

**CITY OF OSKALOOSA CITY COUNCIL MEETING  
REGULAR SESSION**

**COUNCIL CHAMBERS – CITY HALL, 220 S. MARKET STREET  
DECEMBER 3, 2012 – 6:00 P.M.**

**AGENDA**

**CALL TO ORDER – 6:00 P.M.**

**ITEM 1. INVOCATION: Pastor Bruce Thompson, Bethel Baptist Church**

**ITEM 2. PLEDGE OF ALLEGIANCE.**

**ITEM 3. ROLL CALL.**

**ITEM 4. PRESENTATION OF LONGEVITY PLAQUES**

**ITEM 5. COMMUNITY COMMENTS.**

**ITEM 6. 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.

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

1. November 5, 2012 Regular City Council Meeting Minutes
2. November 19, 2012 Regular City Council Meeting Minutes
3. December 3, 2012 Agenda

**b) Receive and file minutes of Boards and Commissions (ANY RECOMMENDATIONS CONTAINED IN MINUTES BECOME EFFECTIVE ONLY UPON SEPARATE COUNCIL ACTION).**

1. November 13, 2012 Water Board Minutes
2. November 5, 2012 Airport Commission Minutes

**c) Claims**

1. Claims for November 2012.

**d) Permit Motions and Resolutions as Recommended by the City Clerk.**

**New:**

1. Application for a Class C Liquor License with Outdoor Service from Megan Carmer, dba Stix, 132 Pella Avenue.

**Renewal/Transfer:**

1. Renewal application for a Class C Beer Permit from Gabina Ramirez dba Abarrotez Lopez, 1505 A Avenue East.
2. Renewal application for a Class E Liquor License with Carryout Beer and Wine from Kabal Chauchan dba Cork & Bottle, 309 A Avenue West.
3. Renewal application for a Class C Beer Permit with Carryout Wine from Wigg's Inc. dba Wigg's Country Store, 1308 A Avenue East.
4. Consider approval of transfer premise application for The Cellar Peanut Pub LLC., dba The Cellar, 206 Rock Island Avenue.
5. Renewal application for a Class E Liquor License with Carryout Beer and Wine from Wal-Mart Stores Inc., dba Wal-Mart Supercenter #1393, 2203 A Avenue West.

**Resolutions & Motions:**

1. Consider a resolution adopting the "Record Retention Manual for Iowa Cities" as the retention and disposition schedule for the city of Oskaloosa.

**Ordinances:**

1. Consider an ordinance to vacate and sell 60' X 16.5' of the east-west alley adjacent to 503 North H Street (3<sup>rd</sup> reading) and approval of the resolution approving the deed and authorizing the sale of the alley.

----- **END OF CONSENT AGENDA** -----

**ITEM 7. ANNOUNCEMENT OF VACANCIES.** APPLICANTS MUST RESIDE IN OSKALOOSA AND BE 18 YEARS OF AGE UNLESS SPECIFIC QUALIFICATIONS ARE STATED.

- a) Building Code Board of Appeals – One vacancy to fill upon appointment and to serve at the pleasure of the Mayor. This is a five member board that meets as needed. (4 males and 0 females currently serve).
- b) Housing Trust Fund Committee – One at-large vacancy to fill approved and appointed for a term that ends January 31, 2015. There are five at-large members approved and appointed by the City Council. (1 male and 3 females currently serve at-large).
- c) Library Board – One vacancy to fill approved and appointed by the Mayor with City Council approval for an unexpired term that ends June 30, 2015. This is nine member board that typically meets once a month at 4:00 p.m. (3 males and 5 females currently serve).
- d) Board of Adjustment - One vacancy to fill approved and appointed by the City Council for an unexpired term that ends December 31, 2016.

This is a five member board that meets as needed. (4 males current serve).

- e) Historic Preservation Commission – Four vacancies to fill approved and appointed by the City Council; three members for three year terms that end December 31, 2015 and one vacancy to fill an unexpired term that ends December 31, 2013. This is a seven member commission that meets as needed. (2 males and 4 females currently serve).
- f) Airport Commission – One vacancy to fill approved and appointed by the City Council for a six year term that ends January 31, 2018. This is a five member commission that typically meets once a month at 4:30 p.m. (4 males and 1 female currently serve).

**REGULAR AGENDA – RESOLUTIONS & MOTIONS:**

**ITEM 8. CONSIDER A MOTION APPROVING PAY REQUEST NO. 4 TO CORNERSTONE EXCAVATING IN THE AMOUNT OF \$439,895.59 FOR WORK COMPLETED ON THE NORTH GREEN STREET PAVING PROJECT.**

**ITEM 9. CONSIDER A MOTION APPROVING PAY REQUEST NO. 2 (FINAL) IN THE AMOUNT OF \$5,177.50, APPROVING THE FINAL RETAINAGE AMOUNT OF \$3,738.58 TO TK CONCRETE, INC., AND ACCEPTING THE COMPLETION OF THE MALL STORM SEWER PROJECT.**

**ITEM 10. DISCUSSION AND POSSIBLE ACTION ON GRANTING THE OSKALOOSA MUNICIPAL WATER DEPARTMENT PERMISSION TO INVEST FUNDS TO TEMPORARILY FIX THE BUILDING AT 213 SOUTH 1<sup>ST</sup> STREET.**

**ITEM 11. REPORT ON ITEMS FROM CITY STAFF.**

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

**ITEM 12. CITY COUNCIL INFORMATION & REPORTS FROM COUNCIL MEMBERS SERVING ON BOARDS AND COMMISSIONS:**

**Mahaska County Conference Board – David Krutzfeldt**  
**Emergency 9-1-1 – Tom Walling**  
**Enterprise Zone Commission – Doug Yates**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND OTHER APPLICABLE FEDERAL AND STATE LAWS, ALL PUBLIC HEARINGS AND MEETINGS HELD OR SPONSORED BY THE CITY OF OSKALOOSA, IOWA WILL BE ACCESSIBLE TO INDIVIDUALS WITH DISABILITIES. PERSONS REQUIRING SERVICE SHOULD CONTACT OSKALOOSA CITY HALL AT (641) 673-9431 FIVE (5) DAYS PRIOR TO THE HEARING OR MEETING TO INFORM THE CITY OF THEIR ANTICIPATED ATTENDANCE.

**Housing Trust Fund Committee – Joe Caligiuri**  
**Oskaloosa Area Chamber & Development Group – Aaron Ver Steeg**  
**Joint County-Mahaska Disaster Services and Emergency Planning Administration –**  
**Aaron Ver Steeg**  
**Joint Law Enforcement Center Board – Aaron Ver Steeg**  
**Mahaska County Agency on Aging – Aaron Ver Steeg**  
**Mahaska Community Recreation Foundation – Scottie Moore**

**ADJOURNMENT**

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

MEETING DATE: December 3, 2012

REQUESTED BY: Michael Schrock,  
City Manager

**ITEM TITLE: CALL TO ORDER AND ROLL CALL – 6:00 p.m.**

1. Invocation: Pastor Bruce Thompson, Bethel Baptist Church
2. Pledge of Allegiance
3. Roll Call: \_\_\_\_\_ Mayor David Krutzfeldt, Council Members:

\_\_\_\_\_ Caligiuri, \_\_\_\_\_ Jimenez, \_\_\_\_\_ Moore, \_\_\_\_\_ Van Zetten,

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

**Explanation:**

Not applicable.

**BUDGET CONSIDERATION:**

Not applicable.

**ATTACHMENTS:** None



## CITY COUNCIL COMMUNICATION

MEETING DATE: December 3, 2012

REQUESTED BY: CITY COUNCIL

**ITEM TITLE: PRESENTATIONS**

Presentation of employee longevity plaques.

**Explanation:**

The following employees have earned longevity plaques:

David Christenson – Fire Department – 30 years  
Scott Howard – Fire Department – 30 years  
Jake McGee – Police Departments – 25 years  
Russ Van Renterghem – Police Departments – 25 years  
Amy Miller – City Clerk-Finance Department – 20 years

**RECOMMENDED ACTION:** Present longevity plaques to employees.

**BUDGET CONSIDERATION:**

Not applicable.

**ATTACHMENTS:** None



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**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. 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:**

**Consent Agenda Items: All items appearing on the Consent Agenda are considered routine in nature and no discussion is anticipated.**

- Item 1. Minutes and reports from city council meetings, boards and commissions:**
- Staff recommends council receive and file these documents.
- Item 2. Consider payment of claims for November 2012.**
- Item 3. Consider approval of an application for a Class C Liquor License with Outdoor Service from Megan Carmer, dba Stix, 132 Pella Avenue.**
- No complaints received.
- Item 4. Consider approval of a renewal application for a Class C Beer Permit from Gabina Ramirez dba Abarrotez Lopez, 1505 A Avenue East.**
- No complaints received.
- Item 5. Consider approval of a renewal application for a Class E Liquor License with Carryout Beer & Wine from Kabal Chauchan dba Cork & Bottle, 309 A Avenue West.**
- No complaints received.
- Item 6. Consider approval of a renewal application for a Class C Beer Permit with Carryout Wine from Wigg's Inc. dba Wigg's Country Store, 1308 A Avenue East.**
- No complaints received.
- Item 7. Consider approval of transfer premise application for The Cellar Peanut Pub LLC, dba The Cellar, 206 Rock Island Avenue.**
- No complaints received.
- Item 8. Consider approval of a renewal application for a Class E Liquor License with Carryout Beer & Wine from Wal-Mart Stores Inc., dba Wal-Mart Supercenter #1393, 2203 A Avenue West.**
- No complaints received.

- Item 9. Consider a resolution adopting the “Record Retention Manual for Iowa Cities” as the retention and disposition schedule for the city of Oskaloosa.**
- Item 10. Consider an ordinance to vacate and sell 60’ X 16.5’ of the east-west alley adjacent to 503 North H Street (3<sup>rd</sup> reading) and approve the resolution approving the deed and authorizing the sale of the alley.**

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

MEETING DATE: December 3, 2012

REQUESTED BY: Michael Schrock,  
City Manager

### ITEM TITLE: CONSENT AGENDA – ITEM 1

#### 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.

- A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.
  - 1. November 5, 2012 Regular City Council Meeting Minutes
  - 2. November 19, 2012 Regular City Council Meeting Minutes
  - 2. December 3, 2012 Agenda
  
- B. Receive and file the following reports and communications from advisory and operating boards and commissions:
  - 1. November 13, 2012 Water Board Minutes
  - 2. November 5, 2012 Airport Commission Minutes

#### ATTACHMENTS:

November 5, 2012 Regular City Council Meeting Minutes  
November 19, 2012 Regular City Council Meeting Minutes  
November 13, 2012 Water Board Minutes  
November 5, 2012 Airport Commission Minutes

OSKALOOSA CITY COUNCIL  
REGULAR MEETING  
November 5, 2012

The Oskaloosa City Council met in regular session on Monday, November 5, 2012, at 6:30 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates.

Mayor Krutzfeldt administered the Oath of Office to new Police Officer Richard Fortney.

Mayor Krutzfeldt presented a longevity plaque to Linda Fox.

Mayor Krutzfeldt introduced police intern Brandon Blanchard.

Larry Clabaugh, 1116 10<sup>th</sup> Avenue East, addressed City Council regarding nuisance complaints.

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

1. October 15, 2012 Regular City Council Meeting Minutes
2. November 5, 2012 Agenda
3. Receive and file the October 1, 2012 Airport Commission Minutes.
4. Claims for October 2012
5. Renewal application for a Class E Liquor License with Carryout Beer & Wine from CB Liquor, Inc. dba CB Liquor, 1202 A Avenue East
6. Renewal application for a Class C Beer Permit from Kum & Go LC dba Kum & Go #1273, 1201 North Market

The roll was called and the vote was:

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

Whereupon the Mayor declared said motion approved.

Yates introduced Resolution No. 12-11-84 entitled "RESOLUTION ADOPTING SUPPLEMENT TO THE OSKALOOSA MUNICIPAL CODE OF ORDINANCES THROUGH ORDINANCE NO. 1328" and moved its approval. Caligiuri seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

Yates introduced Resolution No. 12-11-85 entitled "RESOLUTION APPROVING THE DEED AND AUTHORIZING THE SALE OF THE EAST-WEST PUBLIC ALLEY ADJACENT TO 411 NORTH H STREET AND 901 C AVENUE WEST, AND THE SALE

OF SAID PUBLIC ALLEY RIGHT-OF-WAY" and moved its approval. Caligiuri seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Yates introduced "AN ORDINANCE TO REMOVE THE PARKING RESTRICTION ALONG THE WEST SIDE OF NORTH 12<sup>TH</sup> STREET BETWEEN E AVENUE EAST AND F AVENUE EAST AND TO ESTABLISH A "NO PARKING ZONE" ALONG THE EAST SIDE OF THE SAME LENGTH OF STREET" and moved its approval on the third reading. Caligiuri seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said ordinance duly adopted. The ordinance was assigned No. 1329.

The Mayor announced there were vacancies on the Building Code Board of Appeals, Housing Trust Fund Committee, Planning and Zoning Commission, Library Board, Board of Adjustment, Mahaska County Solid Waste Management Commission, Historic Preservation Commission and Airport Commission.

It was moved by Moore, seconded by Ver Steeg to appoint Holden Barnhart to the Planning and Zoning Commission to fill a vacancy that expires April 30, 2014. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

The Mayor announced this was the time and place for the public hearing on levying a special assessment against private property for cutting and removal of weeds by the City of Oskaloosa, Iowa, and that citizens would now have an opportunity to comment. Larry Clabaugh, 1116 10<sup>th</sup> Avenue East, commented. There were no written comments received. The Mayor declared said hearing closed.

Ver Steeg introduced Resolution No. 12-11-86 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. Jimenez seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

The Mayor announced this was the time and place for the public hearing on the vacation and sale of a portion of the east-west alley adjacent to 503 North H Street. There were no oral or written comments received. The Mayor declared said hearing closed.

Caligiuri introduced "AN ORDINANCE VACATING THE EAST-WEST ALLEY ADJACENT TO 503 NORTH H STREET, AND FOR THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

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

Caligiuri introduced "AN ORDINANCE VACATING THE NORTH-SOUTH PUBLIC ALLEY ADJACENT TO 907 SOUTH 7<sup>TH</sup> STREET AND 909 SOUTH 7<sup>TH</sup> STREET, AND THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY" and moved its approval on the second reading. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

ABSTAIN: Van Zetten (Associated with Osky Foods)

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

Caligiuri introduced "AN ORDINANCE AMENDING SECTION 2.04.100 GENERAL MEETINGS OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA" and moved its approval on the second reading. Ver Steeg seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

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

Richard Atterbury, Martens & Company, presented the Fiscal Year 2012 Audit Report.

It was moved by Ver Steeg, seconded by Moore to receive and file the audit report, authorize payment of \$9,500 to Martens & Company and \$625 to the Auditor of the State. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

Moore introduced Resolution No. 12-11-87 entitled "RESOLUTION APPROVING THE 2012 FISCAL YEAR FINANCIAL REPORT" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Ver Steeg introduced Resolution No. 12-11-88 entitled "RESOLUTION APPROVING TAX INCREMENT FINANCE ASKING FOR FISCAL YEAR 2013-2014" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Ver Steeg introduced Resolution No. 12-11-89 entitled "RESOLUTION APPROVING THE 2012 FISCAL YEAR URBAN RENEWAL REPORT" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Jimenez introduced Resolution No. 12-11-90 entitled "RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN APPLICATION FOR AN IOWA DEPARTMENT OF TRANSPORTATION ALL TOWN SIGN REPLACEMENT PROGRAM GRANT" and moved its approval. Caligiuri seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Jimenez, seconded by Ver Steeg to approve Pay Request No. 3 to Cornerstone Excavating in the amount of \$161,268.47 for work completed on the North Green Street Paving Project. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Yates, seconded by Caligiuri to approve Pay Request No. 1 to TK Concrete, Inc. in the amount of \$65,855.60 for work completed on the Mall Storm Sewer Project. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved

Jimenez introduced Resolution No. 12-11-91 entitled "RESOLUTION AUTHORIZING THE CITY OF OSKALOOSA, IOWA TO PROVIDE ADDITIONAL FUNDING FOR THE U.S. 63 CORRIDOR STUDY" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Moore, seconded by Yates that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 7:32 p.m.

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David Krutzfeldt, Mayor

ATTEST:

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Amy Miller, City Clerk

OSKALOOSA CITY COUNCIL  
REGULAR MEETING  
November 19, 2012

The Oskaloosa City Council met in regular session on Monday, November 19, 2012, at 6:30 p.m. with Mayor Krutzfeldt presiding and the following members answering roll call: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates.

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

1. November 5, 2012 Regular City Council Meeting Minutes
2. November 19, 2012 Agenda
3. Receive and file the following reports and communications from advisory and operating boards and commissions:
  - a. October 15, 2012 Water Board Minutes
  - b. November 13, 2012 Planning and Zoning Commission Minutes
  - c. October 22, 2012 Library Board of Trustees Minutes

The roll was called and the vote was:

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

Whereupon the Mayor declared said motion approved.

Caligiuri introduced Resolution No. 12-11-92 entitled "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON CHARGES OF SELLING ALCOHOL TO A MINOR AGAINST WALMART STORE #1393" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 12-11-93 entitled "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON CHARGES OF SELLING ALCOHOL TO A MINOR AGAINST CASEY'S STORE #2366" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced Resolution No. 12-11-94 entitled "RESOLUTION SETTING DATE FOR PUBLIC HEARING ON CHARGES OF SELLING ALCOHOL TO A MINOR AGAINST KUM & GO #1273" and moved its approval. Ver Steeg seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

Caligiuri introduced "AN ORDINANCE VACATING THE EAST-WEST ALLEY ADJACENT TO 503 NORTH H STREET, AND THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY" and moved its approval on the second reading. Ver Steeg seconded the motion. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

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

It was moved by Walling, seconded by Moore to approve the appointment of Aaron Ver Steeg, Wayne Hook, Janet VanDerBeek and Alven Meppelink to the Mahaska County Solid Waste Management Commission for terms ending December 2013. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

It was moved by Walling, seconded by Moore to approve the appointment of Wayne Hook and Aaron Ver Steeg to the Mahaska County Solid Waste Management Commission Ad Hoc Recycling Committee for a term ending December 2013. The roll was called and the vote was:

AYES: Caligiuri, Jimenez, Moore, Van Zetten, Ver Steeg, Walling and Yates

NAYS: None

Whereupon the Mayor declared said motion approved.

Ver Steeg introduced "AN ORDINANCE VACATING THE NORTH-SOUTH PUBLIC ALLEY ADJACENT TO 907 SOUTH 7<sup>TH</sup> STREET AND 909 SOUTH 7<sup>TH</sup> STREET, AND THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY" and moved its approval on the third reading. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

ABSTAIN: Van Zetten (Associated with Osky Foods)

Whereupon the Mayor declared said ordinance duly adopted. The ordinance was assigned No. 1330.

Ver Steeg introduced Resolution No. 12-11-95 entitled "RESOLUTION APPROVING THE DEED AND AUTHORIZING THE SALE OF THE NORTH-SOUTH PUBLIC ALLEY ADJACENT TO 907 SOUTH 7<sup>TH</sup> STREET AND 909 SOUTH 7<sup>TH</sup> STREET AND FOR THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

ABSTAIN: Van Zetten (Associated with Osby Foods)  
Whereupon the Mayor declared said resolution duly adopted.

Jimenez introduced "AN ORDINANCE AMENDING SECTION 2.04.100 GENERAL MEETINGS OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA" and moved its approval on the third reading. Ver Steeg seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said ordinance duly adopted. The ordinance was assigned No. 1331.

It was moved by Van Zetten, seconded by Caligiuri to approve the revised site plan for William Penn University Student Housing with the following stipulations:

1. To create a connection between the existing and proposed dormitory buildings that will allow for internal circulation of vehicular traffic. As a result, the planned driveway grade would have been too steep at the existing location.
2. To remove the previously approved sidewalk proposal on Market Street frontage and install continuous sidewalks within the site to direct the pedestrian traffic either to the pedestrian bridge on the southwest corner of proposed site or to the existing sidewalk on the northwest corner of the proposed site. This part of the plan also indicates installation of 6 foot tall fences along Market Street in order to discourage jay-walking.
3. To relocate the driveway approach on Market Street, that is a minor change and is approved by the Iowa DOT.

The roll was called and the vote was:

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

Whereupon the Mayor declared said motion approved

Caligiuri introduced Resolution No. 12-11-96 entitled "A RESOLUTION AUTHORIZING PUBLIC FINANCIAL MANAGEMENT, INC. TO COMPLETE A SHARED SERVICES ANALYSIS BETWEEN THE OSKALOOSA MUNICIPAL WATER DEPARTMENT AND THE CITY OF OSKALOOSA" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

Whereupon the Mayor declared said resolution duly adopted.

It was moved by Ver Steeg, seconded by Moore to hold a closed session under Iowa Code Section 21.5.1.j. to discuss the purchase of particular real estate. The roll was called and the vote was:

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

Whereupon the Mayor declared said motion approved.

The meeting adjourned to closed session at 6:53 p.m. and reconvened to open session at 7:55 p.m.

It was moved by Moore, seconded by Caligiuri that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 7:56 p.m.

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David Krutzfeldt, Mayor

ATTEST:

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Amy Miller, City Clerk

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
11/13/12

**Members Present:**

Errin Keltner  
Pete Settimi  
Joe Ryan

**Others Present:**

Chad Coon  
Sheryl Tomlinson  
Jason Van Zetten  
Scottie Moore  
Tom Walling  
Mike Schrock

A motion was made by Pete Settimi and 2<sup>nd</sup> by Errin Keltner to approve the agenda as presented. The motion carried with all members voting yes.

Minutes of the 10/15/12 regular meeting were read. A motion was made by Pete Settimi to approve the minutes. The motion was 2<sup>nd</sup> by Errin Keltner. The motion carried with all members voting yes.

The attached vouchers totaling \$272,938.99 were presented for approval. A motion was made by Pete Settimi to approve the vouchers for payment. The motion was 2<sup>nd</sup> by Errin Keltner. The motion carried with all members voting yes. The Balance Statements were also reviewed. Motion by Errin Keltner and seconded by Pete Settimi to approve balance statements. Motion carried with all members voting yes.

1. The first item on the agenda was Customer Forum. There was no one present and no items presented.
2. The next agenda item was to Approve Acceptance of the Annual Financial Report for Fiscal Year 2011/2012 as Prepared by Hunt & Associates, P.C. Doug Hunt was unable to attend the meeting, and therefore the Board decided to table any action on the audit.
3. Next on the agenda was to consider a Resolution setting a minimum price for sale of 1999 manufactured home. There was discussion between the Board members about how to proceed with the sale of the manufactured home that was included as part of the purchase of the new shop on South 7<sup>th</sup> Street. The Board felt that it would be beneficial to try to sell it "in-house" and thereby keep more of the money for ourselves. The discussion then centered on how to best move forward

with that in mind. Chad was directed to list the home in the Oskaloosa Herald, Ottumwa Courier, and the Pella Chronicle. Also, he was instructed to list the property on Craigslist. There was then an introduction of Resolution #1206, RESOLUTION AUTHORIZING WATER DEPARTMENT DIRECTOR CHAD COON TO NEGOTIATE SALE OF MODULAR HOME FROM WATER DEPARTMENT PROPERTY by Joe Ryan. Pete Settini seconded the introduction and then the Board voted unanimously to approve the Resolution.

4. The next agenda item was Consideration and Discussion of Shared Services Analysis between OMWD and the City of Oskaloosa to be performed by Public Financial Management. There was discussion regarding this issue between the Board members as to what the analysis would entail and what possible savings might be found and how to proceed. Joe Ryan asked the City Council members present for their input on this issue. Tom Walling commented that he had a hard time spending the money for the analysis, but the scope of work was beyond what he felt anyone internally could do. He went on to say that no one should be nervous about losing their job, that he had had a conversation with the Water Department's insurance agent and that he realized that there would be cost increases to merging that also need to be accounted for. After the Board had asked the present City Council members if they would like to see a motion in support, Pete Settini made a motion to support the Shared Services Analysis to be performed by Public Financial Management. Errin Keltner seconded the motion. Ayes all, motion passed.
5. General Manager's Update was next on the agenda. Chad updated the Board about a few different items. He let them know that he had been working with Garden & Associates to look at upcoming CIP projects, distribution work, get budget numbers for the upcoming budget work, and some site work for the new shop/office complex. He told them that on Monday the 19<sup>th</sup> of November, HR Green staff would be in town to train the distribution staff for our new GIS/GPS mapping system. He also talked to them about the new turbidity equipment that was installed out at the plant, and that we still needed to get work done on one of the butterfly valves for the filters. He informed them that he had an appointment with Larry Olson, of Structural Engineers, out of Marshalltown to start designing the new office layout and get budget numbers. He then informed the Board that it was time for his annual review. Chad said that he would set a time to meet with Joe for his review in the upcoming days.
6. Miscellaneous was the last agenda item. Chad informed the Board of the leaks that had occurred in the last month. He also informed the Board that the hydrant out by the old sale barn had been moved closer to the road and it now sits higher.

Chad then asked the Board about the annual private hydrant rent that the Water Department charges customers and if it would be possible to eliminate that charge. Chad said that the revenue from this line item amounts to less than \$2000 and the paperwork showing the need for the charge is no longer available. The Board agreed that they would look at this next month and it made sense to no longer charge rent for this. Chad then informed the Board that the City had requested the Water Department to set up a budget calendar for 2013. Chad said that he tentatively has January 28, 2013, for the budget work session and February 11, 2013, as the Public Hearing for the budget amendments for FY 2012-2013 and the budget for FY 2013-2014.

There being no further items to discuss, it was moved by Pete Settimi and second by Errin Keltner to adjourn.

ATTEST

Meeting Adjourned 5:59 PM

---

Joe Ryan – Chairman

---

Pete Settimi – Secretary

**MINUTES**  
**OSKALOOSA AIRPORT COMMISSION**  
**November 5, 2012**

Meeting of the Oskaloosa Airport Commission was called to order at 4:42 p.m. on Monday, November 5, 2012.

1. ROLL CALL: Roll was taken with the following present: Steve Brown, Kraig Van Hulzen, James Johnson, Larry Lewis, Jerry Strunk & John Veranek [Midwest Aviation] and Brad Uitermarkt [Garden & Associates].
2. APPROVAL OF THE MINUTES: Moved by Kelly Wheeler and seconded by Kraig Van Hulzen to approve the minutes of the October 1, 2012 meeting. Motion carried.
3. FINANCIAL REPORT: Moved by James Johnson and seconded by Kraig Van Hulzen to approve the financial report. Motion carried.
4. REVIEW AND APPROVE BILLS: Moved by Kraig Van Hulzen and seconded by Kelly Wheeler to pay bills totaling \$7,546.46. Motion carried.
5. MANAGER'S REPORT: See attached.
6. OLD BUSINESS:
  - a) Waste disposal: City Attorney Dave Dixon has been in contact with the collection agency that has been assigned the bill from Waste Management. Their representative indicated that he has authority to reduce the amount claimed by 20%. Larry Lewis moved to authorize Dave Dixon to negotiate the 20% reduction and pay the bill. Kraig Van Hulzen seconded. Motion carried.
  - b) Hangar doors/storm damage: Have received an invoice from Reed Overhead Doors for \$13,490 which is the amount held back from the original estimate pending the completion of the project. However, the project is not complete. The bottom door seal was installed backwards, and stand-offs need to be installed for wiring. Also, \$10,814.85 in additional bills were submitted. Jerry Strunk will contact them informing them that the \$13,490 will not be paid until the project is completed to our satisfaction and the additional bills will not be paid until they can justify the huge cost overrun. The insurance company will also be notified about the additional bills.

- c) Groundhog and skunk damage: John Veranek has been working on this and the groundhogs and skunks have been pretty much eliminated. Jerry Strunk will work on finding a contractor who can fill the holes and repair the damage.
- d) Fuel sales/ramp fee for ag sprayers: Jerry Strunk is working on this. No further action will be taken until next spring.
- e) Fixed Base Operator: John Veranek is interested in the position and submitted a short business plan. The matter will be discussed in more detail next month.
- f) 2013 drainage project: Brad Uitermarkt submitted an engineering contract for Commission approval subject to FAA concurrence. The maximum payable under the contract is \$54,724.49. Kraig Van Hulzen moved to approve. Kelly Wheeler seconded. Motion carried. Brad will try to get everything in place so the work can be done next spring, but the FAA has indicated that the funding may not be available that soon. We may have to block off land so it is not planted and adjust the land rent or pay for crop damage if the area is planted.
- g) Porch on office: Received two proposals - one from Steinke Construction for \$9,998.00 and one from Jarvis Construction for \$11,596.62. James Johnson moved to accept the Steinke proposal. Larry Lewis seconded. Motion carried.
- h) Renewal of FCC license for NDB: Jerry Strunk has contacted a specialist who is working on a submission to get this renewed.

7. NEW BUSINESS:

- a) House front door and steps: The front door frame has rotted and the concrete steps are broken. Received a bid from Jarvis Construction to replace the front door and build wooden steps for \$1,862.22. Larry Lewis moved to accept. Kelly Wheeler seconded. Motion carried.
- b) Ice machine and water cooler: Jerry Strunk would like to replace the ice machine and purchase a water cooler. The matter was tabled.
- c) December meeting date: Monday, December 3rd was acceptable to everyone.

8. ADJOURN: It was moved by Kelly Wheeler to adjourn at 5:55 p.m. Motion was seconded by Larry Lewis. Motion carried.

# **MWA@OOA**

**October 2012**

## **Oskaloosa Municipal Airport Monthly Report**

**Fuel Sales: 100LL (\$6.28) 1653 gal. JetA: (\$5.29 ) 180 gal.**

**Total fuel sales for Oct. 2012= 1833 gal X .05 = \$91.65.**

**Plus Telephone: \$15.28.**

**Total owed OOA= \$106.93.**

- **Painting of the Runway and taxiway Ident. Lines is complete.**
- **Shop work has picked up some.**
- **Fuel sales are up.**
- **All crops at OOA have been harvested. (Don't know what the yields are).**
- **Aircraft sales are up.**
- **MWA has a new twin engine hangar customer.**
- **Archangel Services, LLC purchased a Cessna 421C and will base it at OOA.**
- **About have everything ready for winter.**
- **MWA is working on getting a Radio shop at OOA. (more details later).**

## **UP,UP AND AWAY @ OOA**

**Did you Know?**

**OOA has two runways (04/22) & (31/13).**

**Did you Know?**

**OOA can EXPAND its Runways and Taxiways at much LESSER COST then building a NEW airport.**

# **DON'T FORGET TO VOTE!!!**

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 2**

Consider payment of claims for November 2012.

**EXPLANATION:**

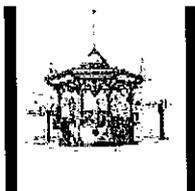
A list of claims for November is included in your agenda packet. An additional list will be distributed at the council meeting. Also included in the packet is a detailed list of most claims over \$500.

Staff recommends approval.

**BUDGET CONSIDERATION:**

Totals will appear on the claims lists.

**ATTACHMENTS:** Claims lists.



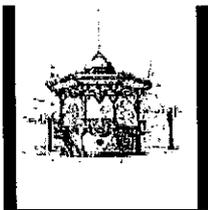
City of Oskaloosa, IA

# COUNCIL CLAIMS LIST

Airgas USA LLC	Paper supplies	112.62
Aramark Uniform Services	Rubber mats	51.27
	Rubber mats	51.27
Arnold Motor Supply	Supplies	15.68
	Bearings	43.34
	Supplies	38.21
	Supplies	5.92
Bill & Ray's Auto Service Inc	Parts for repair	69.70
Brown's Shoe Fit Company	Duty boots - Fortney	100.00
	Duty boots - Alexander	100.00
	Duty boots - VanderMeyden	100.00
Carroll Distributing	Domes for sidewalk repair	2,780.00
Certified Pest Control	Pest control	30.00
	Pest control	32.00
CFI Tire	Tires	802.68
Culligan Water Conditioning	Water services	29.95
DMACC	EMT-B Class - Hoy	813.00
Ed Roehr Safety Products	Taser cartridges	135.21
Family Medical Center P.C.	Professional services	147.00
Grainger	Supplies	71.64
Gran's Sewing & Mending	Uniform repair	29.00
Hach Company	Lab chemicals	161.40
	Chemicals for lab	830.62
Haines Auto Supply	U joint	31.68
	Hose assembly	47.02
	Tools	30.33
	Muffler	287.13
	Clamp	10.03
	Battery	96.61
	Power probe	91.13
	Tools	8.43
	Clamp	11.43
	Parts for repair	87.14
	Supplies	6.36
	Supplies	19.76
	Parts for repair	33.32
	Hose assembly	18.41
	Supplies	12.21
	Supplies	29.56
	Tools	7.16
	Filters	65.85
	Supplies	1.62
	Oil	51.21
	Antifreeze	67.88
	Oil	29.71
	Lighting	213.43
	Cleaner	41.63
	Tools	27.77
	Supplies	21.10
	Brake pads	163.09
Hawkins Inc	Sewer degreaser	150.00
IA Munic Workers Comp Assoc	Work comp payment #6	3,422.00

Ideal Ready Mix	Ready mix - High Ave /South H	750.50
	Ready mix - North C St	398.75
	Ready mix - North C St	356.00
	Ready mix - South C St	293.00
	Ready mix - North A/B Ave W	275.00
	Blocks	44.50
	Concrete blocks	135.15
	Ready mix	51.50
	Ready mix - N 6th St	600.00
Interstate Battery Systems	Batteries	199.90
Iowa Dept of Transportation	Ignition control module	117.19
Iowa League of Cities	ECIC meeting - Krutzfeldt	15.00
Iowa Police Chiefs Association	Annual membership-McGee	75.00
Kelderman Manufacturing	Steel for truck box	229.12
Kelly Supply Company	Supplies	23.98
	Water hydrant and fittings	224.38
Keystone Laboratories Inc	Sludge analysis	486.30
L-3 Communications Mobile Vision, Inc	Maintenance agreement	494.00
Lappin Tire	Tires for bobcat	1,184.00
	Tire repair	100.00
	Replace truck tire	262.58
Mahaska Co Highway Dept	Fuel	2,446.13
	Fuel	1,447.38
Mahaska Communication Group LLC	Telephone services	43.76
	Telephone services	162.16
	Telephone services	70.48
	Telephone services	63.86
	Telephone services	72.77
	Telephone services	1,206.65
	Telephone services	63.06
Mahaska Health Partnership	Professional services	40.00
Malcom Lumber Window & Door Center	Snow fence	33.18
	Snow fence	244.23
	Snow fence	46.90
Manhole Adjustable Riser Co	Riser N A St	180.00
Martin Marietta Materials	Road stone	217.86
Mauer Supply Inc.	Welder helmet	157.50
	Oxygen	25.03
	Parts for grinder	14.75
Mc Kim Tractor Service	Filters	135.52
	Supplies	18.75
	Supplies	3.22
MidAmerican Energy	Utilities	16.32
	Utilities	134.49
	Utilities	309.78
	Utilities	563.72
Midwest Wheel Companies	Supplies	36.45
Murphy Tractor & Equipment Co	Hose fittings	56.98
Norris Asphalt Paving Inc	Asphalt	222.65
	Pavement rehabilitation - N 3rd and N A Sts	39,507.35
	Asphalt	1,681.92
	Asphalt patch	1,756.50
O'Halloran International	Repair brakes on 62-475	1,834.32
	Parts for repair	73.85
Orscheln Farm & Home	Supplies for snow fence	214.50
	Gloves	5.99
	Sump pump	264.77
	Gloves	9.59

	Gloves/broom	77.97
	Gloves	8.37
Oskaloosa Area Chamber & Development Group Inc	Christmas decorations	364.41
Oskaloosa Herald/Shopper	Publications	503.08
Oskaloosa Water Dept	Fax location service	65.25
	September credit card fees	52.68
Ottumwa Tent and Awning	Tarps	180.00
Pitney Bowes Inc.	Postage machine lease	132.93
Premier Office Equipment Inc.	Copier maintenance	99.22
Quill Corporation	Office supplies	9.87
	Office supplies	124.44
Racom Corporation	Pagers for Fire Dept	1,206.40
Rapid Reproductions Inc	Supplies	54.60
RTL Equipment Inc.	Filters	298.43
Scottsdale Insurance Company	Deductible for claims	1,149.84
Sherwin-Williams	Paint	32.29
St Lukes Drug and Alcohol Testing Services	Professional services	37.00
	Professional services	111.00
Swim's Sports	Duty sweatshirts	225.00
	Recognition plaques	150.00
The Door Shop	Repair springs	260.58
The Vernon Company	Table covers	412.88
The Write Design	Website services	600.00
Trans-Iowa Equipment LLC	Conveyor belt/bearings	1,478.91
	Dirt shoe	226.50
	Broom for sweeper	477.19
True Value Hardware	Shop vac	115.00
	Hose	79.47
	Supplies	5.28
	Sump pump	365.99
	Supplies	5.16
	Sump pump	289.00
	Supplies	9.49
	Supplies	10.99
	Supplies	14.98
	Supplies	13.07
U.S. Cellular	Telephone services	102.51
	Telephone services	159.50
Utility Equipment Co	Freight charges	86.20
Verizon Wireless	Broadband services	353.10
Walmart Community/GEGRB	Office supplies	58.47
	Supplies	55.82
	Supplies	13.85
	Supplies	4.44
	Medications	17.34
William Penn University	Payment for Police internship	2,500.00
Windstream	Telephone services	33.83
	Telephone services	41.48
	Telephone services	43.98
Zep Sales and Service	Cleaning supplies	357.50
	Degreaser	184.84
		<hr/>
		84,591.86



# MANUAL CHECK REPORT

AFLAC	AFLAC	227.00
AFLAC	AFLAC	227.00
Akhilseh Pal	Reimburse office expense	55.10
Amazon	Library materials	1,159.55
Ben Johnston	Reimburse travel expense	10.00
Colonial Life	Colonial Life	212.80
Cornerstone Excavating, Inc	Pay request #3-N Green St	161,268.47
Craig Alexander	Reimburse travel expense	19.86
David Dixon	November legal fees	2,200.00
DB Landscaping	Landscaping Reading Garden	10,051.55
Delta Dental of Iowa	Dental Insurance	366.00
Edward D Jones	Savings Edward Jones	300.00
Edward D Jones	Savings Edward Jones	300.00
Fidelity Security Life Insurance Company	Vision insurance	163.34
I.U.P.A.T. District Council 81	Union dues	447.00
Joe Richards	Reimburse overpayment of health insurance	9.66
John Plumb	Reimburse travel expense	18.68
Kim Weiss	Reimburse travel expense	18.28
Local 636, IAFF	Fire union	180.00
Madison National Life	November life insurance premium	482.66
Mahaska County Auditor	Law Enforcement Center agreement	12,500.00
Mahaska County Recorder	Record utility easement - Foster	12.00
Mahaska County Recorder	Recording fees-deed/plat/easement	51.00
Mahaska County Recorder	Recording fees - Engineering Dept	17.00
Martens & Company CPA LLP	Professional services-FY 2012 audit	9,500.00
Misty Dawne White-Reinier	November legal fees	1,800.00
Munic. Fire & Police Ret	Police & fire 411	16,642.78
Munic. Fire & Police Ret	Police & fire 411	16,657.17
Nathan Wiley	Reimburse travel expense	127.02
Oskaloosa Community Schools	Additional November local option sales tax	30,046.72
Oskaloosa Community Schools	November local option sales tax	85,196.79
PPME 2003 IBPAT	Police union dues	355.45
Russ Van Renterghem	Reimburse travel expense	19.86
State of Iowa	Filing fee-FY 2012 Audit	625.00
The Cincinnati Life Insurance Company	Cincinnati Life Insurance	89.00
The Cincinnati Life Insurance Company	Cincinnati Life Insurance	89.00
TK Concrete Inc	Pay request #1-Trolley Place sewer project	65,855.60
United Way	United Way	46.00
Visa Card Center	Postage	30.00
William Ottens	Reimburse travel expense	131.20
		<hr/>
		417,508.54
	December payroll	255,705.61
Alexander, Craig	Cell phone reimbursement	20.00
Bolt, Dan	Cell phone reimbursement	20.00
Calzaretta, Michael	Cell phone reimbursement	20.00

Boston, Troy	Cell phone reimbursement	20.00
McGee, John	Cell phone reimbursement	20.00
Neubert, David	Cell phone reimbursement	20.00
Pal, Akhilesh	Cell phone reimbursement	20.00
Schrock Jr, Michael	Cell phone reimbursement	20.00





## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 3**

Consider approval of an application for a Class C Liquor License with Outdoor Service from Megan Carmer, dba Stix, 132 Pella Avenue.

**EXPLANATION:**

The application is complete and in order for approval.

Staff recommends approval.

**BUDGET CONSIDERATION:**

\$845.00 to the General Fund.

**ATTACHMENTS:** None



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 4**

Consider approval of a renewal application for a Class C Beer Permit from Gabina Ramirez dba Abarrotez Lopez, 1505 A Avenue East.

**EXPLANATION:**

The application is complete and in order for approval.

Staff recommends approval.

**BUDGET CONSIDERATION:**

\$75.00 revenue to the General Fund.

**ATTACHMENTS:** None

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 5**

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

**EXPLANATION:**

The application is complete and in order for approval.

Staff recommends approval.

**BUDGET CONSIDERATION:**

\$100.00 to the General Fund.

**ATTACHMENTS:** None

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

MEETING DATE: December 3, 2012

REQUESTED BY: Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 6**

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

**EXPLANATION:**

The application is complete and in order for approval.

Staff recommends approval.

**BUDGET CONSIDERATION:**

\$200.00 revenue to the General Fund.

**ATTACHMENTS:** None



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 7**

Consider approval of transfer premise application for The Cellar Peanut Pub LLC., dba The Cellar, 206 Rock Island Avenue.

**EXPLANATION:**

The application is complete and in order for approval.

Staff recommends approval.

**BUDGET CONSIDERATION:**

No budget consideration.

**ATTACHMENTS:** None

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 8**

Consider approval of renewal application for a Class E Liquor License with Carryout Beer and Wine from Wal-Mart Stores Inc., dba Wal-Mart Supercenter #1393, 2203 A Avenue West.

**EXPLANATION:**

The application is complete and in order for approval.

Staff recommends approval.

**BUDGET CONSIDERATION:**

\$300.00 to the General Fund.

**ATTACHMENTS:** None



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Amy Miller,  
City Clerk

**ITEM TITLE: CONSENT AGENDA – ITEM 9**

Consider a resolution adopting the “Record Retention Manual for Iowa Cities” as the retention and disposition schedule for the city of Oskaloosa.

**EXPLANATION:**

The Record Retention Manual for Iowa Cities was recently produced by the Iowa League of Cities, State Historical Society and Iowa Municipal Finance Officers Association. As pointed out in the manual it is necessary to dispose of certain records or record storage can become overwhelming and can hamper the retrieval of both active and inactive records. This resolution will adopt the manual as a guide for record retention and disposition for city departments. The last manual was adopted in 2003. Due to the size of this document only a portion has been included in your agenda packet. Please contact the City Clerk’s Office for full electronic version.

Staff recommends approval.

**BUDGET CONSIDERATION:**

None

**ATTACHMENTS:**

Resolution  
Portion of the Record Retention Manual for Iowa Cities

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

**RESOLUTION ADOPTING THE "RECORD RETENTION MANUAL FOR IOWA CITIES" AS  
THE RETENTION AND DISPOSITION SCHEDULE FOR THE CITY OF OSKALOOSA**

WHEREAS, records accumulate as official business is transacted and can overwhelm available storage space and hamper retrieval of both active and inactive business records, and

WHEREAS, most records are of no further use once the documented matter has been transacted and routine audit, legal and administrative uses have been completed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Oskaloosa that the "Record Retention Manual for Iowa Cities" produced by the Iowa League of Cities, State Historical Society of Iowa's State Archives and Records Bureau, and Iowa Municipal Finance Officers Association be adopted. This Manual shall serve as the city's formal statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the records.

BE IT FURTHER RESOLVED that City Staff is authorized to maintain and dispose of city records according to this manual without further authorization from City Council.

PASSED AND APPROVED this 3<sup>rd</sup> day of December, 2012.

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

ATTEST:

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

# Record Retention Manual for Iowa Cities

Produced by the Iowa League of Cities, State Historical Society of Iowa's State Archives and Records Bureau and Iowa Municipal Finance Officers Association.

This records manual is intended to assist officials in the management of records created and received in the conduct of city business. Ideally, records should facilitate the efficient, economical operation of municipal government, not impede it. This manual suggests methods of controlling records that can help convert a potential liability into an asset.

One method of controlling records is to establish a timetable, or schedule, for destroying records that are no longer needed. The largest section of this manual consists of such schedules for records most commonly found in cities in Iowa. These schedules list categories of records, or series, and indicate minimum periods of time city officials need to keep them for administrative, legal, fiscal or historical purposes. In developing these schedules, no attempt was made to identify all of the records in any one city or to list all records that could possibly exist in all cities. Rather, functional categories common to the majority of Iowa municipalities were identified. The recommended retention periods take into account requirements of the *Code of Iowa*, the Iowa Administrative Code and federal law. In cases where no law exists concerning appropriate retention periods, state and city officials who work with records were consulted.

Record series retention and disposition schedules are only one component of an effective records management program. Inactive storage, historical appraisal, municipal records management ordinances, filing systems, electronic methods of recording and retrieving data, and disaster planning are some other components of record management of importance for municipalities. While these topics are important, they have not been included. This manual is meant to be a beginning from which a complete records program can develop.

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## *Records Management*

### **Public Records Defined**

*Code of Iowa* Section 22.1(3) defines the term “public records” relative to examination of government records:

“As used in this chapter, “public records” includes all records, documents, tape, or other information, stored or preserved in any medium, of or belonging to this state or any county, city, township, school corporation, political subdivision, nonprofit corporation other than a fair conducting a fair event as provided in Chapter 174, whose facilities or indebtedness are supported in whole or in part with property tax revenue and which is licensed to conduct pari-mutuel wagering pursuant to Chapter 99D, or tax-supported district in this state, or any branch, department, board, bureau, commission, council, or committee of any of the foregoing.

“Public records” also includes all records relating to the investment of public funds including but not limited to investment policies, instructions, trading orders or contracts, whether in the custody of the public body responsible for the public funds or a fiduciary or other third party.”

Common to both definitions is that:

- Records are information documented in performance of the official business of an organization.
- Record content, not record form, determines whether or not information constitutes a record.

Any information documenting official business, whether recorded on paper or electronically, documented photographically, recorded in video or audio media, or documented using any other medium, constitutes a record.

### **Record Creation and Maintenance**

Records are created and maintained to facilitate memory. City officials cannot reasonably be expected to remember every fact relative to a government’s business. Records, once created or received, must be maintained in unaltered condition in order to afford reliable authority for subsequent business of the government.

### **Managing Records**

Municipal governments conduct a large amount of business that must be recorded. Accumulation of records of already transacted business (inactive records) can overwhelm available storage space and hamper retrieval of both active and inactive records.

Furthermore, records of business already transacted can prove both legally and financially burdensome, since records must be produced when requested. Retrieving records can be difficult if record management is not done properly.

Some records of business already transacted remain permanently valuable to the government due to their content, but most records are of no further use once the documented matter has been transacted and routine audit, legal and administrative uses have been completed.

Management of records allows records to be routinely maintained for legally accountable periods of time and affords documentation that the records were maintained, then destroyed routinely, under those scheduled record retention periods. Records that are managed routinely and consistently

from the time of their creation through their final disposition favor efficient use of those resources allocated for record keeping.

Record series retention and disposition schedules are developed by governmental organizations to ensure records are kept for as long as they are needed, routinely destroyed when no longer needed, and the disposition of records legally accounted for.

The lengths of time for which a series is routinely needed for audit, legal, administrative and historical determine how long records must be retained. In all cases, the longest of the respective periods of need for each record series is used. The record series retention and disposition schedule formally authorizes the retention and ultimate disposition of the record series.

### **Record Series**

A record series is a body of records maintained in performance of an official function and generally filed together due to the relationship of the records. A record series is ongoing in that records are added to the file as long as the official function documented in the record series continues to be performed.

Usually the components of a records series (i.e., files, electronic records, databases, etc.) are filed together and separately from records documenting other functions. For example, claims are generally filed with claims, and minutes of the city council will be filed together in the city council minutes file. Claims and city council minutes would constitute two distinct record series.

### **Retention and Disposition Schedules**

A record series retention and disposition schedule is a formal statement of the period of time records must be retained in order to fulfill routine fiscal, legal, administrative and historical needs for the records. Retention and disposition schedules are developed through analysis of those fiscal, legal, administrative and historical needs for determination of the necessary routine retention. Records are then scheduled for appropriate retention and final disposition.

The record series retention schedule is intended to insure that records are preserved for as long as needed but also, once retention needs have been met, that non-permanent records are destroyed in a routine, timely and legally accountable manner. The retention and disposition schedule is formally adopted by the city to serve as the legal basis for records disposition.

Retention and disposition schedules govern routine records disposition. Where a non-routine need for an extended retention of a specific record series is determined prior to the scheduled destruction (for example, when outstanding or anticipated litigation may require use of the records in question), the records must, of course, be held past the scheduled destruction time. But once the non-routine need is past, the scheduled records can be legally destroyed.

Adherence to the record series retention and disposition schedule allows records to be destroyed routinely, freeing valuable storage space. Additionally, the smaller quantity of records that are scheduled for permanent retention are preserved, and the resources available for permanent preservation of records are applied only to those records series determined to have permanent value to the government.

### **Using Record Retention and Disposition Schedules**

Record series retention and disposition schedules identify record series, and the disposition, expressed as a retention period, applicable to those record series. The record series identified in the schedules in this manual are ones typically created or maintained by Iowa municipalities. In some cities a given record series may be called a different name than the one used in this schedule. Also, some cities may place authority for the same functions under different departments. In order to determine an appropriate schedule for records in each particular city organization, it may be necessary to compare the known purpose of the city's own records with the indicated record series labels. Where no comparable example exists, a schedule should be developed, taking into account the administrative, fiscal, legal and historical values of the record series, and adopted formally by the city.

Record series generally accrue continuously with new records being added to the file as new business is transacted. The retention period must be applied to manageable file increments since it would be unwieldy to individually apply the schedule to each record item (i.e., case file, claim, database record entry, etc.) at the time each record becomes inactive.

The retention schedule for a record series should correspond to the time frame in which that record series actually accrues, whether that be fiscal year or calendar year. Financial information, such as a file of claims, could be cut off at the end of the fiscal year and the retention and disposition schedule applied to that fiscal year's accrual of records. Claims for that entire fiscal year would be retained for five years after the fiscal year, then destroyed, and claims for succeeding fiscal years would be retained for five years after the close of each of those respective fiscal years. In this way, the physical process of destroying records is simplified. The records to be destroyed together are kept together until the scheduled destruction date, and the entire destruction can be documented as having been performed at the appropriate time.

### **Record Disposition**

Disposition is the final outcome of records retention, whether for destruction or permanent retention. Most records are scheduled to be destroyed after all normal legal, administrative and fiscal needs for the record have expired. Those needs expire in very short time for many record series, and for certain other records series those needs continue for much longer periods of time. In either case, the records are to be destroyed once the needs for retaining the records have been met.

For a few records series, however, permanent retention is the scheduled final disposition. Some record series might have long-term legal, administrative or fiscal value, but where a record series also documents the development of policy of the city government or the history of the city itself, the record series may be scheduled for permanent retention. Permanent retention is a commitment to preserve the record series without end. Only a portion of all record series have such historical value.

A record series allowed to accrue for years wastes storage space, is difficult to use and can become a legal liability. Only records scheduled for permanent retention can be allowed to accrue without routine destruction.

### **Destroying Records**

The record series retention and disposition schedule, duly adopted by the city government, formally governs retention and final disposition of records. Adherence to scheduled periods of retention results in consistent, routine disposition of records. Only in instances where exceptional needs can be clearly identified and specified, such as for outstanding or pending litigation for which specific records series are needed, should records be retained beyond the scheduled period of retention.

### **Permanent Retention**

The record series retention and disposition schedule indicates which records series are to be retained permanently as archives of the city government. Generally, records documenting the development of city policy (for example, council minutes) have permanent value for the history of the city organization and also for the history of the geographic area encompassed by the city. Records to be preserved as archives should be protected from extremes of temperature and humidity, light, rough handling, animals and other conditions that may accelerate their deterioration.

### **Retaining Electronic and Non-Paper Records**

The record series retention and disposition schedules apply to all forms of the record. Whether paper or electronic, all records are destroyed or preserved in accordance to the record series retention and disposition schedules. The form of the record does not exempt it from application of the schedule. Content and documentary purpose, rather than the physical form in which the record is maintained, define the record series.

### **Modifying a Record Retention Plan**

The retention periods indicated in the manual are based on reasons city officials in Iowa have found useful for scheduling the indicated record series. If the city's needs are different, it can make specific changes to their schedule to accommodate those needs. Changes should be adopted under the legal mechanism the city has established for modifying municipal ordinances or rules. Once legally adopted, the modified record series retention and disposition schedule governs disposition of the record series, and adherence to the schedule is necessary for legal accountability.

Other records may be used in some cities for which no example in the existing manual provides comparison. In such case, the period of time the record is required to satisfy routine administrative, legal and fiscal needs must be determined, as well as an appraisal of the historical value of the record series, in order to appropriately schedule the series. The State Historical Society of Iowa, State Archives and Records Bureau may be called upon for information concerning the appraisal of a record's historical value. Any resulting schedules should be submitted to the Iowa League of Cities for possible inclusion in updates to the manual.

## ***The Five Steps of Records Management***

Records management can be defined as the systematic control of records from the time of their creation or receipt, through their organization and maintenance, to their ultimate disposition. Managing records means keeping only those records that are necessary and keeping them in a way that permits quick and easy access to the important information they contain. As cities continue to see increased documentation and reporting, managing records before they inundate the office is becoming increasingly difficult. Finding enough storage space for these records is one problem; being able to efficiently locate a specific record when needed is another. The application of records management techniques can help solve them.

Major purposes of an efficient records management program are reducing the bulk of records stored by disposing of records that are no longer valuable, preserving the valuable records and making records readily accessible to those who need them. The rewards of such a program are reduced costs for space, equipment, and personnel and an orderly flow of information.

Public records found in city governments require special consideration. First, public records are public property, owned by the citizens, and in most cases they are open to public scrutiny. Second, some public records protect the rights of the city and its citizens, and for this they deserve special

care. Third, public records often have historical value, because they document the development of the community. Therefore, ensuring public access, protecting legal rights and preserving historical information are important goals of a records management program in city government.

### **How to Begin**

The first task in establishing a records management program is the creation of record series retention and disposition schedules that identify records found in the city and indicate how long to keep them. The creation of these schedules requires three steps: inventory, appraisal and scheduling. Making the schedules part of an ongoing program requires two more steps: organization and implementation.

In the preparation of the record series retention and disposition schedules in this manual, the first three steps were followed. Through the combined efforts of the Iowa League of Cities, the Iowa Municipal Finance Officers Association and the State Historical Society, recommended record series retention and disposition schedules have been developed for many of the records found in many cities in Iowa. Officials in individual cities may wish to review and repeat the first three steps when setting up a specific program in their own city hall.

The last two steps, organization and implementation, follow the decision-making and planning of the first three steps and constitute the action part of the program. Throughout all five steps, the process requires cooperation and participation from all city officials.

### **Step 1: Conduct an Inventory**

To begin, a city must find out what records it has stored, not only in active office space, but also in the basements, vaults, computers, mobile devices, servers or any other place where inactive records have been stashed over the years. During the search, information about the records should be written down; specially prepared inventory worksheets can simplify this process. The details recorded at this stage may vary according to each city's needs, but the basic information should include the record's title, the time span the complete record encompasses, a physical description of the record (letters and legal papers, databases, GIS systems, maps, electronic documents, etc.), location of the records, equipment currently used to store the record, the amount of space a record occupies, and the frequency of staff reference to the record.

Most of these items are simply factual descriptions. It is usually most effective to categorize records according to function, subjects or activity into what is called a "record series." For example:

- "Correspondence" is too general a term to be helpful.
- "John Smith's letter to the mayor regarding the bond issue to finance Main Street storm sewers" is too specific.
- "Bond issue correspondence" successfully labels a type of records for most inventory purposes.

If more than one person is conducting the inventory, it is wise to meet often so the record titles are standardized.

### **Step 2: Appraise the Records**

After the inventory is complete, the inventory sheets should be sorted so the information gathered can be classified and appraised. The purpose of this appraisal process is to establish the value of a record series in preparation for the next step, deciding how long to keep it. This step may involve research into statutory and audit requirements as well as interviews with city officials in all departments about the current and future values of records in their areas. In order to appraise records in an orderly manner, the following criteria are used:

**Administrative Value**

These records establish policy or document operations. Those that document policy (minutes or resolutions for example) usually have a long-term value. Those that document operations (personnel time sheets or monthly reports) usually have value for a relatively short length of time.

**Legal Value**

These records document the rights and obligations of the city and its citizens. Examples are records showing the basis for an action (legal decisions and opinions), documents representing legal agreements (leases, titles, contracts), and records of action in particular cases (claims, dockets). Retention periods can be dictated by the legal statute of limitations or the term of the agreement, in which case the retention period would be relatively short. If the record documents long-term legal rights and obligations, however, retention is usually permanent.

**Fiscal Value**

These records document the day-to-day financial transactions of a city, as well as long-term financial planning and policy. Records that show financial transactions generally have a relatively short-term value determined by the audit period or specific law. Records that document financial policy usually have a longer-lasting value.

**Historical Value**

Records with historical value may have a future research use, despite the fact that the original administrative, legal or fiscal value no longer exists. They are permanently valuable to a city because they document development of policy and/or the growth of the community. The historical value of a record is often the most difficult quality to determine.

Each of these values should be considered when deciding on how long to keep a record. A specific record can have value in more than one category, and, if one does, the retention period must satisfy the longest need.

**Step 3: Schedule the Records**

After the classification and evaluation of records in the appraisal process, a decision is made on how long to keep each record series. This information is compiled into a record series retention and disposition schedule that names a record series and states its retention period, usually in columns. The following example shows a simple format:

Table 1

Record Title	Retention Period	Reason
Minutes of City Council	Permanent	<i>Code of Iowa, 372.13(5)</i>
Building Permits	Permanent	Continuing administrative value
Purchase Orders	5 years	Fiscal value ends
Dog Licenses	3 years	Administrative and legal values end

More complex formats can be used if directions are to be given about location and form of retention at various stages in the record's lifespan. A more complex format can also address the problem of duplicate copies of the same record. An example of a more complex format follows:

Table 2

Record Title	Active Use	Inactive Storage	Final Disposition
<b>1. Minutes</b>			
a. Official copy in clerk's office	10 years	Permanent	Retain originals
b. Working copies in other offices	As long as administratively useful	None	Destroy
<b>2. Building Permits</b>	3 years	Permanent	Destroy originals
<b>3. Purchase Orders</b>			
a. Official copy in finance office	2 years	2 years	Destroy
b. Office of origin	2 years	2 years	Destroy
<b>4. Dog Licenses</b>	Current year	2 years	Destroy

The schedules in this manual are in the simpler format. As the second example demonstrates, however, schedules tailored for your city can be more detailed, reflecting your city's needs and resources.

Once created, these schedules should be made available to all departments in the city so all offices can use them. Although the record series retention and disposition schedules may be revised in the future, they form the basis of the records management program.

**Step 4: Organize the Records**

Using the information gathered in the inventory process and decisions made in the appraisal and scheduling steps, city personnel in all departments now can roll up their sleeves and physically organize their records. In the active office area, the filing system used for current records may be adequate, but if changes are needed they should be made during the organization of records. At this time files should be weeded of valueless paper and non-current records should be removed for storage in inactive areas.

The following suggestions can help organize records in this area:

1. Store records of the same record series together.
  - Do not mix payroll records with commission minutes or cancelled checks with dog licenses in the same box.
  - Before moving correspondence files to inactive storage, separate routine, less-valuable letters from those containing information with long-term value.
  - Consolidate information from different departments, and dispose of unnecessary duplicate copies of the same record.
2. Store records with the same retention period together.
3. Destroy valueless records based on the retention and disposition schedules.
4. Label the remaining records in a clear, consistent manner.

- Do not use a term such as “Financial Records” as it is too general. A specific term such as “invoices” or “daily cash receipts” is more helpful.
  - Be consistent in the labeling; choose a term and stick with it. “Claims,” “bills,” or “vouchers,” may all be the same thing, but the different terms can cause confusion.
5. Prepare a list or index identifying what and where records are stored and make this information available to all departments.
  6. Clean the storage area, and make the records easily accessible.

### **Step 5: Implement the Program**

Once the organizational phase of the program is completed, city officials might consider the job done. Certain steps in the process, however, need to be repeated regularly in the future to qualify these records management efforts as a “program” rather than a mere house cleaning.

The inventory process will not have to be repeated if systematic labeling and indexing take place. The appraisal process might only have to be done again on a limited basis, as new records series are created or reassessment of an old series becomes necessary. Schedules form a basis for the program and do not need to be changed often, but they can be amended as needed.

Implementation of the program means repeating the organizational step often. On almost a daily basis, new records will enter the system. They should be adequately labeled and logically filed at that time. On an annual basis, the record series retention and disposition schedules should be checked. Non-current records should be removed from active files, reviewed, consolidated, labeled and indexed before storing them in inactive areas. Records scheduled for destruction should be removed and destroyed. If they are allowed to accumulate, storage areas will become as overcrowded as they were before the program began.

Implementing the steps of the organizational phase on a regular basis will ensure that the considerable amount of time and effort spent in initiating the program will not go to waste. With some effort, city officials can enjoy the benefits that an ongoing records management program can provide.

## ***Managing Electronic Records***

It is essential that government agencies manage their electronic records appropriately. Like all other government records, electronic records are subject to requirements of *Code of Iowa* Chapter 22 “Examination of Public Records” and litigation. As with all records, cities must ensure that they are retaining, managing and destroying their electronic records in a proper fashion. This guide is designed to help employees of local governments who create, receive and retain electronic records follow existing procedures and protect themselves and their city.

### **Electronic Records Defined**

An electronic record is information recorded by a computer or other electronic device that is produced or received in the initiation, conduct or completion of a city or individual activity. Examples of electronic records include: email and text messages, word-processed documents, electronic spreadsheets, digital images and databases. Many electronic records are maintained as part of an electronic recordkeeping system, such as geographic information systems (GIS), digital image storage systems, computer aided design (CAD) systems and electronic commerce systems.

### **Electronic Records as Public Records**

Electronic records are public records if they are created or received as part of performing official duties and fall under *Code of Iowa* Chapter 22.

All electronic records that are created, received or stored by a city are the property of the city; they are not the property of its employees, vendors or customers. Employees should have no expectation of privacy when using the city's computers and electronic devices.

#### **Use of Home Computer or Personal Device**

Records created in the performance of an official function must be managed the same way as those created and received using government computer resources. This holds true when a home computer or personal device is used to create or receive city records.

#### **Electronic Records Under *Code of Iowa* Chapter 22 and During Litigation**

Electronic records might be released in accordance with *Code of Iowa* Chapter 22 or during the discovery process. Computers and electronic devices are provided to employees for conducting public business. Employees should be prepared to provide access to their electronic records to their supervisor or their city's attorney under these circumstances. Electronic records that are created using home computers that are related to public business might also be released in accordance with *Code of Iowa* Chapter 22.

#### **Employee Responsibilities with Electronic Records**

Government employees are responsible for organizing their electronic records so they can be located and used. They are also responsible for using an approved record series retention and disposition schedule to identify how long electronic records must be kept and when or if they can be deleted.

#### **Record Retention and Disposition Schedules**

The State Historical Society and the Iowa Municipal Finance Officers Association has worked with the Iowa League of Cities to create general record series retention and disposition schedules that can be used by city governments. If the records in an office are not inventoried on a general schedule, a special or specific schedule must be created to cover the records in that office. The Iowa League of Cities is available to advise cities about the process for creating special record series retention and disposition schedules.

#### **Application of Retention and Disposition to Electronic Records**

Record series retention and disposition schedules apply to electronic records. You may contact the Iowa League of Cities for information concerning reviewing your electronic recordkeeping systems to determine if any changes are needed to your city's record series retention and disposition schedule.

#### **Storing Electronic Records**

Electronic records must be retained in accordance with a record series retention and disposition schedule, so it is very important that the database be listed on a schedule. The schedule will tell you how long to keep the older data and will help you design the new computer system to purge data at the appropriate time. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

Many electronic records need to be kept longer than the original technology that was used to create them. New technology is not always compatible with older technology that cities may have used. Cities are responsible for ensuring that older electronic records remain accessible as technology is upgraded or changed. Each time technology upgrades and changes occur, cities should be aware of the existence and location of older electronic records so they can be migrated to the new technology.

### **Deleting Electronic Records**

Individual employees are responsible for deleting electronic records in accordance with the appropriate record series retention and disposition schedule. Deleted electronic records, however, may be stored on backup systems for several days, weeks or months after they are deleted. Cities need written procedures for ensuring that deleted electronic records are rendered unrecoverable on a regular basis. Note: Electronic records cannot be destroyed if they have been requested under *Code of Iowa* Chapter 22, or if they are part of ongoing litigation, even if their retention period has expired.

### **Contact Information**

For more information contact:

**Iowa League of Cities**  
317 Sixth Avenue, Suite 800  
Des Moines, IA 50309  
(515) 244-7282  
[www.iowaleague.org](http://www.iowaleague.org)

**Iowa Department of Cultural Affairs**  
State Historical Society of Iowa  
State Archives and Records Bureau  
600 East Locust  
Des Moines, IA 50319  
(515) 281-7801

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

MEETING DATE: December 3, 2012

REQUESTED BY: Planning & Zoning Commission

### ITEM TITLE: CONSENT AGENDA – ITEM 10

Consider an ordinance to vacate and sell 60' X 16.5' of the east-west alley adjacent to 503 North H Street (3<sup>rd</sup> reading) and approval of the resolution approving the deed and authorizing the sale of the alley.

#### EXPLANATION:

Diane DeHeus, owner of 503 North H Street, has requested that the portion of the east-west alley adjacent to her property be vacated. This alley contains Century Link utility infrastructure. Easement rights will need to be retained for access to the above-mentioned utility.

The city conducted a survey of households with direct access to the east-west alley. Among the residents that responded, 83% were fine with the proposed alley vacation and 17% opposed the alley vacation. The property owner at 515 North H Street, who did not want the alley vacated, did not state a reason. Staff finds that the alley vacate will not affect the property owner at 515 North H Street.

The Planning & Zoning Commission considered this item at their October 8, 2012 meeting and recommended by a vote of 5 to 0 that the City Council approve the alley vacation but retain utility access easement.

**BUDGET CONSIDERATION:** \$100.00 application fees and \$495.00 (60' X 16.5' X \$0.50/Sq. Ft.) of revenue to the General Fund as outlined on a price per square foot amount in the Oskaloosa Municipal Code.

#### RECOMMENDED ACTION:

Approve the third reading of the ordinance to vacate said alley; approve resolution deeding alley.

**ATTACHMENTS:**

Ordinance, Resolution, Location Map, Pictures of Alley, Alley Vacate Application and Responses from adjacent owners and utility companies.

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

AN ORDINANCE VACATING THE EAST-WEST ALLEY ADJACENT TO 503 NORTH H STREET,  
AND THE SALE OF SAID PUBLIC ALLEY RIGHT-OF-WAY.

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

SECTION 1. PURPOSE. The purpose of this ordinance is to vacate the east-west public alley right-of-way that lies adjacent to 503 North H Street and is legally described as follows:

The 60.0' X 16.5' section of the east-west alley lying between Lot 8 and Lot 1 of Block 5 of Daily and Searles Addition in the City of Oskaloosa, Mahaska County, Iowa.

SECTION 2. EASEMENT RESERVATION. This ordinance is adopted subject to the retention of easement rights for utilities, all municipal and other governmental services for ingress-egress to the same.

SECTION 3. REPEALER. All other ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council \_\_\_\_\_ day of \_\_\_\_\_, 2012, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

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

I certify that the foregoing was published as Ordinance No. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Signed \_\_\_\_\_

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

RESOLUTION APPROVING THE DEED AND AUTHORIZING THE SALE OF THE EAST-WEST ALLEY ADJACENT TO 503 NORTH H STREET, AND FOR THE SALE OF SAID PUBLIC ALLEY RIGHT-OF WAY.

WHEREAS, the City of Oskaloosa has deemed it advisable to consider the vacation and sale of the east-west public alley right-of-way that lies adjacent to 503 North H Street and is legally described as follows:

The 60.0' X 16.5' section of the east-west alley lying between Lot 8 and Lot 1 of Block 5 of Daily and Searles Addition in the City of Oskaloosa, Mahaska County, Iowa.

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

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

BE IT FURTHER RESOLVED by the City Council of the City of Oskaloosa, Iowa that the said Quit Claim Deed be and is hereby approved and the city clerk is hereafter authorized to deliver said deed after execution to adjoining property owners at a price of \$0.50 per square foot plus publication and application costs applicable thereto.

PASSED AND APPROVED by the City Council of the City of Oskaloosa, Iowa on the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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

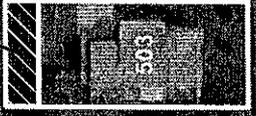
ATTEST:

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

# Alley Vacation Request for 503 North H Street



Proposed Alley Vacation





503 N H St East-West Alley looking west



503 N H St East-West Alley looking east

ALLEY VACATION REQUEST  
City of Oskaloosa, Iowa

Policy for sale of alleys:

Policy Adopted: 2/18/2003

1. The property owner requesting the vacation of the alley will pay the \$100.00 application fee and the purchase price of one-half of the alley at the time of the request. If the alley vacation and sale is not approved, the amount of the purchase will be refunded. Other property owners adjacent to the alley that wish to purchase their half will have 30 days after the third reading of the ordinance to purchase their portion. After the 30 days it could be sold to other adjoining property owners.
2. Alleys sold within a residentially zoned area will be sold at the residential rate (\$.50/SF), and alleys located in commercially or industrially zoned areas will be sold at commercial rates (\$1.00/SF).

Date of Request: 9-10-12

Property Owner Name: Diane L. De Heus

Address: 503 North "H" Street  
OSKALOOSA, IA 52577

Phone: 641-673-4631

Description of alley requested for vacation: East-west (north of my garage)  
Weeds - ~~trees~~ no tree

but the owner on the other side doesn't take  
Care of the tree's - they are on my house + fence

Reason for requesting alley vacation: No one drives through, I've  
put rock (white) on part of it to use for parking  
during the summer months.

(I did ask the city if it was OK to put rock)  
down (road rock)?

Signature Diane L. DeHeus

OFFICE USE:

Application Fee Paid \_\_\_\_\_

Amount Paid For 1/2 of Alley: \$ \_\_\_\_\_ (16.5 x 100 x \$.50/SF) x .50

\$247.50

Vacation Approved \_\_\_\_\_ Denied \_\_\_\_\_ Refund Payment \_\_\_\_\_

**ALLEY VACATION RESPONSES:**

**East-West Alley Adjacent to 503 North H Street**

ADDRESS:	NAME:	RESPONSE:	COMMENTS:
503 North H Street	Diane De Haus	Yes, wants alley vacated	
907 D Avenue West	Tina Lourens	Yes, wants alley vacated	
909 D Avenue West	Ella Ward	Yes, wants alley vacated	
502 North I Street	Michael Cochran	No response	
504 North I Street	Craig & Zack Johnson	Yes, wants alley vacated	Would be nice if the property to the north of the alley was cleaned up
510 & 516 North I Street, & 912 E. Avenue West	Robert & Junko West	Yes, wants alley vacated	
515 North H Street	Millard Lathrop	No, does not want alley vacated	
509 North H Street	Harriet Haines RE: Clifford & Mildred Haines	No response	

**UTILITY COMPANY RESPONSES:**

MCG	No Major Utilities
WATER DEPT.	No Major Utilities
CENTURY LINK	Yes, Has Utilities
MIDAMERICAN ENERGY	No Major Utilities



## CITY COUNCIL COMMUNICATION

MEETING DATE: December 3, 2012

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) Building Code Board of Appeals – One vacancy to fill upon appointment and to serve at the pleasure of the Mayor. This is a five member board that meets as needed. (4 males and 0 females currently serve).
- b) Housing Trust Fund Committee – One at-large vacancy to fill a term that ends January 31, 2015. There are five at-large members approved and appointed by the City Council. (1 male and 3 females currently serve at-large).
- c) Library Board – One vacancy to fill approved and appointed by the Mayor with City Council approval for an unexpired term that ends June 30, 2015. This is nine member board that typically meets once a month at 4:00 p.m. (3 males and 5 females currently serve).
- d) Board of Adjustment - One vacancy to fill approved and appointed by the City Council for an unexpired term that ends December 31, 2016. This is a five member board that meets as needed. (4 males current serve).
- e) Historic Preservation Commission – Three vacancies to fill approved and appointed by the City Council for three year terms that end December 31, 2015 and one vacancy to fill an unexpired term that ends December 31, 2013. This is a seven member commission that meets as needed. (2 males and 4 females currently serve).
- f) Airport Commission – One vacancy to fill approved and appointed by the City Council for a six year term that ends January 31, 2018. The commission typically meets once a month at 4:30 p.m. (4 males and 1 female currently serve).

**EXPLANATION:**

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.

**BUDGET CONSIDERATION:**

Not applicable, report(s) only.



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Public Works Department,  
Engineering Division

**ITEM TITLE:**

Consider a motion approving Pay Request No. 4 to Cornerstone Excavating in the amount of \$439,895.59 for work completed on the North Green Street Paving Project.

**EXPLANATION:**

The City of Oskaloosa has received Pay Request No. 4 from Cornerstone Excavating for work completed to date on the construction of the North Green Street Paving Project. Garden & Associates and City Staff have reviewed the Pay Request and found it to be satisfactory for work completed to date on the project. The work included in this estimate includes concrete pavement, sidewalk, driveway, subbase, excavation, clearing & grubbing, pavement samples and testing, storm water pollution prevention plan and other miscellaneous construction related items

City staff recommends Council approve Pay Request No. 4 to Cornerstone Excavating in the amount of \$439,895.59 for work completed to date on the North Green Street Paving Project.

**BUDGET CONSIDERATION:**

\$439,895.59 from the North Green Street Paving Project Fund.

**RECOMMENDED ACTION:** Consider approval of Pay Request No. 4 for the North Green Street Paving Project to Cornerstone Excavating in the amount of \$439,895.59.

**ATTACHMENTS:**

Application for Pay Request No. 4 and Letter from Garden & Associates.



ATTACHMENT NO. 1 TO PAY REQUEST NO. 1  
 NORTH GREEN STREET IMPROVEMENT  
 OSKALOOSA, IOWA  
 G & A PROJECT NO. 5010024

Application No. 4 Date:

NO.	ITEM	UNIT PRICE	CONTRACT QUANTITY	SCHEDULE OF VALUES AMOUNT	QUANTITY COMPLETED	AMOUNT	%	MATERIAL STORED	AMOUNT COMPLETED & STORED
	BASE BID:								
1	Cleaning and Grubbing	\$3,000.00	1	LS	100%	\$3,000.00	100%		\$3,000.00
2	Excavation, Class 10, 12, or 13	\$6.75	11,435	CY	11435.00	\$77,186.25	100%		\$77,186.25
3	Subgrade Preparation	\$3.50	10,550	SY	10550.00	\$36,925.00	100%		\$36,925.00
4	Subgrade Treatment, Fly Ash	\$4.00	3,500	SY		\$14,000.00	0%		\$0.00
5	Subbase, Modified Subbase (Granular)	\$3.35	10,020	SY	10020.00	\$33,607.00	100%		\$33,607.00
6	Compaction Testing	\$3,000.00	1	LS	100%	\$3,000.00	100%		\$3,000.00
7	Trench Foundation	\$20.75	40	TON	52.41	\$830.00	131%		\$1,087.51
8	Trench Compaction Testing	\$3,500.00	1	LS	1.00	\$3,500.00	100%		\$3,500.00
9	Precast Concrete Box Culvert, 8'x8'	\$600.00	70	LF	70.00	\$42,000.00	100%		\$42,000.00
10	Precast Concrete Box Culvert Straight End Section, 8'x8'	\$7,650.00	2	EA	2.00	\$15,300.00	100%		\$15,300.00
11	Storm Sewer, Trenched, RCP, 12"	\$30.20	63	LF	63.00	\$1,902.60	100%		\$1,902.60
12	Storm Sewer, Trenched, RCP, 15"	\$31.80	1,439	LF	1421.00	\$45,187.80	99%		\$45,187.80
13	Storm Sewer, Trenched, CMP, 15"	\$21.50	70	LF	70.00	\$1,505.00	100%		\$1,505.00
14	Storm Sewer, Trenched, RCP, 18"	\$33.75	305	LF	305.00	\$10,293.75	100%		\$10,293.75
15	Storm Sewer, Trenched, RCP, 36"	\$62.00	131	LF	131.00	\$8,122.00	100%		\$8,122.00
16	Pipe Apron, Concrete, 15"	\$550.00	1	EA	1.00	\$550.00	100%		\$550.00
17	Pipe Apron, Concrete, 18"	\$585.00	1	EA	1.00	\$585.00	100%		\$585.00
18	Pipe Apron, Concrete, 36"	\$1,050.00	2	EA	2.00	\$2,100.00	100%		\$2,100.00
19	Pipe Apron, Guard, 36"	\$850.00	2	EA	2.00	\$1,700.00	100%		\$1,700.00
20	Subdrain, Perforated PE, 4"	\$6.50	5,050	LF	5050.00	\$32,825.00	100%		\$32,825.00
21	Subdrain Outlets and Connections, CMP, 4"	\$100.00	18	EA	18.00	\$1,800.00	100%		\$1,800.00
22	4" Tile, PVC	\$44.00	100	LF		\$4,400.00	0%		\$0.00
23	Water Main Trenched, PVC, 8"	\$27.00	445	LF	445.00	\$12,015.00	100%		\$12,015.00
24	Water Service Stub, 1"	\$7,200.00	6	EA	6.00	\$7,200.00	100%		\$7,200.00
25	Water Service, Meter Pit	\$695.00	3	EA	3.00	\$2,085.00	100%		\$2,085.00
26	Gate Valve, 6"	\$760.00	2	EA	2.00	\$1,520.00	100%		\$1,520.00
27	Gate Valve, 8"	\$1,050.00	1	EA	1.00	\$1,050.00	100%		\$1,050.00
28	Fire Hydrant Assembly	\$3,500.00	2	EA	2.00	\$7,000.00	100%		\$7,000.00
29	Connection to Existing Water Main	\$1,225.00	1	EA	1.00	\$1,225.00	100%		\$1,225.00
30	Lower Water Service	\$1,150.00	1	EA	1.00	\$1,150.00	0%		\$0.00
31	SW-401 Circular Storm Sewer Manhole, 48" ID.	\$1,850.00	1	EA	1.00	\$1,850.00	100%		\$1,850.00
32	SW-401 Circular Storm Sewer Manhole, 60" ID.	\$4,000.00	1	EA	1.00	\$4,000.00	100%		\$4,000.00
33	SW-501 Single Grate Intake	\$2,115.00	3	EA	3.00	\$6,345.00	100%		\$6,345.00
34	SW-503 Single Grate Intake w/ Manhole	\$2,700.00	5	EA	5.00	\$13,500.00	100%		\$13,500.00
35	SW-505 Double Grate Intake	\$3,250.00	3	EA	3.00	\$9,750.00	100%		\$9,750.00
36	SW-506 Double Grate Intake with Manhole	\$5,250.00	2	EA	2.00	\$10,500.00	100%		\$10,500.00
37	SW-512 Circular Area Intake, Class 1, 24" ID. Riser	\$1,450.00	1	EA	1.00	\$1,450.00	100%		\$1,450.00
38	Macadam Stone Base	\$18.75	180	TON		\$3,375.00	0%		\$0.00
39	Granular Surfacing on Road, Class "A" Crushed Stone	\$17.00	195	TON		\$3,315.00	0%		\$0.00
40	PCC Pavement, 8" Thick	\$29.45	8,955	SY	8955.00	\$263,724.75	100%		\$263,724.75
41	PCC Pavement Samples and Testing	\$2,000.00	1	LS	1.00	\$2,000.00	100%		\$2,000.00

ATTACHMENT NO.1 TO PAY REQUEST NO.1  
 NORTH GREEN STREET IMPROVEMENT  
 OSKALOOSA, IOWA  
 G & A PROJECT NO. 5010024

NO.	ITEM	UNIT PRICE	CONTRACT QUANTITY	SCHEDULE OF VALUES AMOUNT	QUANTITY COMPLETED	AMOUNT	%	MATERIAL STORED	AMOUNT COMPLETED & STORED
42	Painted Pavement Markings and Symbols, Waterborne or Solvent Based	\$1,000.00	1	\$1,000.00		\$0.00	0%		\$0.00
43	Removal of Recreational Trail	\$5.00	290	\$1,450.00	290.00	\$1,450.00	100%		\$1,450.00
44	Removal of Driveway	\$5.00	196	\$980.00	186.00	\$930.00	95%		\$930.00
45	PCC Sidewalk, 4" Thick	\$30.50	770	\$23,485.00	644.66	\$19,662.13	84%		\$19,662.13
46	Detectable Warnings	\$30.00	12	\$360.00	12.00	\$360.00	100%		\$360.00
47	PCC Paved Driveway, 6" Thick	\$36.00	420	\$15,120.00	504.67	\$18,168.12	120%		\$18,168.12
48	Driveway Granular	\$17.00	365	\$6,205.00	240.54	\$4,089.18	66%		\$4,089.18
49	Pavement Removal	\$5.00	280	\$1,400.00	265.00	\$1,325.00	95%		\$1,325.00
50	Conventional Seeding, Fertilizing & Mulching	\$2,500.00	3.25	\$8,125.00		\$0.00	0%		\$0.00
51	Stormwater Pollution Prevention Plan, Preparation	\$1,250.00	1	\$1,250.00	100%	\$1,250.00	100%		\$1,250.00
52	Stormwater Pollution Prevention Plan, Management	\$2,000.00	1	\$2,000.00	50%	\$1,000.00	50%		\$1,000.00
53	Stormwater Pollution Prevention Plan, Qualifying Rainfall Event Inspection	\$100.00	10	\$1,000.00	13.00	\$1,300.00	130%		\$1,300.00
54	Class E Rip Rap	\$33.25	120	\$3,990.00	101.82	\$3,385.52	85%		\$3,385.52
55	Silt Fence Installation	\$1.85	2,000	\$3,700.00	165.00	\$3,300.00	100%		\$3,300.00
56	Removal and Reinstallation of Existing Fence	\$20.00	165	\$3,300.00	50%	\$1,650.00	50%		\$1,650.00
57	Traffic Control	\$3,750.00	1	\$3,750.00	100%	\$3,750.00	100%		\$3,750.00
58	Mobilization	\$55,000.00	1	\$55,000.00	100%	\$55,000.00	100%		\$55,000.00
59	Granular Surfacing for Temporary Access Drives - Install, Reclaim, and Dispose	\$18.00	200	\$3,600.00	241.84	\$4,353.12	121%		\$4,353.12
				<b>SUBTOTAL - BASE BID</b>		<b>\$849,661.55</b>			<b>\$804,839.72</b>
<b>ALTERNATE 1:</b>									
1	Excavation, Class 10, 12, or 13	\$6.75	1,345	\$9,078.75	1345.00	\$9,078.75	100%		\$9,078.75
2	Subgrade Preparation	\$3.50	2,200	\$7,700.00	2200.00	\$7,700.00	100%		\$7,700.00
3	Subgrade Treatment, Fly Ash	\$4.00	700	\$2,800.00		\$0.00	0%		\$0.00
4	Subbase, Modified Subbase (Granular)	\$5.35	1,945	\$10,405.75	1945.00	\$10,405.75	100%		\$10,405.75
5	Compaction Testing	\$750.00	1	\$750.00	1.00	\$750.00	100%		\$750.00
6	Trench Compaction Testing	\$750.00	1	\$750.00	100%	\$750.00	100%		\$750.00
7	Storm Sewer, Trenched, RCP, 15"	\$31.80	904	\$28,747.20	904.00	\$28,747.20	100%		\$28,747.20
8	Subdrain, Perforated PE, 4"	\$6.50	1,000	\$6,500.00	1000.00	\$6,500.00	100%		\$6,500.00
9	Subdrain Outlets and Connections, CMP, 4"	\$100.00	4	\$400.00	4.00	\$400.00	100%		\$400.00
10	Subdrain Outlets and Connections, CMP, 4"	\$1,850.00	1	\$1,850.00	1.00	\$1,850.00	100%		\$1,850.00
11	SW-401 Circular Storm Sewer Manhole, 48" ID.	\$2,115.00	1	\$2,115.00	1.00	\$2,115.00	100%		\$2,115.00
12	SW-501 Single Grate Intake	\$2,700.00	1	\$2,700.00	1.00	\$2,700.00	100%		\$2,700.00
13	SW-503 Single Grate Intake w/ Manhole	\$18.75	55	\$1,031.25		\$0.00	0%		\$0.00
14	Macadam Stone Base	\$17.00	35	\$595.00		\$0.00	0%		\$0.00
15	Granular Surfacing on Road, Class "A" Crushed Stone	\$29.45	1,722	\$50,712.90	1722.00	\$50,712.90	100%		\$50,712.90
16	PCC Pavement, 8" Thick	\$1,000.00	\$1.00	\$1,000.00	1.00	\$1,000.00	100%		\$1,000.00
17	PCC Pavement Samples and Testing	\$648.00	18	\$648.00	18.00	\$648.00	100%		\$648.00
18	PCC Paved Driveway, 6" Thick	\$37.00	20	\$740.00		\$0.00	0%		\$0.00
19	Driveway, Granular	\$2,500.00	0.5	\$1,250.00		\$0.00	0%		\$0.00
20	Conventional Seeding, Fertilizing, and Mulching	\$1.85	500	\$925.00		\$0.00	0%		\$0.00
				<b>SUBTOTAL - ALTERNATE 1</b>		<b>\$130,298.85</b>			<b>\$123,357.60</b>
				<b>TOTAL</b>		<b>\$979,960.40</b>			<b>\$928,197.32</b>



# GARDEN & ASSOCIATES, LTD.

1701 3<sup>rd</sup> Avenue East, Suite 1 • P.O. Box 451 • Oskaloosa, IA 52577

Phone: 641.672.2526 • Fax: 641.672.2091

November 21, 2012

Akhilesh Pal, Public Works Director  
City of Oskaloosa Engineering Dept.  
804 South D Street  
Oskaloosa, IA 52577

Re: North Green Street Improvement Project  
Oskaloosa, Iowa  
G&A Project No. 5010024

Dear Akhilesh:

Enclosed herewith are three (3) copies of Application for Payment No. 4 for Cornerstone Excavating, Inc. for the referenced project. Please review and if everything is in order present it to the City Council for approval. If approved, please have the Mayor sign all copies and forward one to the contractor along with a check in the amount of \$439,895.59, return one to our office and keep the other for your files.

If you have any questions please don't hesitate to contact me.

Sincerely,

**GARDEN & ASSOCIATES, LTD.**

Robert A. Nielsen, P.E.

Enc: Pay App. No. 4 (3 copies)

RAN/nig

**ENGINEERS AND SURVEYORS**  
OSKALOOSA, IOWA                      CRESTON, IOWA

OSKALOOSA  
IOWA



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**REQUESTED BY:** Public Works Department,  
Engineering Division

**ITEM TITLE:**

Consider a motion approving Pay Request No. 2 (final) in the amount of \$5,177.50, approving the final retainage amount of \$3,738.58 to TK Concrete, Inc., and accepting the completion of the Mall Storm Sewer Project.

**EXPLANATION:**

TK Concrete, Inc. has completed the Mall Storm Sewer Project in accordance with the contract documents. This project involved approximately 490 feet of storm water pipes with five intake structures, curb & gutter, sidewalk and pavement replacement. The total cost of the completed work is \$74,771.68. Change Order No. 1 – Final Adjustment of Quantities is for a net decrease of \$12,708.32 to the original contract sum of \$87,480.00 awarded at the August 20, 2012, City Council meeting.

With City Council approval, this project will be accepted as complete, and Pay Request No. 2 will be released in the amount of \$5,177.50. The retainage, in the amount of \$3,738.58, will only be released to the contractor 30 days after acceptance if no claims have been filed against the project. The work included in this pay request includes pavement and sidewalk replacement. The attached pay request for work completed on this project has been reviewed by staff and is recommended for payment.

**BUDGET CONSIDERATION:**

\$5,177.50 for Pay Request No. 2 and \$3,738.58 for final retainage from the Parking Lot Improvement – Phase II Fund and Storm Water Utility Fund of the FY12-13 budget.

**RECOMMENDED ACTION:** Consider accepting the completion of this project, approving Pay Request No. 2 in the amount of \$5,177.50 and releasing the final retainage amount of \$3,738.58 to TK Concrete, Inc.

**ATTACHMENTS:**

Resolution, Statement of Project completion, Application for Pay Request No. 2,  
Change Order No. 1.

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

RESOLUTION ACCEPTING THE WORK OF TK CONCRETE INC. FOR THE MALL STORM  
SEWER PROJECT

WHEREAS, the City of Oskaloosa, Iowa entered into a contract with TK Concrete Inc. for the "Mall Storm Sewer Project" (will be known as the "Project"); and

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

WHEREAS, the total cost of the completed work is \$74,771.68; and

WHEREAS, Change order No. 1 – Final Adjustment of Quantities is for a net decrease of \$12,708.32 to the original contract sum of \$87,480.00; and

WHEREAS, this project involved approximately 490 feet of storm water pipes with five intake structures, curb & gutter, sidewalk and pavement replacement; and

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

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

Section 2. That it is hereby found and determined that the total cost of said project is in the amount of \$74,771.68: We have shown a retainage of \$3,738.58. This amount should be released to the Contractor 30 days after acceptance of the project if no claims have been filed.

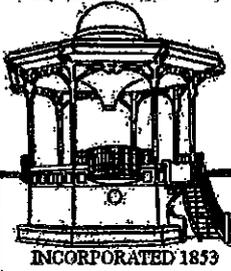
Section 3. That all amounts due to the contractor is hereby ordered to be paid in accordance with the contract procedures prescribed by the Code of Iowa.

Section 4. That all resolutions or parts of resolutions in conflict herewith be, and the same, are hereby repealed to the extent of such conflict.

PASSED AND APPROVED the \_\_\_\_\_ day of December, 2012.

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

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



# City of Oskaloosa

Department of Public Works  
804 South D Street, Oskaloosa, IA-52577

Phone: (641) 673-7472  
Facsimile: (641) 673-3733  
www.oskaloosaiowa.org

## STATEMENT OF PROJECT COMPLETION

**Project:** Mall Storm Sewer Project

**Contractor:** TK Concrete, Inc.  
1608 Fifield Road,  
Pella, IA-50219

**Inspected by:** David Neubert, Waste Water Director  
Bill Almond, Waster Water Operator II  
Nate Willey, E.I.T., Engineer Technician  
Akhilesh Pal, P.E., City Engineer

The ENGINEER has inspected the completed project and determined the work performed is in compliance with the terms of the project documents.

Date of Final Inspection 11/27/2012

The total cost of the completed work is \$74,771.68. (See Pay Application No. 2 for tabulation of final quantities.)

This statement is made to the best of my knowledge, information and belief.

Acceptance by ENGINEER:

By: Akhilesh Pal

Title: City Engineer

Date: 11/28/2012



**APPLICATION FOR PAYMENT NO. 2 - FINAL**

To: City of Oskaloosa (OWNER)  
From: TK Concrete, Inc. (CONTRACTOR)  
Contract: Trolley Place Storm Sewer Project - Oskaloosa, Iowa  
Project: Trolley Place Storm Sewer Project - Oskaloosa, Iowa  
OWNER's Contract No.: \_\_\_\_\_ ENGINEER's Project No.: 5012112  
For Work Accomplished Through the Date of: 11/27/12

1. Original Contract Price:	<u>\$ 87,480.00</u>
2. Net Change by Change Orders and Written Amendments (+ or -):	<u>\$ (12,708.32)</u>
3. Current Contract Price (1 plus 2):	<u>\$ 74,771.68</u>
4. Total Completed and Stored to Date:	<u>\$ 74,771.68</u>
5. Retainage (Per Agreement):	
5% of Completed Work:	<u>\$ 3,738.58</u>
0% of Stored Material:	
Total Retainage:	<u>\$ 3,738.58</u>
6. Total Completed and Stored to Date Less Retainage (4 minus 5):	<u>\$ 71,033.10</u>
7. Less Previous Application for Payments:	<u>\$ 65,855.60</u>
8. <b>DUE THIS APPLICATION (6 MINUS 7)</b>	<u>\$ 5,177.50</u>

Accompanying Documentation:

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment numbered -- through -- inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application of 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 Lien, security interest or encumbrance) and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Payment of the above AMOUNT DUE THIS APPLICATION is requested.

Dated: \_\_\_\_\_ **TK Concrete, Inc.**  
(CONTRACTOR)  
By: \_\_\_\_\_

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated: \_\_\_\_\_ **City of Oskaloosa, Iowa**  
(OWNER)  
By: \_\_\_\_\_



# CHANGE ORDER

No. 1

DATE OF ISSUANCE November 27, 2012

EFFECTIVE DATE November 27, 2012

OWNER City of Oskaloosa

CONTRACTOR TK Concrete, Inc.

Contract: \_\_\_\_\_

Project: Trolley Place Storm Sewer Project, Oskaloosa, Iowa

OWNER's Contract No. \_\_\_\_\_

ENGINEER's Contract No. \_\_\_\_\_

ENGINEER Garden & Associates, Ltd.

You are directed to make the following changes in the Contract Documents:

Description: Final Quantities Adjustment

Reason for Change Order: Adjust contract amount to reflect actual quantities incorporated into the project.

Attachments: (List documents supporting change): Final Quantities Adjustment

CHANGE IN CONTRACT PRICE:
Original Contract Price \$ <u>87,480.00</u>
Net Increase (Decrease) from previous Change Orders No. <u>-</u> to <u>-</u> ; \$ <u>0.00</u>
Contract Price prior to this Change Order: \$ <u>87,480.00</u>
Net increase (decrease) of this Change Order: \$ <u>(12,708.32)</u>
Contract Price with all approved Change Orders: \$ <u>74,771.68</u>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <u>---</u> Ready for final payment: <u>20 working days</u> (days or dates)
Net change from previous Change Orders No. <u>-</u> to <u>-</u> ; No. <u>-</u> to <u>-</u> ; Substantial Completion: <u>---</u> Ready for final payment: <u>0 working days</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>---</u> Ready for final payment: <u>20 working days</u> (days or dates)
Net increase (decrease) this Change Order: Substantial Completion: <u>---</u> Ready for final payment: <u>0 working days</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>---</u> Ready for final payment: <u>20 working days</u> (days or dates)

RECOMMENDED:

By: \_\_\_\_\_  
ENGINEER (Authorized Signature)

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

APPROVED:

By: \_\_\_\_\_  
OWNER (Authorized Signature)

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

ACCEPTED:

By: \_\_\_\_\_  
CONTRACTOR (Authorized Signature)

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

EJCDC 1910-8-B (1996 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

Date: 11/27/2012

**ATTACHMENT TO CHANGE ORDER NO. 1  
FINAL QUANTITIES ADJUSTMENT  
TROLLEY PLACE STORM SEWER PROJECT  
OSKALOOSA, IOWA  
G & A NO. 5012112**

No.	Item	Unit Price	Unit	Contract Quantity	Final Quantity	Difference	Adjustment
1.	Subbase and Surfacing, IDOT Gradation No. 11 Class A Crushed Stone	\$22.00	TON	225	193.94	-31.06	-\$683.32
2.	Trench Compaction Testing	\$1,750.00	LS	100%	100%	0	\$0.00
3	Sanitary Sewer Gravity Main, Trenched, 8" PVC (Remove and Replace)	\$100.00	LF	60	0	-60	-\$6,000.00
4	Storm Sewer, Trenched, PVC, 12"	\$160.00	LF	12	6	-6	-\$960.00
5	Storm Sewer, Trenched, RCP, 15"	\$43.00	LF	108	108	0	\$0.00
6	Storm Sewer, Trenched, RCP, 18"	\$43.00	LF	377	377	0	\$0.00
7	SW-401 Circular Storm Sewer Manhole, 48" Dia.	\$6,000.00	EA	1	1	0	\$0.00
8	SW-502 Single Grate Intake	\$2,750.00	EA	3	3	0	\$0.00
9	SW-503 Single Grate Intake, Modified as Per Plan	\$3,750.00	EA	1	1	0	\$0.00
10	PCC Pavement, 7" Thick	\$90.00	SY	9	11	2	\$180.00
11	PCC Curb and Gutter, 2.5' Wide x 8" Thick	\$20.00	LF	135	135	0	\$0.00
12	HMA Pavement	\$300.00	TON	10	0	-10	-\$3,000.00
13	Removal of Driveway	\$10.00	SY	28	28	0	\$0.00
14	Sidewalk, PCC, 5"	\$45.00	SY	19	27	8	\$360.00
15	Brick Sidewalk with Concrete Base	\$100.00	SY	6	6	0	\$0.00
16	Full Depth Composite Patch	\$80.00	SY	105	104	-1	-\$80.00
17	Remove and Reset Existing Brick Pavers	\$25.00	SY	25	11	-14	-\$350.00
18	Pavement Removal	\$9.00	SY	665	590	-75	-\$675.00
19	Lower Existing Water Service	\$1,500.00	EA	1	0	-1	-\$1,500.00
20	Conventional Fertilizing, Seeding and Mulching	\$1,000.00	LS	100%	100%	0.00	\$0.00
21	Mobilization	\$8,250.00	LS	100%	100%	0.00	\$0.00
						<b>TOTAL</b>	<b>-\$12,708.32</b>

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## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 03, 2012

**REQUESTED BY:** CITY COUNCIL

**ITEM TITLE:**

Discussion and possible action on granting the Oskaloosa Municipal Water Department permission to invest funds to temporarily fix the building at 213 South 1<sup>st</sup> Street.

**EXPLANATION:**

This item is a request from the Oskaloosa Municipal Water Department (OMWD) to have permission to spend funds that will temporarily address maintenance and/or structural problems for the building at 213 South 1<sup>st</sup> Street.

The city recently received an inspection report from Structural Engineers, P.C. that noted several deficiencies with the building occupied by OMWD including significant deterioration of the masonry walls, roof cover and the roof and floor framing systems. The report also notes the building's construction does not meet current design loads and energy standards. The report concludes that the "...cost of repairs will exceed the value of the building, unless there is some significant value such as historical. If it is decided to repair the building, the repairs should be completed as soon as possible as it is in accelerating state of deterioration."

Due to the condition of 213 South 1<sup>st</sup> Street, the city of Oskaloosa has recommended OMWD vacate the building immediately to prevent any possible harm to the OMWD staff or customers. In addition to this recommendation to vacate, the city of Oskaloosa has offered to move and house OMWD in the lower level of city hall free of charge for as long as needed.

In light of the city's offer to provide space at city hall, OMWD is requesting permission to spend funds to temporary fix the building at 213 South 1<sup>st</sup> Street so operations can continue to occur until renovations of OMWD's new building at 1208 South 7<sup>th</sup> Street can be made. In previous discussions OWMD has indicated their plans to move its entire operations to that location within the next year including billing and administrative offices.

Staff recommends OMWD vacate the building immediately, however if they do not and instead receive permission to temporarily fix the building from city council, a release of

legal liability should be drafted by the city attorney and signed off by every staff member and board member of the OMWD. A release should also be obtained from Structural Engineers P.C. to the same.

**BUDGET CONSIDERATION:**

Funding for any maintenance associated with 201 South 1<sup>st</sup> Street is anticipated to come from the Oskaloosa Municipal Water Department's budget.

**ATTACHMENTS:**

1. Structural Engineers, P.C. draft inspection report

September 25, 2012

City of Oskaloosa  
220 S. Market  
Oskaloosa, Iowa 52577

Attn: Michael Schrock  
City Manager

Re: Structural Building Inspection  
213 South 1<sup>st</sup> Street

Gentlemen,

On September 13 an inspection of the city owned building located at 213 south 1<sup>st</sup> street was conducted by Larry Olson of Structural Engineers, P.C. accompanied by Mark Neff, City Fire Chief. This inspection was approved by Mr. Michael Schrock to evaluate the structural condition of the building.

The lower level is currently used by the water department in the east section and storage for the fire department in the west section. The second level has an empty residential area on the east and the fire department storage on the west.

The building is approximately 40' – 0 x 112'-0' the roof was constructed with wood joist supported by a wood truss on the interior and masonry bearing walls at the exterior. The second floor framing was constructed with wood joist supported by wood beams. The interior wood beams and trusses are supported by wood columns, on the interior and masonry bearing at the exterior walls.

During this inspection, the following items were noted:

1. Roof

- A. The roof slopes east to west and drains into the gutters and a single downspout on the west (side see photos 1-4)
- B. The roof slope is not consistent due to deflections and deterioration of the roof framing and water ponding does occur. (See photos 1, 2, 4 & 5)
- C. Gutters and Downspouts are in poor condition (see photos 3&4)
- D. The roof cover is in poor condition
- E. The roof flashing has separated from the wall and copings and is allowing

water penetration along the walls. (See photos 6-12)

- F. The parapet copings on the north and south walls are clay tile and are in poor Condition. These coping have also moved due to expansion and contraction They are allowing water penetration into the walls. (See photos 6-10, 13-15)
- G. The east parapet is precast concrete sections. The concrete is in good condition, however the sections have moved due to expansion and contraction. It is now allowing moisture into the masonry wall.
- H. The south parapet has been partially capped with metal flashing. (See photos 7, 16)

## 2. Masonry Bearing Walls

- A. The exterior walls are double wythe brick with plaster finish on the interior and exterior. A metal panel has been added over the south wall. The east exterior is brick. (See photos 3, 17-24)
- B. On the north wall the exterior plaster finish has separated from the masonry due to water penetration. This moisture penetration has also deteriorated the brick and mortar joints. This plaster and masonry is not stable and will fall onto the alley. (See photos 10, 13-15, 25, and 26)
- C. The exterior brick wythe has separated from the interior wythe above the windows on the east wall. (See photo 27)
- D. The interior plaster finish has separated from the masonry wall due to moisture penetration and lack of vapor barrier. (See photos 28, 29)
- E. The north and west walls have deflected outward approximately 3" and pulled away from the second floor framing. (See photo 30)
- F. The masonry support lintels above windows and walk doors are wood framing, which is not allowed by code. (See photos 31-35)

## 3. Wood Framing

- A. The roof sheathing, joist, and trusses are badly deteriorated in many locations. This deterioration is particularly bad at the masonry bearing. (See photos 34-42)
- B. The top chord of the north roof truss has deteriorated at the west wall bearing and dropped approximately three inches. (See photos 40-42)
- C. The roof joist and trusses have large deflections due to deterioration and inadequate load capacity. (See photos 36-39)
- D. Temporary shoring has been added to support the roof joist in several locations (See photo 35)

- E. The second floor sheathing, joist, and beams are badly deteriorated in several locations. (See photos 32, 43-48)
- F. The floor joist and beams have large deflections due to deterioration and inadequate load capacity.
- G. Temporary shoring has been added in some locations to help support the second floor joist.

4. Thermeol

- A. There is no insulation or vapor barrier in the walls, ceiling, or roof.

5. Doors and windows

- A. Windows are single pane, wood frame or steel sash with little insulation value. (See photos 31-34, 49)
- B. The walk door and frame in the west wall is badly deteriorated.

6. Foundation and footings

- A. There is no evidence of foundation or footing settlements.

Calculations were performed for the roof and floor framing to verify load capacity. These calculations indicate the existing framing systems were not constructed to meet current building codes. Listed below are the calculations and code loading requirements.

Roof framing

Required design loads

Snow load	25 PSF
Construction loads	15 PSF
Total load	40 PSF

Actual Load Capacity

Rafters

Interior span	24 PSF
Exterior span	28 PSF

Roof Beam 17 PSF

Roof Truss 17 PSE

Floor Framing		
Required design loads	Light storage	Residential
Live Load	125 PSF	40 PSF
Construction Load	15 PSF	25 PSF
Total Load	140 PSF	60 PSF

#### Actual Load Capacity

Floor Joist	
Interior Span	49 PSF
Exterior Span	88 PSF
Floor Beam	23 PSF

#### Conclusions:

The above calculations show that the existing wood framing systems was not constructed to meet design loads as required by todays building codes. This is also evident by the large permanent deflections in the roof and floor framing systems. In addition to the inadequacy of the member sizes there has been significant deterioration due to water and vapor penetration. The existing wood framing that was visible at the time of this inspection is in very poor condition.

The masonry exterior walls are in poor condition due to water penetration and freeze thaw cycles. The north wall has a large section of masonry and plaster that is not stable and will fail in the near future. The adjacent alley should be closed until the loose and deteriorated plaster and masonry has been removed. When the loose material has been removed the remaining wall can be reviewed for structural stability.

The east wall also has evidence of separation between the interior and exterior wythe. The south wall has had structural problems in the past and has been covered with a metal wall panel.

The doors, windows, and insulation values are very poor and will not meet today's building energy codes.

The roof covering and flashings are in very poor condition and is allowing significant water penetration. This is particularly evident at the exterior wall flashings.

It would appear that the cost of repairs will exceed the value of the building, unless there is some significant value such as historical. If it is decided to repair the building, the repairs should be completed as soon as possible as it is in an accelerating state of deterioration.

Thank you for allowing Structural Engineers, P.C. to prepare this report. If there are any questions or concerns with the contents of this report please advise.

Sincerely,

Larry L. Olson,  
Structural Engineers PC

LO, AB



## CITY COUNCIL COMMUNICATION

**MEETING DATE:** December 3, 2012

**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.

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## CITY COUNCIL COMMUNICATION

MEETING DATE: December 3, 2012

REQUESTED BY: CITY COUNCIL

**ITEM TITLE: 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 Committee for review and discussion.

**Mahaska County Conference Board – David Krutzfeldt**

**Emergency 9-1-1 – Tom Walling**

**Enterprise Zone Commission – Doug Yates**

**Housing Trust Fund Committee – Joe Caligiuri**

**Oskaloosa Area Chamber & Development Group – Aaron Ver Steeg**

**Joint County-Mahaska Disaster Services and Emergency Planning Administration –  
Aaron Ver Steeg**

**Joint Law Enforcement Center Board – Aaron Ver Steeg**

**Mahaska County Agency on Aging – Aaron Ver Steeg**

**Mahaska Community Recreation Foundation – Scottie Moore**

**BUDGET CONSIDERATION:**

Not applicable, report(s) only.