

Documents:

[20161205_SEPARATE BUILDING SEWER EXPLANATION \(1\).DOCX](#)
[20161205_SEPARATE_BUILDING_SEWER ORD.DOCX](#)

10. **Discussion and possible action on Council Member submitted items.**

Items have been submitted to the City Manager by City Council Members for discussion and possible action.

Who is submitting this item. City Manager's Office

Documents:

[COUNCIL MEMBER REQUESTED ITEMS COMM..DOCX](#)

- A. **Consider that the City Council may grant a variance to the Oskaloosa Municipal building code after the Board of Adjustment.**

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

Documents:

[ITEM REVIEW DENIED BUILDING CODE VARIANCE.PDF](#)

B. Council review of possible exemption status for auxiliary structures under the 2009 International Building Code.

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

Documents:

[COUNCIL MEMBER SUBMITTED ITEM 2.PDF](#)

11. 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:

[20161205 REPORTS FROM STAFF BURST.DOCX](#)

12. Quarterly City Council Information and Reports from Council Members Serving on Boards and Commissions

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.

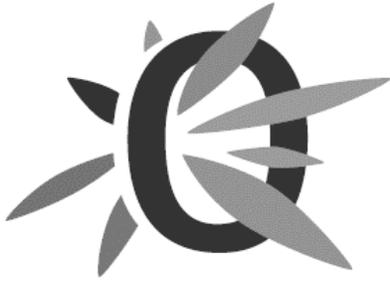
Documents:

[20161205 NEW QUARTERLY CITY COUNCIL INFO AND REPORTS.DOCX](#)

13. 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: December 5, 2016
Requested By: Mayor & City Council

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

1. Invocation: Pastor Don Stribling, First Presbyterian 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: February 1, 2016

Requested By: Mayor & City Council

Item Title:

Swear in new police officer Jordon Ammons.

Explanation:

The Police Department has completed the necessary work to fill their vacancy. Jordon Ammons is the newest Oskaloosa Police Officer. Officer Jordon Ammons grew up in Knoxville, IA and graduated from Knoxville High School in 2007. After graduation he attended Simpson College and was part of the wrestling program for four years. He received a BA degree in Physical Education and Coaching in 2012. In his free time he enjoys being outdoors with his husky or spending time with his family and he enjoys keeping an active lifestyle. He began his career in criminal justice as a Correctional Officer at the Newton Correctional Facility in June of 2016. He is looking forward to continuing his criminal justice career with the Oskaloosa Police Department.

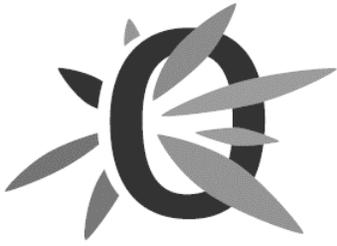
Recommended action: Administer the oath of office to Oskaloosa Police Officer Jordon Ammons.

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication

Meeting Date: December 5, 2016

Requested By: Mayor & City Council

Item Title:

Presentation of employee longevity plaques.

Explanation:

The following employees have earned longevity plaques:

Mark Neff	Fire Department	20 years
Craig Alexander	Police Department	30 years
Nicky Witt	Wastewater Department	30 years
Kim Weiss	City Clerk/Finance Department	35 years

Budget Consideration:

Not applicable.

Attachments:

None.



City Council Communication
Meeting Date: December 5, 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: December 5, 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: December 5, 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 21, 2016 City Council Regular Meeting Minutes
2. December 5, 2016 Agenda

Budget Consideration:

Not applicable.

Attachments:

November 21, 2016 City Council Regular Meeting Minutes

OSKALOOSA CITY COUNCIL
REGULAR MEETING
November 21, 2016

The Oskaloosa City Council met in regular session on Monday, November 21, 2016, at 6:00 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Burnett, Caligiuri, Jimenez, Moore, Ver Steeg, Walling and Yates.

It was moved by Moore, seconded by Ver Steeg to approve the consent agenda with Items F and M removed:

1. November 7, 2016 City Council Regular Meeting Minutes
2. November 21, 2016 Agenda
3. Receive and file reports and communications from advisory and operating boards and commissions:
 - a. October 18, 2016 Library Board Minutes
 - b. November 7, 2016 Airport Commission Minutes
 - c. November 8, 2016 Planning and Zoning Commission Minutes
4. 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.
5. 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.
6. 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.

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

Moore introduced Resolution No. 16-11-160 entitled "RESOLUTION SCHEDULING A TIME FOR HEARING FOR CONSIDERING THE MATTER OF LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR WEED CUTTING BY THE CITY IN ACCORDANCE WITH SECTION 8.20 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA, AND DIRECTING NOTICE TO THE OWNER OF THE PROPERTY TO BE ASSESSED" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Moore, seconded by Ver Steeg to approve 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. 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 to receive and file financial reports for October 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 to approve Contract Amendment #1 to the Professional Services Agreement with Curtis Architecture & Design PC. 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 Resolution No. 16-11-161 entitled "RESOLUTION APPROVING TAX INCREMENT FINANCE ASKING FOR FISCAL YEAR 2016-2017" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Jimenez, seconded by Moore to appoint David Krutzfeldt, Aaron Ver Steeg, Janet VanDerBeek and Alven Meppelink to the Mahaska County Solid Waste Management Commission and Aaron Ver Steeg and Janet VanDerBeek to the Recycling Committee for one year terms that begin January 1, 2017 and end December 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.

Caligiuri introduced Resolution No. 16-11-162 entitled "RESOLUTION TO ENTER INTO A PURCHASE AGREEMENT WITH MUSCO SPORTS LIGHTING, L.L.C. ("MUSCO")" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

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

NAYS: None

ABSTAIN: Yates (works at Musco)

Whereupon the Mayor declared said resolution duly adopted.

Jim Hansen, Chair of the South Central Regional Airport Agency, gave a report on the status of the South Central Regional Airport Agency (SCRAA) project.

Mike Vore, Chair of the Water Board, and Chad Coon, Water Department General Manager, gave a presentation on the 28E Agreement for wastewater services.

It was moved by Yates and seconded by Jimenez to reduce the sanitary sewer charges for the property located at 2064 245th Street owned by Scott Ver Steeg, by one half. The roll was called and the vote was:

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

NAYS: None

ABSTAIN: Ver Steeg (request by son)

Whereupon the Mayor declared said motion approved.

The Mayor announced this is the time and place for the public hearing regarding levying a special assessment against private property for cutting and removal of weeds by the city and that citizens would now have the opportunity to comment. There were no oral comments received. A written comment was received from Ketsia Chauve. The Mayor declared said hearing closed.

Burnett introduced Resolution No. 16-11-163 entitled "RESOLUTION LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR CUTTING AND REMOVAL OF WEEDS BY THE CITY OF OSKALOOSA, IOWA, IN ACCORDANCE WITH TITLE 8, CHAPTER 8.20 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA" and moved its approval with the assessment for Ketsia Chauve reduced by \$200.00. Jimenez seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 16-11-164 entitled "RESOLUTION APPROVING THE SITE PLAN FOR THE CASEY'S GENERAL STORE SITE IMPROVEMENTS PROJECT LOCATED AT 1310 AND 1402 A AVENUE WEST" without a stipulation since a revised lighting plan was submitted, 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.

The Mayor announced this is the time and place for the public hearing on 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) and that citizens would now have the opportunity to comment. There were no oral or written comments received. The Mayor declared said hearing closed.

It was moved by Caligiuri, seconded by Moore, to deny the request to rezone the properties located at 1317 A Avenue East from R-3 (Multiple Family Residential) to CC (Community Commercial). The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

The Mayor announced this is the time and place for the public hearing on 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 and that citizens would now have the opportunity to comment. There were no oral or written comments received. The Mayor declared said hearing closed.

Moore introduced "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA BY AMENDING TABLE 17.08C – "SUMMARY OF SITE DEVELOPMENT REGULATIONS" and moved its approval on the first reading. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

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

Caligiuri introduced "AN ORDINANCE AMENDING THE OSKALOOSA MUNICIPAL CODE, SECTION 13.08.190 – CONNECTION-SEPARATE BUILDING SEWER" and moved its approval on the first reading. Walling seconded the motion. The roll was called and the vote was:

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

NAYS: None

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

Caligiuri 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" and moved its approval on the third reading. Yates 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 duly adopted. The ordinance was assigned No. 1389.

Staff discussed the update on the proposed Rental Housing Inspection Program with the City Council.

It was moved by Caligiuri, seconded by Walling to hold a closed session under Iowa Code Section 20.17(3) to discuss collective bargaining strategy regarding Public Professional and Maintenance Employees, Local #2003 (Mixed). The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

The meeting adjourned to closed session at 7:20 p.m.

It was moved by Caligiuri, seconded by Moore to hold a closed session under Iowa Code Section 20.17(3) to discuss collective bargaining strategy regarding Public Professional and Maintenance Employees Local #2003 (Police). The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said motion approved.

The meeting adjourned to closed session at 7:37 p.m.

It was moved by Moore, seconded by Caligiuri to reconvene to open session at 7:47 p.m. 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. 16-11-165 entitled "RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF OSKALOOSA, IOWA AND PPME LOCAL 2003 – MIXED UNIT, REGARDING WAGES, BENEFITS, AND RULES OF WORK" 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.

Moore introduced Resolution No. 16-11-166 entitled "RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF OSKALOOSA, IOWA AND PPME LOCAL 2003 – POLICE, REGARDING WAGES, BENEFITS, AND RULES OF WORK" 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 Moore, seconded by Ver Steeg to consider that the City Council may grant a variance to the Oskaloosa Municipal building code after the Board of Adjustment. No action was taken.

It was moved by Moore, seconded by Caligiuri to table action on the matter to consider that the City Council may grant a variance to the Oskaloosa Municipal building code after the Board of Adjustment. The roll was called and the vote was:

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

NAYS: None

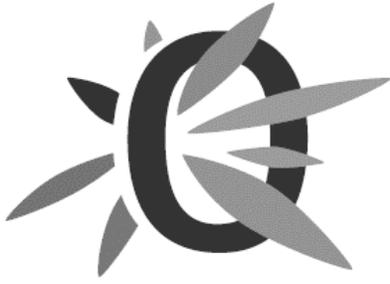
Whereupon the Mayor declared said motion approved.

It was moved by Moore, seconded by Yates that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 8:04 p.m.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk



City Council Communication

Meeting Date: December 5, 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 17, 2016 Water Board Minutes
2. November 22, 2015 Board of Adjustment Minutes
3. October 11, 2016 South Central Regional Airport Agency Minutes
4. November 17, 2016 Civil Service Commission Minutes

Budget Consideration:

Not applicable.

Attachments:

October 17, 2016 Water Board Minutes
November 22, 2016 Board of Adjustment Minutes
October 11, 2016 South Central Regional Airport Minutes
November 17, 2016 Civil Service Commission Minutes

OSKALOOSA WATER BOARD
REGULAR MEETING
10/17/16

Members Present:

Jason Carter
Brad Hodges
Dan Nance
Kevin Tacke (arrived 15:09)
Mike Vore (via phone)

Others Present:

Chad Coon
Crystal Breuklander
Ken Allsup

Ex-Officio Members Present:

Mike Schrock
Mayor Krutzfeldt

A motion was made by Brad Hodges and 2nd by Jason Carter to approve the agenda as presented. All ayes, motion carried.

A motion was made Brad Hodges to approve the minutes of the 9/19/16 regular meeting. The motion was 2nd by Mike Vore. The motion carried with all ayes.

Board member Kevin Tacke entered the meeting after approval of the minutes and before approval of invoices and financial statements was considered. The attached vouchers totaling \$379,994.03 were presented for approval as well as Financial Statements. A motion was made by Brad Hodges to approve the vouchers for payment and to also approve the Financial Statements. This was second by Kevin Tacke. The motion carried with all members voting yes.

1. Customer Forum was the next agenda item. There were no items presented to the Board of Trustees.
2. Next on the agenda was discussion of wastewater operations. Plant operations were discussed as well as budgeting for the upcoming year and some capital projects that are budgeted for the current year. The discussion then turned towards budgeting for a lead position on the wastewater side to assist the general manager with day-to-day duties. Chad informed the group that as part of the budgeting process he had looked at starting this position mid-year as he was already behind with duties related to the 28E agreement for operations. After some intense discussion, Chad was instructed to look at the FY 17-18 budget for this position and not to include it in the amended FY 16-17 budget. Further, he was to delegate work to current staff while assessing who within current staff would be able to assume this type of leadership position. He was also instructed to gather

more information about how to move forward and to explore ways to get this accomplished with current staff.

3. Consideration and discussion of pay application #4 for DeLong Construction was the next agenda item. Chad presented the pay application and supporting documentation to the Board showing that a total of \$400,010.00 of the contract has been completed. There was discussion about the change in type of construction method from open cut to directional drilling for the last ½ of the project that increased material costs for pipe, but decreased related expenses for driveway and road repair. Chad informed the group that the overall costs would still be within contracted limits. There was a question about rating the contractor based on job performance and then saving that document for future use. It was explained that OMWD currently relies on the engineers hired for design and execution of the contract documents to assist as they have a much larger experience with a variety of contractors and projects much larger than what OMWD could provide on a year over year basis. Motion by Brad Hodges to approve pay application #4 in the amount of \$81,803.83 to DeLong Construction. Second by Jason Carter. Ayes all, motion passed.
4. Consideration and discussion of renewal for Delta Dental policy. Chad presented the renewal information to the Board. As OMWD was able to return to a 4 tiered policy, there was a savings to be shown for the upcoming year. This considered that fact that individual prices were increasing, but as a result of going from a 2 tier to a 4 tier policy, there would be a savings of \$1900 per year. Motion from Kevin Tacke to renew the Delta Dental policy with a 4 tiered structure. Second by Brad Hodges. Ayes all, motion passed.
5. Next on the agenda was consideration and discussion of updating OMWD Rules and Regulations. This item was tabled the previous month. Chad and Crystal presented the updated version of the rules and regs to the group. They discussed the changes that had been made from the previous version and pointed out specific areas for the Board to consider. Section 2.10 was discussed specifically regarding payment arrangements for customers. Jason Carter made a motion to change the wording to state that staff have the ability to go out up to 60 days in an amount up to \$1000 for payment arrangements. Dan Nance second the motion. Ayes all, motion carries. Next there was discussion about section 2.9. This section gave the OMWD GM or his/her designee the ability to adjust charges on a case-by-case basis. Motion to strike this section was made by Kevin Tacke and second by Dan Nance. Ayes all, motion passed. There was then a discussion about section 2.20. Chad informed the Board that the old fee of \$120 was being raised to \$350 and was cost justified due to there now being 5 Board members who would be paid plus the cost of publication for a special meeting. Dan Nance asked about separating out the section that related to public records requests and that we site state code for the charges.

Dan then made a motion for this issue. Motion to separate out Public Records Request Fee as its own sub-section and to site State Code for fees. Second by Kevin Tacke. Ayes all, motion carried. The discussion continued about the updates to the rules and regs. It was determined that Chad would track the changes and then present all of them as well as the three passed motions to the lawyers for updating and presenting a final draft document for Board approval.

6. General Manager's Update was next on the agenda. Chad presented the information that was included in the Board's meeting packet. There was no action on this item.
7. Updates from members of the Board of Trustees was the next agenda item. There was a question about the new sign for the Water Department office and when it would arrive. Crystal informed the group that the sign had arrived damaged and had been rejected and was being redone. There was a question about the fluoride feed start-up at the water treatment plant. Chad informed the group that the part had been ordered and he was awaiting word from the electrician as to its availability. Chad was instructed to put a priority on getting it installed so further testing could be done. Mike Vore and Chad discussed providing a status report to the City Council at the Council's November 21 meeting for the 28E agreement.

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

ATTEST

Meeting Adjourned 4:57 PM

Mike Vore – Chairman

Kevin Tacke– Secretary

The Oskaloosa Water Department Board of Trustees met in regular session Monday October 17, 2016 at 3:00 PM with board members Carter, Hodges, Nance, and Vore (via phone) present. The agenda was approved as presented. All members voting aye. Minutes of the 9/19/16 regular meeting were approved as presented, all ayes. Tacke joined the meeting at point in the agenda. The time was 3:09 PM. Invoices and financial statements were approved for payment, ayes all.

Following Warrants Allowed: (see attached sheet)

The first item on the agenda was Customer Forum. There were no items presented to the Board of Trustees.

The next agenda item, Discussion of wastewater operations was discussed by the Board and Ex-Officio members. There was considerable discussion on this topic, but no action was taken by the Board.

Next on the agenda was consideration and discussion of pay application #4 for DeLong Construction. Motion to approve pay application #4 in the amount of \$81,803.83 for DeLong Construction was made by Hodges and second by Carter. Ayes all, motion carried.

Next on the agenda was consideration and discussion of renewal for Delta Dental policy. With an annual savings of \$1900 to be realized, motion by Tacke and second by Hodges to renew the Delta Dental policy with a 4 tiered policy. Ayes all, motion passed.

The next agenda item was consideration and discussion of updating OMWD Rules and Regulations. Carter made a motion to change the wording to state that staff have the ability to go out up to 60 days in an amount up to \$1000 for payment arrangements. Nance second the motion. Ayes all, motion carries. Motion to strike section 2.9 was made by Tacke and second by Nance. Ayes all, motion passed. Motion to separate out Public Records Request fee section from 2.20 and site State Code was made by Nance and second by Tacke. Ayes all, motion passed. There were other items that were discussed by the Board and recommendations that the GM will take to legal counsel before issuing a final draft for Board approval.

There was no action taken on the next two agenda items.

Motion was made for adjournment by Carter, Hodges second the motion. Ayes all, meeting adjourned. 4:57 PM.

Kevin Tacke, Secretary

CITY OF OSKALOOSA
MINUTES OF THE BOARD OF ADJUSTMENT MEETING
November 22, 2016

The meeting of the Board of Adjustment for the City of Oskaloosa was called to order at 5:00 pm on Tuesday, November 22, 2016 by Chairperson Perry Murry at the City Hall Council Chambers 220 S. Market St. Oskaloosa, Iowa.

BOARD MEMBERS PRESENT: Perry Murry, Wyndell Campbell, Lloyd Phillips; BOARD MEMBERS ABSENT: Tim Hudson and James Hansen; PUBLIC PRESENT: applicants; Randy Cheney and Mel Lint; city staff present: Wyatt Russell, Building Official and Sara Jones, Secretary.

Minutes from the September 27, 2016 Board of Adjustment meeting. Campbell moved and Murry seconded to approved the minutes of the September 27, 2016 Board of Adjustment meeting as presented.

1st item on the agenda: Consider a variance request for the property located at 702 South 13th Street to allow the building of an addition to the existing garage 1' 6" above the height requirement. Cheney presented his item to the board. He explained that there had been a previous partial tornado that blew most of the previous garage down. The prior owners demoed half of the structure. He plans to put new posts in the existing concrete. Campbell asked Russell for clarification about the average height of the extended roof. No further discussion, Campbell made a motion to approve building of an addition to the existing garage 1' 6" above the height requirement, located at 702 South 13th Phillips seconded the motion; Vote: YES: Murry, Campbell, Phillips; NO: None; ABSTAIN: None; ABSENT: Hudson and Hansen.

2nd item on the agenda: Consider a variance request for the property located at 1412 A Avenue West to allow the building of an addition 15 feet from the rear yard property line. Russell explained to the board that the applicants have been very cooperative in regards to code regulations such as moving the sidewalk on A Avenue and also no complaints from adjacent property owners. Campbell stated that he was concerned about the buffer between commercial and residential properties, then Russell explained that the truck dock is going to be removed to create a 15' feet buffer of greenspace. With no further discussion, Phillips made the motion to approve the building of an addition 15 feet from the rear yard property line located at 1412 A Avenue West, Campbell seconded the motion; Vote: YES: Murry, Campbell, Phillips; NO: None; ABSTAIN: None; ABSENT: Hudson and Hansen.

With no further business, Campbell made a motion and Murry seconded to adjourn the meeting at 5:12PM.

Minutes by Sara Jones

South Central Regional Airport Agency
Meeting Minutes
Tuesday, October 11, 2016

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

Committee Members Absent: Donna Smith.

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

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

It was moved by Barnes, seconded by Blomgren to approve the June 28, 2016 minutes. Motion carried 5-0.

Chairman Hansen opened the call to the public. Comments were received by John Bandstra and Sally DeReus.

Jerry Searle provided an update on the Federal Aviation Planning Studies. In addition, Jerry also reviewed the process the Agency will need to follow in conducting the environmental assessment's public hearing.

Mike Nardini informed the Board that the Agency's current contract with Snyder and Associates was limited to conducting the aviation planning studies. Therefore, if the Federal Aviation Administration authorizes the project to proceed, the Agency will once again need to solicit engineering services.

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

It was moved by Barnes, seconded by Warrick to adjourn. Motion carried 5-0.

The meeting adjourned at 6:33 p.m.

Minutes prepared by Mike Nardini

CITY OF OSKALOOSA
CIVIL SERVICE COMMISSION
NOVEMBER 17, 2016

The City of Oskaloosa Civil Service Commission met Thursday, November 17, 2016 at 4:00 p.m. Andy Holmberg called the meeting to order with Jake Huyser and Ken Seemann present. Also present were Police Chief Jake McGee, Police Lieutenant Gary McClun and City Clerk Amy Miller.

It was moved by Seemann, seconded by Huyser to approve the September 21, 2016 minutes. Motion carried unanimously.

It was moved by Holmberg, seconded by Seemann to approve the attached Police Lieutenant promotional process. Motion carried unanimously.

It was moved by Seemann, seconded by Huyser to adjourn. Motion carried unanimously. The meeting adjourned at 4:15 p.m.

Andy Holmberg, Chairman

ATTEST:

Amy Miller, City Clerk



City Council Communication

Meeting Date: December 5, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Consider payment of claims for November 2016.

Explanation:

A list of claims for November is included in your agenda packet. An additional list will be distributed at the council meeting. Also included in the packet is a detailed list of most claims over \$500.

Staff recommends approval.

Budget Consideration:

Totals will appear on the claims lists.

Attachments:

Claims lists



MANUAL CHECK REPORT

C. L. Carroll Co., Inc.	Retainage - Waste Water digester repair	1,413.81
DDVI Inc	Payment #6 - Fire station construction and remodel	217,656.93
DeLong Construction Inc	Payment #1 - Sidewalk Improvements project	100,764.33
Delta Dental of Iowa	Dental insurance	685.00
Edward D Jones	Savings Edward Jones	200.00
Edward D Jones	Savings Edward Jones	200.00
Emergency Services Marketing Corp Inc	Annual services agreement	810.00
Fidelity Security Life Insurance Company	Vision insurance	215.20
Gary McClun	Reimburse meal expense	15.33
I.U.P.A.T. District Council 81	Union dues	288.66
Iowa National Association of Field Training Officers	Registration - Vanderpol	450.00
Iowa State Institute for Transportation	Registration - Murphy	65.00
Madison National Life	November life insurance premium	414.93
Mahaska Co Clerk of Court	Municipal infraction filing fee - Mitchell	85.00
Mahaska Co Clerk of Court	Petition for title - S Thompson	185.00
Mahaska County Auditor	City contribution	12,500.00
Mahaska County Recorder	File Facade Improvements easements	330.00
Martens & Company CPA LLP	Audit services	8,850.00
Michael Schrock Jr.	Reimburse equipment expense	307.74
Nathan Willey	Reimburse meal expense	10.00
Norris Asphalt Paving Inc	Payment #1 - Hy Vee Parking Lot project	160,058.80
Oskaloosa Community Schools	November local option sales tax	93,954.55
Oskaloosa Community Schools	Additional local option sales tax	90,511.35
Popson Construction LLC	Payment #2 - Storm Sewer intake repairs	5,220.00
PPME 2003 IBPAT	Police union dues	422.54
State of Iowa	Filing fee - FY 2016 audit	625.00
TK Concrete Inc	Payment #1 - Downtown alley improvements	29,575.50
United Way	United Way	30.00
Van Maanen Electric, Inc	Payment #1 - NE generator replacement project	62,100.08
		787,944.75
	November Payroll	266,723.94
Alexander, Craig	Cell phone reimbursement	20.00
Boston, Troy	Cell phone reimbursement	20.00
Calzaretta, Michael	Cell phone reimbursement	20.00
Jensen, Andrew	Cell phone reimbursement	20.00
McGee, John	Cell phone reimbursement	20.00
Murphy, Sean	Cell phone reimbursement	20.00
Neff, Mark	Cell phone reimbursement	20.00
Pal, Akhilesh	Cell phone reimbursement	20.00
Russell, Wyatt	Cell phone reimbursement	20.00
Schrock Jr, Michael	Cell phone reimbursement	20.00
Vroegh, Gary	Cell phone reimbursement	20.00
Vroegh, Grant	Cell phone reimbursement	20.00
Willey, Nathan	Cell phone reimbursement	20.00



COUNCIL CLAIMS LIST

Active Thermal Concepts	Asbestos testing - 115 5th Ave W	1,575.00
	Asbestos testing-703 A Ave E	500.00
Advanced Automation, Inc.	Supplies	67.63
Aramark Uniform & Career Apparel, LLC	Rubber mats	116.50
B & H Automotive and Locksmithing	Replace lock	207.00
Christian Opportunity Center	Cleaning services	90.60
DeBruin Trenching Inc	Alley replacement - 118 N Market	495.00
	Street replacement - North C St	495.00
Des Moines Stamp Mfg Co	Repair stamper	31.00
Gall's LLC	Uniforms	109.79
	Uniforms	356.62
	Uniforms	40.75
Haines Auto Supply	Hose assembly	33.13
	Brake lines	53.36
	Supplies	70.31
	Wiper blade	47.00
	Supplies	33.67
	Hose assembly	166.31
HR Green Inc	Professional services - Brownfields Grant	1,078.75
	Professional services - Brownfields Grant	3,206.18
IA Munic Workers Comp Assoc	Work comp payment #7	4,811.00
Ideal Ready Mix Company Inc	Sand	50.00
Iowa League of Cities	Meeting registration	25.28
John Deere Financial	Parts for repair	245.08
Kelderman Manufacturing Inc	Sandblast bench legs	150.00
Kraig Ford	Oil change	33.89
	Oil change	33.89
	Oil change	25.89
	Oil change	25.80
Lappin Tire Inc	Tire repair	120.08
Logan Contractors Supply Inc	ADA truncated domes	9,270.00
Mahaska Co Highway Dept	Fuel	410.22
Mahaska Communication Group, LLC	Telephone services	67.17
	Telephone services	1,234.86
	Telephone services	74.81
	Telephone services	42.24
	Telephone services	71.07
	Council chamber cameras	2,288.87
	Telephone services	107.26
	Telephone services	209.78
Mahaska Health Partnership	Professional services	130.00
	Professional services	130.00
	Professional services	130.00
Mari-Kay Corbett	Uniform repairs	8.00

Mauer Supply Inc.	Tools	182.00
Medical Associates Clinic	Professional services	21.50
MidAmerican Energy	Utilities	897.38
Midwest Breathing Air LLC	Quarterly testing - Fire Dept	118.80
Midwest Wheel Companies	Jack	163.03
	Supplies	5.56
	Parts for repair	139.37
Northern Safety Co. Inc.	Safety supplies	89.34
Pitney Bowes Inc.	Postage machine rental	143.01
Rohrbach Associates PC Architects	Professional services - Fire station project	2,851.00
Swim's Sports	Recognition plaques	160.00
Trans-Iowa Equipment LLC	Parts for repair	66.21
	Parts for repair - street sweeper	879.40
True Value Hardware	Supplies	8.59
	Batteries	12.99
	Supplies	72.77
	Supplies	1.99
	Supplies	54.98
	Supplies	14.49
Tyler Business Forms	Tax forms	96.11
UnityPoint Clinic-Occupational Medicine	Professional services	37.00
Wellington Tools Sales Inc	Tools	378.54
Witt Auto Salvage and Trucking	Sand	4,000.00
		<hr/>
		38,862.85



City Council Communication

Meeting Date: December 5, 2016

Requested By: City Clerk/Finance Department

Item Title: CONSENT AGENDA

Consider a resolution scheduling a public hearing for January 3, 2017 to consider levying a special assessment against private property for nuisance abatement in accordance with Iowa Code §384.60, and directing notice to the owners of the property to be assessed.

Explanation:

This resolution schedules the public hearing for January 3, 2017 for levying a special assessment against private property for nuisance abatement. A notice will be published in the Oskaloosa Herald and certified notices sent to property owners.

On June 24, 2016 the Mahaska County District Court in case number EQEQ088031 entered an Order and Decree adjudging the conditions existing at the property located at 115 South M Street in Oskaloosa, Iowa owned by Melody Ann Cochran and Brian Holliday to be a nuisance, and ordering that they abate the nuisance. The said Decree further provided that in the event they should fail to do so, the City of Oskaloosa, Iowa could abate the nuisance with the costs to be assessed to the owners. The owners failed to abate the nuisance existing and thereafter the city caused the nuisance to be abated by the demolition of a dilapidated structure existing thereat and the removal of the debris. The City Clerk has prepared an Assessment Schedule listing and showing the costs of the abatement, a copy of which is attached.

Budget Consideration:

\$16,052 revenue to the General Fund to offset expenses related to the work performed by the city.

Attachments:

Resolution
Assessment schedule
Timeline and Pictures

RESOLUTION NO. _____

RESOLUTION SCHEDULING A TIME FOR HEARING FOR CONSIDERING THE MATTER OF LEVYING A SPECIAL ASSESSMENT AGAINST THAT PROPERTY OWNED BY MELODY ANN COCHRANE AND BRIAN HOLLIDAY AT 115 SOUTH M STREET IN OSKALOOSA, IOWA FOR CLEAN UP TO ABATE A NUISANCE EXISTING PURSUANT TO THE ORDER OF THE MAHASKA COUNTY DISTRICT COURT

WHEREAS the City of Oskaloosa Iowa did abate a nuisance existing on that property owned by Melody Ann Cochran and Brian Holliday at 115 South M Street in Oskaloosa Iowa pursuant to the Order and Decree of the Mahaska County District Court entered in cause number EQE088031;

AND WHEREAS the City is empowered to levy such assessment as may be appropriate against said property for such City abatement of a nuisance according to the ordinances of the City of Oskaloosa, Iowa and the laws of the State of Iowa;

WHEREAS, the City has caused an abatement to be completed and wishes to assess the costs thereof for collection at the property owned by Melody Ann Cochran and Brian Holliday, 115 South M Street, legally described as:

Commencing at the Southeast corner of Lot Six of the Subdivision of Lot Four of the Southeast Quarter of the Southeast Quarter of Section 14, Township 75, Range 16, thence West 169 feet, thence North 123 feet, thence East 136 feet, thence South 90 feet, thence East 33 feet, thence South 33 feet to the point of beginning.

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 conduct a public hearing on January 3, 2017 at 6:00 p.m. in the City Council Chambers, City Hall, 220 South Market Street, Oskaloosa, Iowa, on the matter of levying a special assessment against the property owned by Melody Ann Cochran and Brian Holliday, for city abatement of a nuisance threat, at which time the Council shall consider and dispose of any objections made thereto; after which time the City Council shall by resolution levy such assessment as may be appropriate against said property.

SECTION 2. That the City Clerk is hereby directed to give notice of said hearing by publication prior to the date of the hearing and sending notice of the hearing to the property owner by certified mail.

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 5th day of December, 2016.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

CITY OF OSKALOOSA IOWA
220 South Market Street
Oskaloosa, IA 52577

ASSESSMENT SCHEDULE

I the undersigned, Amy Miller, as the duly constituted City Clerk of the City of Oskaloosa Iowa, acting pursuant to Iowa Code §384.59 (2015) do hereby certify that the following is a true and complete listing of the costs of removing or eliminating the nuisance existing on real estate owned by Melody Ann Cochrane as contract seller and Brian Holliday as contract buyer located at 115 South M Street, Oskaloosa, Iowa, believed to be legally described as: Commencing at the Southeast corner of Lot Six of the Subdivision of Lot Four of the Southeast Quarter of the Southeast Quarter of Section 14, Township 75, Range 16, thence West 169 feet, thence North 123 feet, thence East 136 feet, thence South 90 feet, thence East 33 feet, thence South 33 feet to the point of beginning, pursuant to the Decree of the Mahaska County District Court entered in cause number EQEQ088031, including the costs of investigation, title searches, inspection, testing, costs of notification, filing costs, and other related administrative costs within the contemplation of Oskaloosa City Ordinance 8.08.070.

- | | |
|---|--------------|
| 1. Supplies for asbestos abatement | \$ 1,451.00 |
| 2. Administrative fee – Building Official | \$ 162.00 |
| 3. Wrecker call – move camper from property | \$ 300.00 |
| 4. Supplies for demolition clean up | \$ 69.00 |
| 5. Demolition charges – JD’s Bulldozing | \$ 11,867.00 |
| 6. Fire Department fees – personnel/equipment | \$ 1,543.00 |
| 7. Demolition supervision – Building Official | \$ 560.00 |
| 8. IDNR Asbestos notification | \$ 100.00 |

I do further state:

1. The legal description of the parcel is as set forth above, and the parcel number of the same as appears from the records of the Mahaska County Auditor is: 1014477026.
2. The valuation of the lot as fixed is: \$25,400.00.
3. The amount to be assessed against the lot as set for and itemized above is the total sum of: \$16,052.00.
4. The proposed payment schedule is as follows:

PROPERTY OWNER	YEAR	PRINCIPAL	PRINCIPAL YEAR	9% INTEREST	TOTAL PAYMENT
Melody Ann Cochrane	1	\$16,052.00	\$1,071.00	\$1,369.00	\$2,440.00
Brian Holliday	2	\$14,981.00	\$1,071.00	\$1,348.00	\$2,419.00
	3	\$13,910.00	\$1,071.00	\$1,252.00	\$2,323.00
115 South M St	4	\$12,839.00	\$1,071.00	\$1,156.00	\$2,227.00
Parcel ID 1014477026	5	\$11,768.00	\$1,071.00	\$1,059.00	\$2,130.00
S 123' of Irreg E 169' Lot 6 SD Lot 4 SE SE	6	\$10,697.00	\$1,071.00	\$963.00	\$2,034.00
Assessed Value - \$25,400	7	\$9,626.00	\$1,071.00	\$866.00	\$1,937.00
	8	\$8,555.00	\$1,071.00	\$770.00	\$1,841.00
	9	\$7,484.00	\$1,071.00	\$674.00	\$1,745.00
	10	\$6,413.00	\$1,071.00	\$577.00	\$1,648.00
	11	\$5,342.00	\$1,071.00	\$481.00	\$1,552.00
	12	\$4,271.00	\$1,071.00	\$384.00	\$1,455.00
	13	\$3,200.00	\$1,071.00	\$288.00	\$1,359.00

	14	\$2,129.00	\$1,071.00	\$192.00	\$1,263.00
	15	\$1,058.00	\$1,058.00	\$95.00	\$1,153.00
	TOTAL		\$16,052.00	\$11,474.00	\$27,526.00

Wherefore I do hereby submit the above assessment schedule to the Oskaloosa City Council.

Dated: January 3, 2017

AMY MILLER, CITY CLERK

Amy Miller

Subject: FW: 115 South M Street

From: Wyatt Russell

Sent: Monday, November 7, 2016 11:22 AM

To: Amy Miller <Amy.Miller@oskaloosaiowa.org>; Akhilesh Pal <akhilesh.pal@oskaloosaiowa.org>; Pamela Nimtz <Pamela.Nimtz@oskaloosaiowa.org>

Cc: Amie Roberts <Amie.Roberts@oskaloosaiowa.org>

Subject: RE: 115 South M Street

Amy,

This case is a very interesting one, with many items attached to it. I tried my best to sum it up, but I can give you a more detailed look at it.

January 29, 2015 Neighbor complaint received about condition of property

January 30, 2015, investigated complaint, found property to be abandoned and dilapidated in condition. Posted dwelling as "Dangerous" as per our code, drafted a letter to the owner at the time giving 30 days to comply.

February 2, 2015 owner at the time contacted us to advise she would start cleaning up property, and that she had put the property up for sale, and was seeking alternatively to get demolition bids to take the dwelling down.

June 16, 2015 City filed lawsuit against owner at time for demolition of dwelling

October 2015 City dismissed lawsuit against owner due to new owner saying he was going to demolish structure once purchased.

November 10, 2015 property was bought on contract by Brian Holiday.

January 29, 2016 City attorney sent a letter to all parties saying that action has not happened and that if nothing else was going to be done that a new lawsuit would be filled.

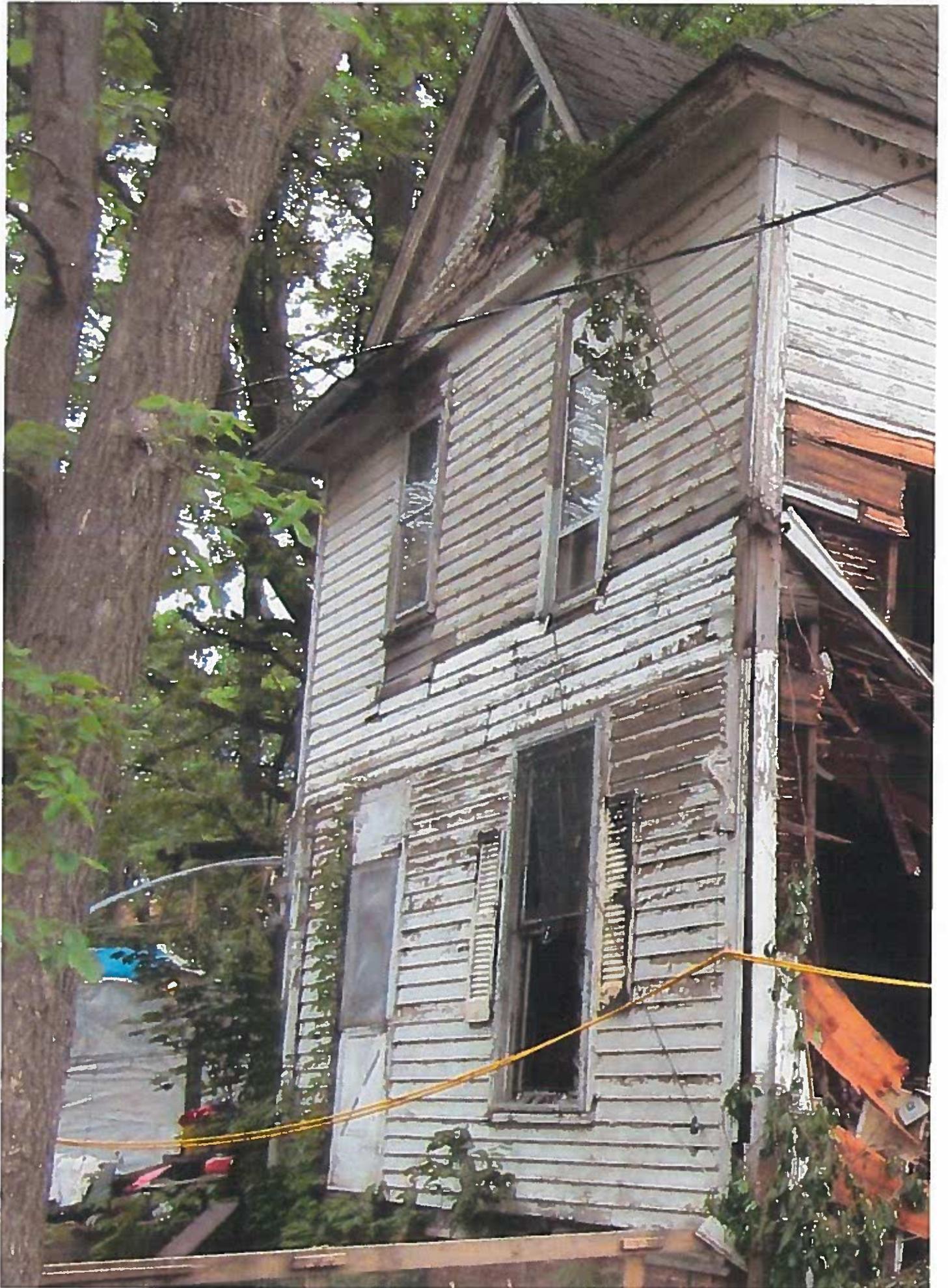
February 2016 City filed a new lawsuit against new owner to take care of dwelling

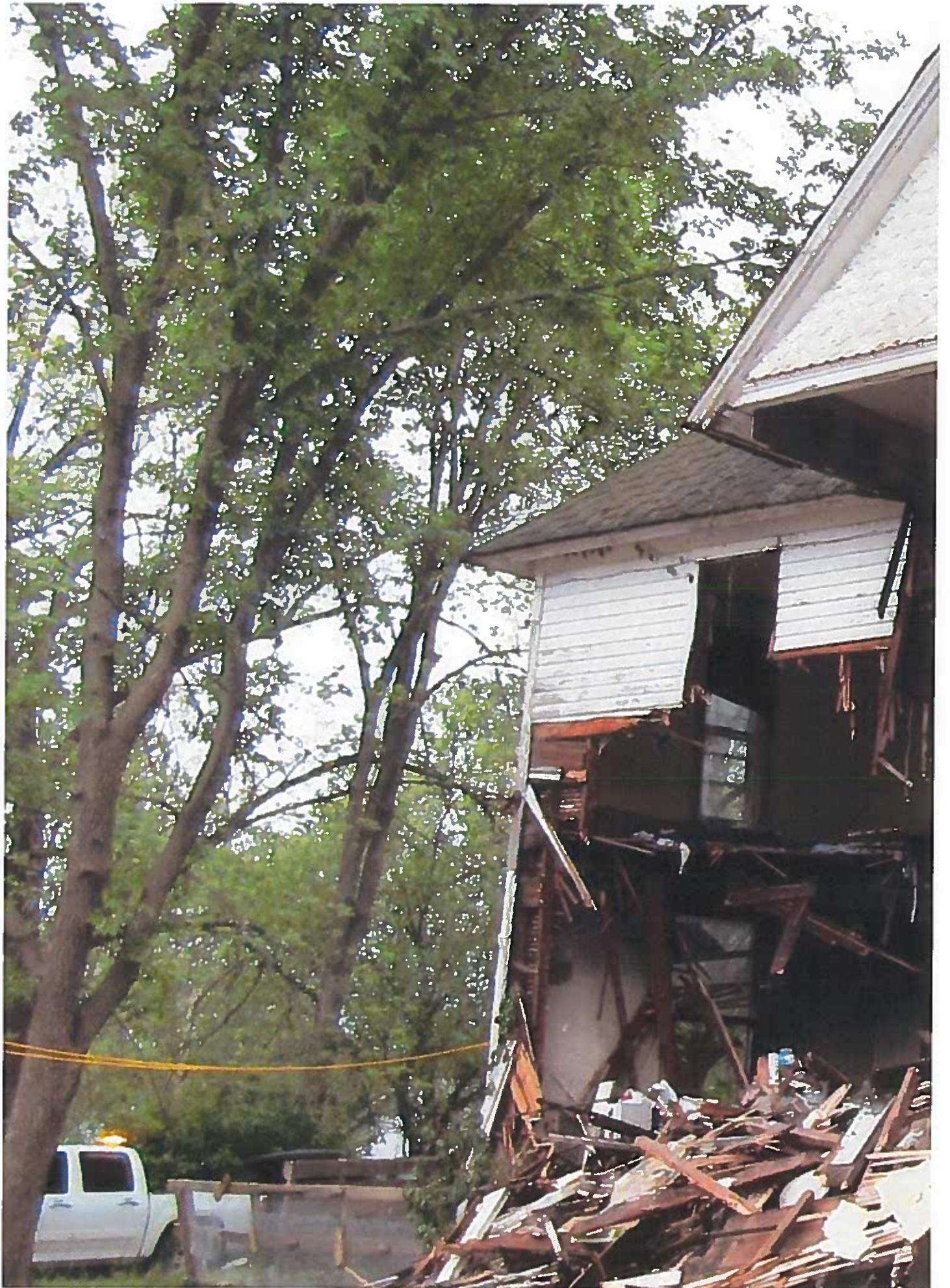
June 2016 City received judgement from the courts giving owner 10 days to demolish structure

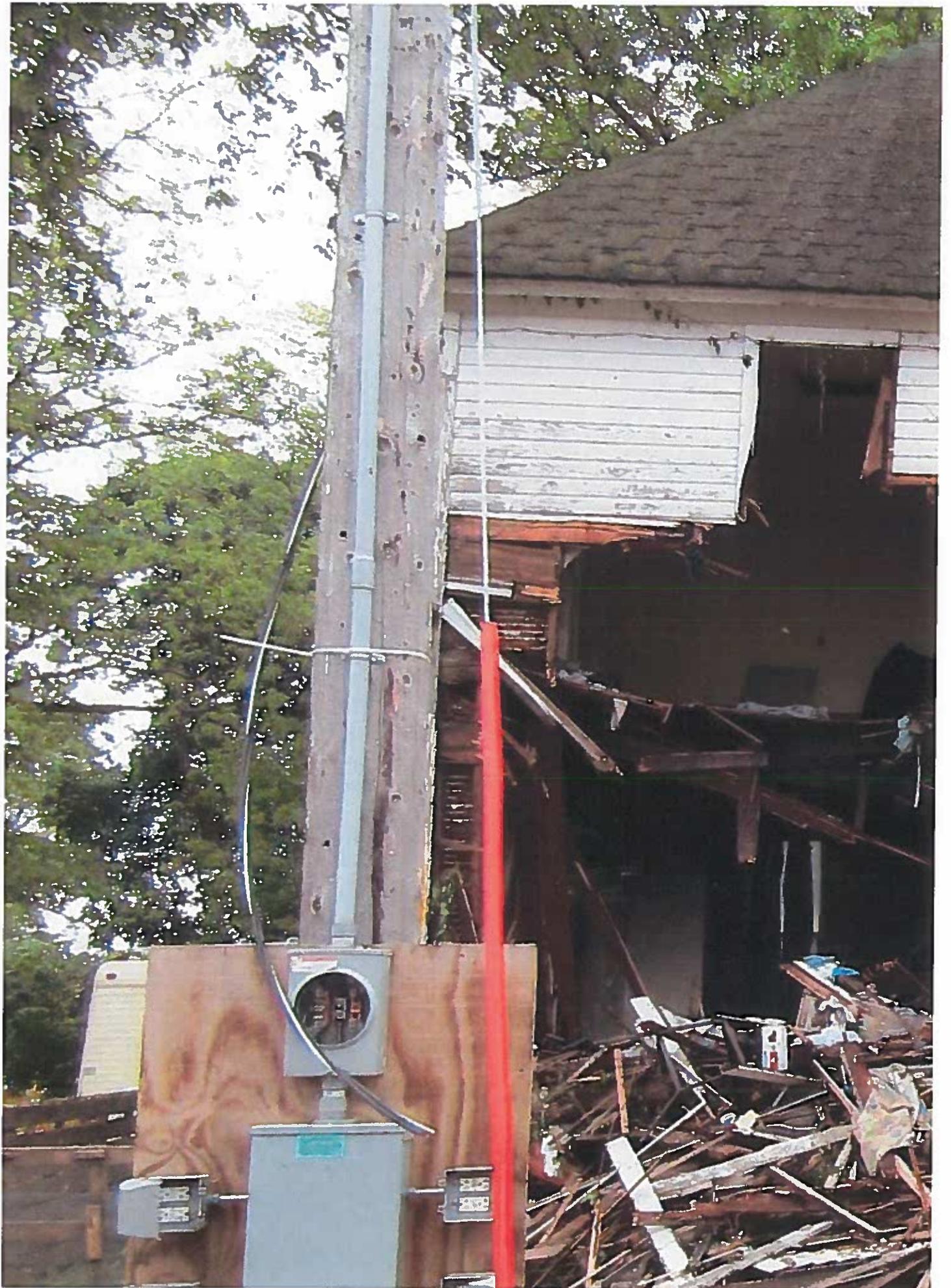
July 2016, City started the quote process for demolition of the house

Week of August 15, 2016 City hired a demolition contractor to demolish the dwelling to our standards

October 3rd, 2016 invoice sent to owner of property to start the assessment process











City Council Communication

Meeting Date: December 5, 2016

Requested By: City Manager's Office

Item Title: CONSENT AGENDA

Consider a resolution adopting a revised fee schedule for the city of Oskaloosa.

Explanation:

Through the years various fees of the city have been adopted by separate action. In 2009 city staff gathered all fees into one resolution for City Council approval with the recommendation that the fee schedule be reviewed once a year to adjust fees as needed. Attached is the revised fee schedule for approval.

Following is a summary of the changes made to the fee schedule:

- Under library fees Overdue toys and other library items (fine reduced 50% if paid at the time items are returned in good working condition) changed from \$2 per day (max. \$20) to \$.50 per day (max. \$5).
- Under library fees Overdue A/V equipment including GPS (fine reduced 50% if paid at the time items are returned in good working condition) changed to read Technology Items (fine reduced 50% if paid at the time items are returned in good working condition).
- Following sentence added under Park Shelter Rental - *No charge for park shelters for Oskaloosa Schools; no charge for Rotary use of Rotary shelter; no charge for Kiwanis use of Kiwanis shelter.
- Group Rate admission fee – 10 or more removed from pool rates because it is not in the pool flyer.
- Season Pass – Family (Before Memorial Day Weekend – (Max 4 people) added.
- Season pass – Family - (Max 4 people) added.
- *\$10 + tax per family member over 4 on family pass added.
- Golf cart registration (per calendar year) removed.
- Temporary street closure permit (per event) - (No charge for Oskaloosa Schools) added.
- Under Building Permit Fees – Commercial – 50% changed to Commercial = 65% of applicable building permit fee (note: all plan review fees apply to new commercial, tenant improvements as well as multifamily).
- *Approved by Resolution of City Council removed after Street or Lane Closure

un Permit Fees – Miscellaneous.

Staff recommends approval of this item as presented.

Budget Consideration:

Revenues for the FY 2017 and FY 2018 budgets are based on fees calculated from the attached fee table. Any adjustments to the fees up or down may result in a financial impact to the city's budget.

Attachments:

Resolution with attached fee schedule.

Fee Schedule

Effective January 1, 2017
Resolution No.



Administrative Services/All Departments:

COPYING OF RECORDS

8½" x 11" black and white	\$0.25 per page
8½" x 11" color	\$0.50 per page
8½" x 14" or 11" x 17" black and white	\$1 per page
8½" x 14" or 11" x 17" color	\$2 per page
Copies of audio tapes or CD/DVD	\$25
Copies of video tapes or CD/DVD	\$25
Duplicate digital photos	\$5
Fax - domestic	\$1 per page
Fax - international	\$2 per page

MISCELLANEOUS FEES

Records search (over one hour)	\$30 per hr. plus copy charge
Non-sufficient funds check fee	\$30
Civil service tests	Actual cost
Certified mailings	Actual cost
Personnel rates	Hourly rate plus benefits

Fire Department:

EQUIPMENT RATES

(One hour minimum)

Engine 74, 75 or 77	\$400 per hour
Engine 70	\$300 per hour
Tanker 76	\$240 per hour
Attack 72 or 79	\$180 per hour
Car 71 or 73	\$120 per hour
Generator 78	\$85 per hour

MISCELLANEOUS FEES

Incident report	\$5
Burning permit	\$10
Extrication	\$300 per vehicle (Includes one engine and 2 personnel)
Extrication	\$500 per vehicle (includes all necessary equipment and personnel)
False alarms – 3 per calendar year (Resolution No. 04-06-43)	No charge
Excess of 3 alarms in calendar year	\$200 per alarm
Haz-Mat light response	\$150 per hour (Includes 1 vehicle and 2 personnel)
Haz-Mat heavy response	\$250 per hour (Includes 2 vehicles and 4 personnel)
Additional response vehicle	\$100 per hour per vehicle
Additional personnel	\$20.50 per hour per employee
Absorbent material	\$12 per bag
“P” absorbent pads	\$1 each or \$200 per box
“M” absorbent pads	\$2.16 each or \$80 per box
“C” absorbent pads	\$2.70 each or \$100 per box
Absorbent booms	\$100 each
30 gallon salvage drum	\$130 each
55 gallon salvage drum	\$160 each
Damaged equipment	Billed at replacement cost plus shipping
Equipment cleaning	Billed at parts and labor cost

Oskaloosa Housing Trust Fund (OHTF):

MISCELLANEOUS FEES

Housing Trust Fund program processing & recording fees	\$100
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Oskaloosa Public Library:

MISCELLANEOUS FEES

Photocopies or printing: black and white (self-service only)	\$0.20 per page
Photocopies or printing: color (self-service only)	\$0.50 per page
Temporary cards (fee refunded upon surrender of the card)	\$25
Adult replacement cards	\$5
Overdue materials/magazines (fine reduced 50% if paid at the time items are returned).	\$0.15 per day (max. \$5)
Overdue video materials (fine reduced 50% if paid at the time items are returned in good working condition).	\$1 per day (max. \$10)
Overdue music CDs (fine reduced 50% if paid at the time items are returned in good working condition).	\$0.15 per day (max. \$5)
Overdue toys and other library items (fine reduced 50% if paid at the time items are returned in good working condition).	\$.50 per day (max. \$5)
Technology Items (fine reduced 50% if paid at the time items are returned in good working condition).	\$5 per day (max. \$50)
Inter-library loan fee	\$2 per item
Inter-library loan - materials ordered but not picked up	\$5

Parks and Recreation:

MISCELLANEOUS FEES

Bandstand PA system	
Non-profit organizations	\$50
Private use or private organizations	\$100

PARK SHELTER RENTAL

Park shelter half day*	\$20
Park shelter full day*	\$30

*No charge for park shelters for Oskaloosa Schools; no charge for Rotary use of Rotary shelter; no charge for Kiwanis use of Kiwanis shelter.

SWIMMING POOL RATES

Daily admission	\$4
Night Admission (After 5:00 p.m.)	\$2
Children under Two	Free
Season Pass – Family (Before Memorial Day Weekend) (Maximum 4 people)*	\$144 + tax
Season Pass – Individual (Before Memorial Day Weekend)	\$72 + tax
Season pass – Family (Maximum 4 people)*	\$160+ tax
Season pass – Individual	\$80+ tax
Punch card (10 punches)	\$35+ tax
Daycare - youth or adult	\$3.50
Non-swimmer fee - youth or adult	\$1
Pool rental fee (maximum 3 hours)	\$165 per hr.
Birthday parties (maximum 12 swimmers)	\$30 + \$2 per person over 12

*\$10 + tax per family member over 4 on family pass.

Edmundson Municipal Golf Course:

Edmundson's course and cart fees are set by Harvest Point, LLC and Matt Sherlock, PGA Professional

Police Department:

MISCELLANEOUS FEES

Bicycle license	No charge
False alarm - 1 st and 2 nd	No charge
3rd	\$25
4th	\$50
5th + (per calendar year)	\$100
Parking permit for resident	\$50/6 months
Second hand dealer permit (City Code 5.28.100)	No charge
Transient merchant application fee (by Ordinance No. 1376)	\$20

PARKING TICKETS

Parking ticket (general) (City Code 10.76.021)	\$10 up to 30 days	\$15 after 30 days
Parking ticket (snow ordinance) (City Code 10.76.021)	\$25 up to 30 days	\$35 after 30 days

RECORDS

Crash-accident reports (up to 10 pages)	\$5
Criminal history/in-house public records only	\$5
Police reports (up to 10 pages)	\$5
Reports in excess of 10 pages	\$0.50 per page

Public Works Department (includes Engineering and Planning & Zoning):

MISCELLANEOUS FEES

Preliminary plats	\$30 + \$5 per lot
Final plats	\$50 + \$5 per lot
Rezoning requests	\$250 (includes cost of signs)
Site plans review	
Initial review	\$100
Additional site plans review required by changes, additions or revisions to approved plans:	\$25 per hour
Board of Adjustment	
Residential submittal	\$100
Commercial submittal	\$200
Street or alley vacation	
Non-refundable application fee	\$100
Refundable vacation fee	
Residential alleys	\$0.50 per SF
Commercial alleys	\$1 per SF
Streets	\$1 per SF
<p>Note: one-half of the refundable vacation fee must be paid prior to final city council approval. If the abutting property owner does not purchase their portion of the street or alley, then the remaining half of the vacation fee shall be paid 30 days after final city council approval.</p>	
Conditional use request	\$100
Maps	
24" X 36"	\$25
8½" X 11" black and white	\$0.25 per page
8½" X 11" color	\$0.50 per page
8½" X 14" or 11" x 17" black and white	\$1 per page
8½" X 14" or 11" X 17" color	\$2 per page
Parcel map research	15 minutes free, then \$7 per hour
Special orders such as GIS – graphic research assistance	15 minutes free, then \$20 per hour
Temporary street closure permit (per event) (No charge for Oskaloosa Schools)	\$25
Street signage rental	\$25/day per sign
Snow removal on private property: minimum of one hour charged. Fee includes first hour at a \$50 charge. After first	

hour, fee shall be charged by the quarter hour.	
1st removal	\$250 fee + \$12.50 per quarter hour hr.
2nd removal	\$300 fee + \$12.50 per quarter hour hr.
3rd removal	\$350 fee + \$12.50 per quarter hour hr.
4th removal	\$400 fee + \$12.50 per quarter hour hr.
5th removal	\$450 fee + \$12.50 per quarter hour hr.
6th removal and every subsequent removal after	\$500 fee + \$12.50 per quarter hour hr.
Weed removal on private property: minimum of one hour charged. Fee includes first hour at a \$50 charge. After first hour, fee shall be charged by the quarter hour.	
1st removal	\$250 fee + \$12.50 per quarter hour hr.
2nd removal	\$300 fee + \$12.50 per quarter hour hr.
3rd removal	\$350 fee + \$12.50 per quarter hour hr.
4th removal	\$400 fee + \$12.50 per quarter hour hr.
5th removal	\$450 fee + \$12.50 per quarter hour hr.
6th removal and every subsequent removal after	\$500 fee + \$12.50 per quarter hour hr.
Tree trimming on the right-of-way: minimum of one hour charged. Fee includes first hour at a \$50 charge. After first hour, fee shall be charged by the quarter hour.	
1st trimming	\$250 fee + \$12.50 per quarter hour hr.
2nd trimming	\$300 fee + \$12.50 per quarter hour hr.
3rd trimming	\$350 fee + \$12.50 per quarter hour hr.
4th trimming	\$400 fee + \$12.50 per quarter hour hr.
5th trimming	\$450 fee + \$12.50 per quarter hour hr.
6th trimming and every subsequent trimming after	\$500 fee + \$12.50 per quarter hour hr.

PERMIT FEES - BUILDING

Total Valuation	Fee
\$1 to \$500	\$30
\$501 to \$2,000	\$30 for first \$500 plus \$2 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001 to \$25,000	\$60 for first \$2,000 plus \$12.50 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$347.50 for first \$25,000 plus \$9 for each additional \$1000, or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$572.50 for first \$50,000 plus \$6.25 for each additional \$1000, or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$885 for first \$100,000 plus \$5 for each additional \$1000, or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$2,885 for first \$500,000 plus \$4.25 for each additional \$1000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and over	\$5,010 for first \$1,000,000 plus \$2.75 for each additional \$1000, or fraction thereof
Re-inspections	\$30

Plan review fee is required in addition to permit fee.

Commercial = 65% of applicable building permit fee (note: all plan review fees apply to new commercial, tenant improvements as well as multifamily).

Notes:

Owner and/or contractor may be subject to an administrative penalty fee in addition to applicable permit fee if work commences prior to securing building permit.

Permit application made prior to project completion:

Permit + Penalty Fee = 2 X permit fee (City Ordinance 15.04.360)

PERMIT FEES - ELECTRICAL

Temporary services	\$35
Residential installations or service entrance not exceeding three outlets or fixtures	\$35

Residential installations exceeding three outlets or fixtures, or cost per dwelling unit	\$55
Commercial installations, factory, or other building	\$55 plus \$10 per \$1,000 or fraction thereof electrical contract cost in excess of \$2,000
Extra inspections	\$35
Re-inspections	\$35

PERMIT FEES - MECHANICAL

For issuance of each permit for installations up to \$2,000	\$35
For issuance of each permit for installations of \$2,001 or more	\$35 Plus \$10 per \$1,000 or fraction thereof mechanical contract in excess of \$2,000
Re-inspections	\$35

PERMIT FEES - MISCELLANEOUS

Right of way permit (including but not limited to):	
Demolition building permit – Commercial	\$50
Demolition building permit – Residential	\$30
Driveway (Hard Surface)	< 15 feet: \$30.00, >15 feet: \$40
Driveway Culvert	No Charge
House moving	\$30
Sidewalk	< 15 feet: \$30.00, >15 feet: \$40
Street or Lane Closure	\$25
Street Repairs	< 15 feet: \$30.00, >15 feet: \$40
Tree Planting	No Charge
Tree Removal	No Charge
Utility Work	Sewer tap: \$150.00, Sewer inspection: \$30

Note:

“Right-of-way” means that part of the street, avenue, or highway within city limits lying between the lot line and the curb line; or, on unpaved streets, that part of the street, avenue, or highway lying between the lot line and that portion of the street usually traveled by vehicular traffic.

PERMIT FEES - PLUMBING

For issuance of each permit for installations up to \$2,000	\$35
For issuance of each permit for installations of \$2,001 or more	\$35 plus \$10 per \$1,000 or fraction thereof plumbing contract in excess of \$2,000
Extra inspections	\$30
Re-inspection	\$30
Sanitary sewer connection (City Code 13.08.120)	\$30
Sanitary sewer inspection fee (Plumbing permit)	\$30
Sanitary sewer tap - by city personnel (includes saddle price)	\$150
Private sewage disposal permit (City Code 13.08.470)	\$20

Note:

The City of Oskaloosa as a rule shall charge non-profit organizations for building permit and other related development fees for services provided by the public works and engineering department, including, but not limited to, plan review, inspection and permit issuance. Exemptions to this include municipal departments, specific legal and binding agreements with the city or when the waiver of fees is used as an economic incentive.

Wastewater Department:

SEPTIC OR SEWAGE DISPOSAL (on-site)

Description	Fee per load
Septic or sewage materials derived from the pumping out or cleaning of on-site sewage disposal systems within Mahaska County.	\$0.100 per gallon
Septic or sewage materials derived from the pumping out or cleaning of on-site sewage disposal systems outside Mahaska County.	\$0.150 per gallon

Notes:

1. The above rates shall be determined from the signed source and quantity record to be provided by all sewage disposal service providers.
2. The septage disposal facility will be open and readily available during normal operating hours of 7 A.M. and 3:30 P.M., Monday through Friday. Hours of operation for weekends and City Holidays will be 7 A.M. to 11 A.M. Access during non-operating hours will result in a service fee of \$200, per call out.



City Council Communication

Meeting Date: December 5, 2016

Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider approval of Change Order No. 2 in the amount of \$970.50 and Pay Application No. 2 in the amount of \$34,874.21 to DeLong Construction for work completed on the Safe Route to School Sidewalk Improvement Project.

Explanation:

Staff has received Change Order No. 2 and Pay Application No. 2 for the Safe Route to School Sidewalk Improvement Project. Change Order No. 2, in the total amount of \$970.50, is for additional erosion control measures (\$340.00) and final project quantity adjustments (\$630.50). Pay Application No. 2 is in the total amount of \$34,874.21 and is for work associated with concrete sidewalk, concrete driveway, storm sewer improvements, and seeding. Because this project is funded by an 80/20 matching fund grant from the Iowa DOT, \$27,899.37 (80%) will be reimbursed. The City is therefore responsible for the remaining \$6,974.84 (20%). 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	\$138,356.15	May 16, 2016
Change Order No. 1	\$4,142.00	October 17, 2016
Change Order No. 2*	\$970.50*	December 5, 2016*
Total Contract	\$143,468.65*	

<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Application No. 1	\$100,764.33	November 7, 2016
Pay Application No. 2*	\$34,874.21*	December 5, 2016*

Total Amount Paid:	\$135,638.54*
Retainage (3%):	\$4,195.01*
Amount Remaining on Contract:	\$3,635.10*

City Cost after Reimbursement (20%): \$6,974.84*

*Applies only if Change Order No. 2 and Pay Application No. 2 are approved by City Council on December 5, 2016.

Recommended Action:

Staff recommends that the City Council approve Change Order No. 2 and payment of \$34,874.21 to DeLong Construction for work completed on the Safe Route to School Sidewalk Improvement Project.

Budget Consideration:

\$34,874.21 from the Safe Route to School Sidewalk Improvement Project Fund (CIP # 2010-57). After reimbursement of \$27,899.37 (80%) by the Iowa DOT, the City cost share will be \$6,974.84 (20%). A total amount of \$116,000 is budgeted this fiscal year for the Safe Route to School Sidewalk Improvement Project.

Attachments:

Letter from Garden & Associates, Change Order No. 2, Pay Application No. 2

CHANGE ORDER
For Local Public Agency Projects

No.: 2

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

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

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

Kind of Work: PCC Sidewalk

Local Public Agency: City of Oskaloosa, Iowa

Contractor: DeLong Construction, Inc.

Date Prepared: November 7, 2016

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

A - Description of change to be made:

- 0040 Change - Reduce item for Removal of Curb to reflect final contract amounts.
- 0170 Change - Increase item for Sidewalk, P.C. Concrete, 4" to reflect final contract amounts.
- 0180 Change - Reduce item for of Sidewalk, P.C. Concrete, 6" to reflect final contract amounts.
- 0190 Change - Increase item for Sidewalk, P.C. Concrete, 7" to reflect final contract amounts.
- 0220 Change - Increase item for Driveway, P.C. Concrete, 6" to reflect final contract amounts.
- 0230 Change - Increase item for Removal of Paved Driveway to reflect final contract amounts.
- 8004 Change - Add bid item for Perimeter and Slope Sediment Control Device, 9" per LF

B - Reason for change:

- 0040 - Item not used.
- 0170 - Change "Plan Quantity" bid item to reflect actual quantity incorporated into the Project.
- 0180 - Change "Plan Quantity" bid item to reflect actual quantity incorporated into the Project.
- 0190 - Change "Plan Quantity" bid item to reflect actual quantity incorporated into the Project.
- 0220 - Change "Plan Quantity" bid item to reflect actual quantity incorporated into the Project.
- 0230 - Change "Plan Quantity" bid item to reflect actual quantity incorporated into the Project.
- 8004 - Provide erosion control device for ditch construction along north side of D Avenue which was which was not part of original contract (see Change Order 1) and along edge of sidewalk along Pella Avenue from approximate station 9+00 to 10+00 to prevent sediment from washing on to new sidewalk until seeding is established.

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

- 0040 - Contract unit price.
- 0170 - Contract unit price.
- 0180 - Contract unit price.
- 0190 - Contract unit price.
- 0220 - Contract unit price.
- 0230 - Contract unit price.
- 8004 - Agreed unit price.

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

- 0040 - Established unit price in the contract.
- 0170 - Established unit price in the contract.
- 0180 - Established unit price in the contract.
- 0190 - Established unit price in the contract.
- 0220 - Established unit price in the contract.
- 0230 - Established unit price in the contract.
- 8004 Change - similar costs of items previously contracted by the LPA

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

Justification for selection:

F - Items included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Line Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
x		0040	2213-6745500 Removal of Curb	\$4,670.00	-0.150	-\$700.50
x		0170	2511-7526004 Sidewalk, P.C. Concrete, 4"	\$34.00	19.000	\$646.00
x		0180	2511-7526006 Sidewalk, P.C. Concrete, 6"	\$48.00	-5.000	-\$240.00
x		0190	2511-7526007 Sidewalk, P.C. Concrete, 7"	\$56.00	11.000	\$616.00
x		0220	2515-2475006 Driveway, P.C. Concrete, 6"	\$48.00	3.000	\$144.00
x		230	2515-6745600 Removal of Paved Driveway	\$15.00	11.000	\$165.00
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/> TOTAL						\$630.50

G - Items not included in contract:

Participating				For deductions enter as "-x.xx"		
Federal-aid	State-aid	Change Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx
x		8004	2602-0000309 Per. & Slope Sed. Ctrl Device, 9"	\$4.00	85.000	\$340.00
<input type="button" value="Add Row"/> <input type="button" value="Delete Row"/> TOTAL						\$340.00

H. Signatures

Agreed: _____ Date _____
 Contractor

Recommended: _____ Date _____
 Project Engineer

Approved: _____ Date _____ Other (optional) _____ Title _____ Date _____
 Person in Responsible Charge

 _____ Date _____ Other (optional) _____ Title _____ Date _____
 Contracting Authority (optional)

 _____ Date _____
 Iowa DOT Administering Office

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

FHWA Concurrence: _____ Date _____
 Federal Highway Division Administration
 (if required)

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

Date distributed: _____

Initials: _____

APPLICATION FOR PARTIAL PAYMENT NO. 2

Project: PCC Sidewalk - D Ave West and Green Street
Owner: City of Oskaloosa
Contractor: DeLong Construction
Address: 1320 N 8th Ave
Washington, Iowa 52353
Date: November 9, 2016

IDOT Project No: TAP-U-5780(613)--8I-62
Payment Period: Oct. 19, 2016 - Nov. 4, 2016

1. Contract Summary

Original Contract Price:	\$138,356.15
Net Change by Change Order:	<u>\$5,112.50</u>
Contract Amount to Date:	\$143,468.65

Contract Working Day Report

Late Start Date: September 19, 2016

Original Contract Time:	30
Added by Change Order:	2
Contract time to Date:	<u>32</u>
Working Days to Date:	<u>31</u>
Working Days Remaining:	1

2. Work Summary

Total Work Performed to Date:	\$139,833.55
Retainage: 3% (maximum \$30,000)	\$4,195.01
Total Less Retainage:	\$135,638.54
Total Previous Payments:	<u>\$100,764.33</u>
TOTAL AMOUNT DUE THIS APPLICATION:	\$34,874.21

3. Contractor's Certification

The undersigned CONTRACTOR certifies that:
All previous progress payments received from Owner on account of Work under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for title to all material and equipment incorporated in said Work or otherwise listed in or covered by this application for Payment are free and clear of all liens, claims, security interests and encumbrances.

DeLong Construction

CONTRACTOR

By: _____

Date: _____

4. Engineers Approval

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Garden & Associates, LTD

ENGINEER

By: _____

Date: _____

5. Owner's Approval

City of Oskaloosa

Owner

By: _____

Date: _____

Application for Payment

Application No.: 2
 Contractor: DeLong Construction
 Washington, Iowa
 Date of Application: November 8, 2016

Project: PCC Sidewalk - D Ave West and Green Street
 Contract No.: TAP-U5780(613)-81-62
 Contract ID: 62-5780-613
 County: Mahaska

Line No.	Item	Unit	Contract		Quantities		Amount		Percent Complete
			Quantity	UNIT PRICE	BID AMOUNT	Actual Total	Actual Total		
0010	Excavation, Class 13, Roadway and Borrow	CY	180	\$ 20.25	\$3,645.00	180.00	\$3,645.00	100.00%	
0020	Topsoil, Strip, Salvage and Spread	CY	455	\$ 12.75	\$5,801.25	455.00	\$5,801.25	100.00%	
0030	Shoulder Finishing, Earth	STA	39	\$ 185.00	\$7,605.00	39.00	\$7,605.00	100.00%	
0040	Removal of Curb	STA	0.35	\$4,670.00	\$1,634.50	0.35	\$1,634.50	100.00%	
0050	Surfacing, Driveway, Class A Crushed Stone	TON	136	\$ 22.40	\$3,046.40	117.29	\$2,627.30	86.24%	
0060	Aprons, Concrete, 15"	EA	1	\$ 1,000.00	\$1,000.00	1.00	\$1,000.00	100.00%	
0070	Manhole, Storm Sewer, SW-401, 48"	EA	4	\$ 3,815.00	\$15,260.00	4.00	\$15,260.00	100.00%	
0080	Manhole Adjustment, Minor	EA	1	\$ 1,960.00	\$1,960.00	1.00	\$1,960.00	100.00%	
0090	Connection to Existing Intake	EA	1	\$ 500.00	\$500.00	1.00	\$500.00	100.00%	
0100	Storm Sewer Gravity Main, Trenched, PVC, 8"	LF	20	\$ 150.00	\$3,000.00	21.00	\$3,150.00	105.00%	
0120	Storm Sewer Gravity Main, Trenched, PVC, 12"	LF	440	\$ 34.00	\$14,960.00	342.00	\$11,628.00	77.73%	
0130	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 15"	LF	8	\$ 120.00	\$960.00	8.00	\$960.00	100.00%	
0140	Storm Sewer Gravity Main, Trenched, RCP, 2000D (Class III), 24"	LF	8	\$ 140.00	\$1,120.00	3.00	\$420.00	37.50%	
0150	Remove Storm Sewer Pipe Less Than or Equal to 36"	LF	45	\$ 15.00	\$675.00	20.00	\$300.00	44.44%	
0160	Removal of Pavement	SY	30	\$ 35.00	\$1,050.00	36.00	\$1,260.00	120.00%	
0170	Sidewalk, P.C. Concrete, 4"	SY	1420	\$ 34.00	\$48,280.00	1420.00	\$48,280.00	100.00%	
0180	Sidewalk, P.C. Concrete, 6"	SY	187	\$ 48.00	\$8,976.00	187.00	\$8,976.00	100.00%	
0190	Sidewalk, P.C. Concrete, 7"	SY	59	\$ 56.00	\$3,304.00	59.00	\$3,304.00	100.00%	
0200	Detachable Warning	SF	62	\$ 29.00	\$1,798.00	52.00	\$1,508.00	83.87%	
0210	Curb and Gutter, PCC, 2.5 Ft	LF	30	\$ 53.00	\$1,590.00	45.00	\$2,385.00	150.00%	
0220	Driveway, P.C. Concrete, 6"	SY	80	\$ 48.00	\$3,840.00	80.00	\$3,840.00	100.00%	
0230	Removal of Paved Driveway	SY	120	\$ 15.00	\$1,800.00	120.00	\$1,800.00	100.00%	
0240	Traffic Control	LS	1	\$ 1,000.00	\$1,000.00	1.00	\$1,000.00	100.00%	
0250	Mobilization	LS	1	\$ 5,000.00	\$5,000.00	1.00	\$5,000.00	100.00%	
0260	Cleanout, In Line and End of Line, 12", PVC	EA	2	\$ 825.00	\$1,650.00	2.00	\$1,650.00	100.00%	
0270	Relocate Existing Hydrant	EA	4	\$ 830.00	\$3,320.00	3.00	\$2,490.00	75.00%	
0280	Mulching	AC	0.6	\$ 1,500.00	\$900.00	0.72	\$1,080.00	120.00%	
0290	Seeding and Fertilizing (Urban)	AC	0.6	\$ 4,000.00	\$2,400.00	0.72	\$2,880.00	120.00%	
				Subtotal	\$138,356.15		\$138,356.15		
Change Order No. 1									
8001	Storm Sewer Gravity Main, Trenched, PVC, 12"	LF	28	\$ 34.00	\$952.00				
8002	Subdrain, Perforated Plastic Pipe, 6" Dia	LF	250	\$ 13.80	\$3,450.00	250.00	\$3,450.00	100.00%	
8003	Subdrain Outlet, DR-303	EA	1	\$ 300.00	\$300.00	0.00	\$0.00	0.00%	
8004	Storm Sewer Gravity Main, Trenched, PVC, 15"	LF	28	\$ 48.00	\$1,344.00	26.00	\$1,248.00	92.86%	
				Subtotal	\$4,142.00		\$4,142.00		
Change Order No. 2									
0040	Removal of Curb	STA	-0.15	\$ 4,670.00	-\$700.50	-0.15	-\$700.50	100.00%	
0170	Sidewalk, P.C. Concrete, 4"	SY	19	\$ 34.00	\$646.00	19.00	\$646.00	100.00%	
0180	Sidewalk, P.C. Concrete, 6"	SY	-5	\$ 48.00	-\$240.00	-5.00	-\$240.00	100.00%	
0190	Sidewalk, P.C. Concrete, 7"	SY	11	\$ 56.00	\$616.00	11.00	\$616.00	100.00%	
0220	Driveway, P.C. Concrete, 6"	SY	3	\$ 48.00	\$144.00	3.00	\$144.00	100.00%	
0230	Removal of Paved Driveway	SY	11	\$ 15.00	\$165.00	11.00	\$165.00	100.00%	
8004	Perimeter and Slope Sediment Control Device, 9"	LF	85	\$ 4.00	\$340.00	85.00	\$340.00	100.00%	
				Subtotal	\$970.50		\$970.50		

Totals \$143,468.65 Totals \$139,833.55 97.47%

Total Completed to Date = \$139,833.55
 Amount Retained (@3%) = \$4,195.01
 Eligible Amount = \$135,638.54
 Participation @ 80% = \$108,510.83
 Previously Reimbursed = \$80,611.46
 Amount Due & Payable = \$27,899.37



City Council Communication

Meeting Date: December 5, 2016

Requested By: Public Works Dept.

Item Title: CONSENT AGENDA

Consider approval of payment of \$142,401.20 to Van Maanen Inc. for work completed on the Northeast Wastewater Plant Generator Replacement Project.

Explanation:

Staff has received Pay Application No. 2 for the Northeast Wastewater Plant Generator Replacement Project for \$142,401.20 to Van Maanen Inc. The items associated with this payment are related to the electrical work and the installation of the new 300 kW generator. 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	\$246,930.00	May 16, 2016
Total Contract	\$246,930.00	
<u>Summary of Pay Requests:</u>	<u>Total Amounts:</u>	<u>Council Approval Date:</u>
Pay Application No. 1	\$ 62,100.08	November 7, 2016
Pay Application No. 2*	\$142,401.20*	December 5, 2016*
Total Amount Paid:	\$204,501.28*	
Retainage (5%):	\$ 10,763.23*	
Amount Remaining on Contract:	\$ 31,665.49*	

*Applies only if Pay Request No. 2 is approved by City Council on December 5, 2016.

Recommended Action:

Staff recommends that the City Council approve the payment of \$142,401.20 to Van Maanen Inc. for work completed on the Northeast Wastewater Plant Generator Replacement Project.

Budget Consideration:

\$142,401.20 from the Northeast Wastewater Plant Generator Replacement Project Fund (CIP 8015-21 / Account # 610-8015-6723). There is an amount of \$245,000 budgeted in this fiscal year for the Northeast Wastewater Plant Generator Replacement Project.

Attachments:

Letter from Garden & Associates and Pay Application No. 1

Contractor's Application for Payment No.

2

Application Period: Oct.22 - Nov 28, 2016	Application Date: 11/21/2016
To (Owner): City of Oskaloosa	From (Contractor): Van Maanen Electric, Inc.
Project: Oskaloosa Wastewater Treatment Plant	Contract: New Generator
Owner's Contract No.:	Contractor's Project No.:
	Engineer's Project No.: 3015217

**Application For Payment
Change Order Summary**

Approved Change Orders				
Number	Additions	Deductions		
			1. ORIGINAL CONTRACT PRICE.....	\$ 246,930.00
			2. Net change by Change Orders.....	\$
			3. Current Contract Price (Line 1 ± 2).....	\$ 246,930.00
			4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 215,264.50
			5. RETAINAGE:	
			a. 5% X \$215,264.50 Work Completed.....	\$ 110,763.23
			b. X Stored Material.....	\$
			c. Total Retainage (Line 5.a + Line 5.b).....	\$ 110,763.23
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 204,501.28
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 62,100.08
			8. AMOUNT DUE THIS APPLICATION.....	\$ 142,401.20
			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 42,428.73
TOTALS				
NET CHANGE BY CHANGE ORDERS				

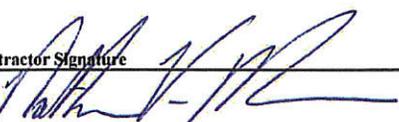
Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: 

By: _____ Date: 11/17/16

Payment of: \$ 142,401.20
(Line 8 or other - attach explanation of the other amount)

is recommended by:  11-18-16
(Engineer) (Date)

Payment of: \$ 142,401.20
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

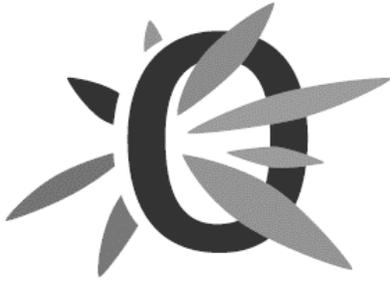
Contractor's signed Certification is attached.

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

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

APPLICATION NUMBER: 2
 APPLICATION DATE: 16-Nov-16
 PERIOD FROM: 1-Nov-16
 TO: 30-Nov-16
 ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G	H	I	
ITEM No.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		TOTAL COMPLETED AND STORED		BALANCE TO FINISH	RETAINAGE	
			Previous Applications	This Application Work in Place	Stored Materials (not in D or E)	TO DATE (D + E + F)	% G / C	C - G	
1	Bonds	\$2,469.00	\$2,469.00			\$2,469.00	100.00%	\$0.00	\$123.45
2	Basic Electrical Requirments	\$15,400.00	\$11,550.00	\$1,540.00		\$13,090.00	85.00%	\$2,310.00	\$654.50
3	Basic Electrical Requirments	\$8,100.00	\$6,075.00	\$810.00		\$6,885.00	85.00%	\$1,215.00	\$344.25
4	Conduit	\$4,600.00	\$4,140.00	\$230.00		\$4,370.00	95.00%	\$230.00	\$218.50
5	Conduit	\$7,800.00	\$5,850.00	\$925.00		\$6,775.00	86.86%	\$1,025.00	\$338.75
6	Wire	\$7,600.00	\$5,700.00	\$760.00		\$6,460.00	85.00%	\$1,140.00	\$323.00
7	Wire	\$3,500.00	\$2,625.00	\$350.00		\$2,975.00	85.00%	\$525.00	\$148.75
8	Boxes	\$1,400.00	\$1,050.00	\$140.00		\$1,190.00	85.00%	\$210.00	\$59.50
9	Boxes	\$2,000.00	\$1,500.00	\$200.00		\$1,700.00	85.00%	\$300.00	\$85.00
10	Equipment Supports	\$1,680.00	\$1,260.00	\$168.00		\$1,428.00	85.00%	\$252.00	\$71.40
11	Equipment Supports	\$2,100.00	\$1,575.00	\$210.00		\$1,785.00	85.00%	\$315.00	\$89.25
12	Electrical Identifcation	\$750.00	\$562.50	\$75.00		\$637.50	85.00%	\$112.50	\$31.88
13	Electrical Identifcation	\$750.00	\$562.00	\$75.00		\$637.00	84.93%	\$113.00	\$31.85
14	Diesel Generator Set	\$132,613.00		\$132,613.00		\$132,613.00	100.00%	\$0.00	\$6,630.65
15	Diesel Generator Set	\$6,400.00		\$6,400.00		\$6,400.00	100.00%	\$0.00	\$320.00
16	Service Enterance	\$9,800.00	\$9,800.00			\$9,800.00	100.00%	\$0.00	\$490.00
17	Service Enterance	\$4,200.00	\$4,200.00			\$4,200.00	100.00%	\$0.00	\$210.00
18	Secondary Grounding	\$2,100.00	\$2,100.00			\$2,100.00	100.00%	\$0.00	\$105.00
19	Secondary Grounding	\$1,800.00	\$1,800.00			\$1,800.00	100.00%	\$0.00	\$90.00
20	Automatic Transfer Switch System	\$10,540.00				\$0.00	0.00%	\$10,540.00	\$0.00
21	Automatic Transfer Switch System	\$7,848.00				\$0.00	0.00%	\$7,848.00	\$0.00
22	Controls	\$10,480.00	\$2,100.00	\$4,150.00		\$6,250.00	59.64%	\$4,230.00	\$312.50
23	Controls	\$3,000.00	\$450.00	\$1,250.00		\$1,700.00	56.67%	\$1,300.00	\$85.00
24									
25									
26									
27									
28									
29									
30									
		\$246,930.00	\$65,368.50	\$149,896.00	\$0.00	\$215,264.50	87.18%	\$31,665.50	\$10,763.23



City Council Communication

Meeting Date: December 05, 2016

Requested By: City Manager's Office

Item Title: CONSENT

Consider a resolution approving an amendment to the Oskaloosa Employee Handbook.

Explanation:

The Union group representing the Oskaloosa Police Department approached the City Manager's Office with a request to amend the current residency requirement for Police Officers. The current adopted residency policy for city employees reads as follows:

Employees need not be residents of the City at the time of hiring. However, to ensure rapid response from emergency service personnel, within ninety (90) days after being hired, a full-time firefighter must establish and occupy a residence in the City or within ten (10) miles of the City Limits, and a police officer must establish and occupy a residence in the City or within ten (10) miles of City Limits. Fire Chief and Police Chief must establish and occupy a residence within the City or within three (3) mile of the City Limits.

The Union has requested the residency requirement for Police Officers be changed to twenty-five (25) miles from City Limits. This change would also be applied to full time firefighters.

Budget Consideration:

A minimal financial impact is anticipated to occur with notification requirements to all city employees.

Attachments:

1. Residency requirement survey
2. Resolution

Residency Requirements for Employees		
City	Requirement	Additional Notes
Oskaloosa	City Manager, full time Fire Fighters and Police Officers within ten (10) miles; Fire and Police Chiefs within three (3) miles	Chiefs have Council approved exemptions, police requesting 25 mile requirement
Lake Park	Within six (6) miles	
Belle Plaine	City Administrator, Police Chief, Officers	Police Officers can make an "opt out" request to the City Council
Carlisle	City Administrator, Police Chief inside City limits – Police Officers within thirty (30) miles (as the crow flies)	
Independence	City Manager within city limits, Police and FT/PT fire drivers within 15 minutes	No other restrictions for other employees
Windsor Heights	All employees within 30 air miles	Included City Administrator (negotiable)
Johnston	City Administrator within city limits, Police and Fire Chief within 15 minute response time	
Humboldt	Police officers, fire fighters, the Street Superintendent, the Assistant Street Superintendent, street maintenance workers, the Water Superintendent, the Assistant Water Superintendent, the water plant operator and the City Clerk are required to live within the corporate limits of Humboldt or Dakota City. I am required to live within the limits of Humboldt, no regular FT or PT employees shall live more than ten (10) miles from City Hall.	May look to update in the near future
Ottumwa	None	
Wilton	City Administrator within city limits, department heads/supervisors need to be in school district, everyone else is 30 minutes	
Anamosa	City Administrator and Police Chief within city limits, all department heads and utility employees within 30 minute response time	
Osceola	City Administrator and Police Chief within city limits, all department heads and utility employees within 30 minute response time	
DeWitt	City Administrator within city limits, Public Works and Park and Rec Directors within 2 miles, police officers within 15 miles, public works employees within 30 minute response	All other employees can live anywhere as long as they show up to work on time
Hiawatha	City Administrator within city limits, Police Chief within five miles of Hiawatha	No other requirements for employees
Riverside	20 miles for all employees	

Burlington	City Manager within city limits, all other employees within 10 mile radius (and within Des Moines County)	
Elkader	Public Works Director must live in city limits or within 10 minute drive under normal circumstances	
Belmond	All employees must live within a 20 minute response time	
Asbury	City Administrator	Do require that some candidates in positions be able to respond to emergencies within a certain number of minutes
Missouri Valley	City Administrator and Police Chief within 15 minutes' drive time	
Oelwein	Public Safety Officials within 15 minutes, None for other positions	
Monticello	City Administrator, Public Works Director and Police Chief within city limits, Police officers within 15 miles, all others - none	
Monroe	City Administrator within 4 miles, Police officers within 30 minutes normal drive time, all other employees - none	
Washington	20 minutes for public safety, State of Iowa for everyone else	Significantly loosened residency requirements within last couple of years
Mitchellville	City Administrator, Public Works Director, and Police Chief must live within 5 miles of city limits	
Tiffin	None	
Marion	No city manager, department head, police officer, firefighter or public service employee subject to call for emergencies, shall reside outside the city limits of the City of Marion, unless the place of residence is within a radius of ten (10) miles measured from the residence to the employee's departmental headquarters or is within thirty (30) minutes driving time as per an approved on-line mapping service such as but not limited to Google Maps or Mapquest, as determined by the department head. All Paid-On-Call (volunteer) firefighters must reside in the city limits or within the Marion Township.	There are additional components to their policy provision, including seeking approval to live outside of these parameters.
North Liberty	City Administrator and Assistant City Administrator within city limits. All critical need personnel are required to reside within fifteen (15) miles of the North Liberty corporate city limits. Critical need personnel include all full-time department heads and all employees of the Police, Street,	

RESOLUTION NO. _____

**RESOLUTION AMENDING RESIDENCY REQUIREMENTS WITHIN
THOSKALOOSA EMPLOYEE HANDBOOK**

WHEREAS, on June 3, 2013 the Oskaloosa City Council, by roll call vote unanimously approved Resolution No. 13-06-56, a Resolution adopting the Oskaloosa Employee Handbook; and

WHEREAS, the Oskaloosa City Council desires to amend the Employee Handbook for the purposes of modifying Section III Employment Practices, specifically "Residency" for police and full time firefighters from ten to twenty five miles to further broaden and encourage recruitment and retention efforts.

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

Section 1. The Oskaloosa Employee Handbook is amending to include the following language for employee residency:

Employees need not be residents of the City at the time of hiring. However, to ensure rapid response from emergency service personnel, within ninety (90) days after being hired, a full-time firefighter must establish and occupy a residence in the City or within ~~ten (10)~~ twenty-five (25) miles of the City Limits, and a police officer must establish and occupy a residence in the City or within ~~ten (10)~~ twenty-five (25) miles of City Limits. Fire Chief and Police Chief must establish and occupy a residence within the City or within three (3) mile of the City Limits.

Section 2. The City Council hereby authorizes the City Manager and City Clerk to prepare and execute the necessary documents to finalize the amendment.

PASSED and ADOPTED this ____ day of _____, 2016.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk



City Council Communication
Meeting Date: December 5, 2016
Requested By: Mayor & City Council

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

- a) Airport Commission – One vacancy to fill upon appointment for an unexpired term that ends December 31, 2021; and one vacancy for a six year term that begins January 1, 2017, and ends December 31, 2022. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy)
- b) Board of Adjustment - Two vacancies for five year terms that begin January 1, 2017 and end December 31, 2021. This is a five member board that meets as needed. (5 males currently serve)
- c) Civil Service Commission – One vacancy for a four year term that begins April 1, 2017 and ends March 31, 2021. This is a three member board that meets as needed. (3 males and 0 females currently serve)
- d) Historic Preservation Commission - Five vacancies: one vacancy to fill upon appointment for a term that ends December 31, 2018; two vacancies for three year terms that begin January 1, 2017 and end December 31, 2019; and two vacancies for alternate members. This is a seven member board with two alternate members that meets as needed. (4 males and 2 females currently serve with 3 vacancies, two for alternate members)
- e) Municipal Housing Agency – One vacancy to fill upon appointment for an unexpired term that ends February 28, 2017; and one vacancy for a two year term that begins March 1, 2017 and ends February 28, 2019. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy).



City Council Communication
Meeting Date: December 5, 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: December 5, 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 (second 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.

The Oskaloosa City Council held a public hearing for this ordinance at its meeting on November 21, 2016, and subsequently passed the first reading of the ordinance.

Recommended Action:

Approve the second 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
One-family Single-family detached	2 units per each 40 acres	2 acres	8,400	8,400 6,800	7,200 6,000	4,000
Single-family attached	---	---	7,500	5,000	4,200	4,000
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			
One-family Single-family detached Single-family attached				70	60	150
Duplex				40	35	
Townhouses				80	70	
Multi-family				25	20	
Other permitted uses					80	
Site area per housing unit (square feet) by type of residential						
Single-family detached Single-family attached			8,400	8,400 6,800	7,200 5,500	5,000 per unit
Two-family, duplex	20 acres	2 acres		7,500	5,000	
Townhouse				5,000	4,200	
Multi-family				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	
1 to 1.5 stories	50	20	10	10	10	
2-3 stories	NA	NA	NA	NA	13	50
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	6,800	6,000	4,000
<u>Single-family attached</u>			7,500	5,000	4,200	
Minimum lot width (feet)	200	100	70			
<u>Single-family detached</u>				70	60	150
<u>Single-family attached</u>				40	35	
Site area per housing unit (square feet) by type of residential						
<u>Single-family detached</u>	20 acres	2 acres	8,400	6,800	5,500	5,000 per unit
<u>Single-family attached</u>			7,500	5,000	5,000	

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: December 5, 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 (second 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.

The Oskaloosa City Council passed the first reading of this ordinance at its November 21, 2016 meeting.

Recommended Action:

Approve the second 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.

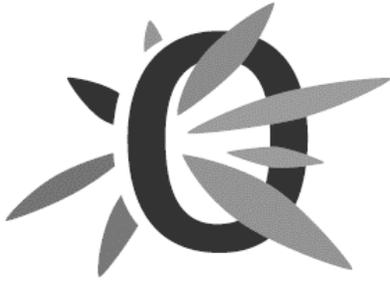
David Krutzfeldt, Mayor

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: December 5, 2016
Requested By: City Council Members

Item Title:

DISCUSSION AND POSSIBLE ACTION ON COUNCIL MEMBER SUBMITTED ITEMS

Explanation:

Items have been submitted to the City Manager by City Council Members for discussion and possible action.

Budget Consideration:

Not applicable.

Attachments:

Not applicable.



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>





City Council Proposed Motion

Meeting date: December 5, 2016

Requested by: Aaron VerSteege, Tom Jimenez

Item Title: COUNCIL REVIEW OF POSSIBLE EXEMPTION STATUS FOR AUXILIARY STRUCTURES UNDER THE 2009 INTERNATIONAL BUILDING CODE

Consider that the City Council may revise the frost footing requirement to grant exempt status to auxiliary buildings on residential private property as governed by the 2009 International Residential Building Code namely Section R403.1.4.1 restricting all buildings to 600 sq. ft.

Explanation: possible

Currently under the 2009 International Residential Building Code Section R403.1.4.1 restricts all structures in excess of 600 sq. ft. to pour frost footings of at least 44" deep. This proposal would exempt auxiliary buildings on residential private property from frost footings used for storage and up keep of the maintained property.

Recommended Action & Motion:

Exempt residential auxiliary buildings from the 2009 International Residential Building Code Section R403.1.4.1. frost footing requirement.

Budget Consideration:

Minimal charges associated with changes to the Oskaloosa Municipal Code

Attachments: None

*Received
11/29/2016
Michele Scher*



City Council Communication
Meeting Date: December 5, 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: December 5, 2016
Requested By: Mayor & City Council

ITEM TITLE: QUARTERLY CITY COUNCIL INFORMATION & REPORTS FROM COUNCIL MEMBERS SERVING ON BOARDS AND COMMISSIONS

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 a study session meeting for review and discussion.

Budget Consideration:

Not applicable, report(s) only.

Attachments:

None.