

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

**COUNCIL CHAMBERS – CITY HALL, 220 S. MARKET STREET
DECEMBER 2, 2013 – 6:00 P.M.**

AGENDA

CALL TO ORDER – 6:00 P.M.

ITEM 1. INVOCATION: Pastor William Tvedt, Jubilee Family Church

ITEM 2. PLEDGE OF ALLEGIANCE.

ITEM 3. ROLL CALL.

ITEM 4. SWEAR IN NEW POLICE OFFICER DAVID WILKE

ITEM 5. PRESENTATION OF LONGEVITY PLAQUES

ITEM 6. COMMUNITY COMMENTS.

ITEM 7. CONSIDER ADOPTION OF CONSENT AGENDA AS PRESENTED OR AMENDED.

All items appearing on the Consent Agenda are considered routine by the City Council and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately.

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

1. November 18, 2013 Regular City Council Meeting Minutes
2. December 2, 2013 Agenda

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

1. October 14, 2013 Water Board Minutes
2. November 1, 2013 Water Board Special Meeting Minutes
3. November 7, 2013 Housing Trust Fund Committee Minutes
4. November 15, 2013 Historic Preservation Commission Minutes

c) Claims

1. Claims for November 2013.

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

New:

None.

Renewals/Transfers:

1. Consider approval of a renewal application for a Class C Beer Permit from Kum & Go LC dba Kum & Go #1273, 1201 North Market.
2. 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.

Resolutions/Motions:

1. Consider a motion approving Change Order No. 2 for a net decrease of \$552.29 to the contract amount for final quantity adjustments to the South 7th Street Pavement Rehabilitation Project.

Ordinances:

1. Consider an ordinance to amend the City Code of the City of Oskaloosa, Iowa by amending provisions pertaining to Title 17 – “Zoning,” Chapter 17.30 “Sign Regulations,” Section 17.30.030 D. – “General sign and street graphics regulations – Exempt Signs,” Subsection 17.30.030.D.1. – “Real Estate Signs” – 3rd reading.
2. Consider an ordinance amending the City Code of the City of Oskaloosa, Iowa by amending provisions pertaining to Title 17 – “Zoning,” Chapter 17.08 “Zoning District Regulations,” Table 17.08B, “Permitted Uses by Zoning District” to conditionally permit ‘Laundry Services’ within Mixed Use Urban Corridor and Community Commercial zoning districts – 3rd reading.

----- END OF CONSENT CALENDAR -----

ITEM 8. 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) Historic Preservation Commission – Two vacancies to fill upon appointment to serve three year terms. This is a seven member

commission that meets as needed. (2 males and 5 females currently serve.)

- c) Airport Commission – One vacancy to fill upon appointment to serve a six year term. This is a five member board that typically meets the first Monday of the month. (4 males and 1 female currently serve.)
- d) Stephen Memorial Animal Shelter Commission – On vacancy to fill upon appointment to serve a two year term. There are three members on the commission, one of which is a representative of the city.
- e) Housing Trust Fund Committee – Two vacancies to fill upon appointment to serve three year terms. There are five at-large members on the committee that typically meets the first Thursday of the month. (2 males and 5 females currently serve at-large.)
- f) Municipal Housing Agency – Three vacancies to fill upon appointment to serve two year terms. There are five members on the agency that typically meets quarterly. (2 males and three females currently serve.)

REGULAR AGENDA – PUBLIC HEARING ITEMS:

ITEM 9. CONSIDER AN ORDINANCE TO ESTABLISH A NO PARKING ZONE ALONG THE SOUTH SIDE OF E AVENUE EAST FROM NORTH 11TH STREET TO NORTH 12TH STREET – 1ST READING. (PUBLIC HEARING)

ITEM 10. CONSIDER AN ORDINANCE TO ESTABLISH A NO PARKING ZONE ALONG THE WEST SIDE OF NORTH 9TH STREET FROM A AVENUE EAST TO C AVENUE EAST – 1ST READING. (PUBLIC HEARING)

ITEM 11. CONSIDER AN ORDINANCE TO REMOVE THE NO PARKING ZONE ALONG THE NORTH SIDE OF THIRD AVENUE EAST FROM SOUTH 7TH STREET TO SOUTH 11TH STREET – 1ST READING. (PUBLIC HEARING)

REGULAR AGENDA – RESOLUTIONS & MOTIONS/ORDINANCES:

ITEM 12. CONSIDER A MOTION APPROVING CHANGE ORDER NO. 2 FOR A NET DECREASE OF \$7,545.60 TO THE CONTRACT AMOUNT FOR THE WEST AREA SANITARY SEWER IMPROVEMENTS PROJECT TO DELONG CONSTRUCTION INC.

ITEM 13. CONSIDER A MOTION APPROVING PAY REQUEST NO. 3 TO DELONG CONSTRUCTION INC. IN THE AMOUNT OF \$154,186.33 FOR WORK COMPLETED ON THE WEST AREA SANITARY SEWER IMPROVEMENTS PROJECT.

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.

ITEM 14. CONSIDER A MOTION APPROVING PAY REQUEST NO. 2 IN THE AMOUNT OF \$67,093.75 TO NORRIS ASPHALT PAVING CO. FOR THE C AVENUE EAST & NORTH 3RD STREET PAVEMENT REHABILITATION PROJECT.

ITEM 15. CONSIDER A MOTION APPROVING PAY REQUEST NO. 4 IN THE AMOUNT OF \$14,050.27 AND AUTHORIZING THE ACCEPTANCE OF THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR WORK COMPLETED ON THE SOUTH 7TH STREET PAVEMENT REHABILITATION PROJECT BY NORRIS ASPHALT PAVING CO.

ITEM 16. CONSIDER AN ORDINANCE TO ESTABLISH A NO PARKING ZONE ALONG THE SOUTH SIDE OF 5TH AVENUE EAST BETWEEN SOUTH 7TH STREET AND SOUTH 8TH STREET – 3RD READING.

ITEM 17. CONSIDER AN ORDINANCE AMENDING THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA BY AMENDING SECTIONS 10.24.010, 10.24.030, AND 10.48.240 PERTAINING TO STOP AND YIELD REQUIREMENTS FOR STOP INTERSECTIONS, FOUR-WAY STOP INTERSECTIONS, AND ‘NO PARKING ZONES’ BY CHANGING THE INTERSECTION CONTROL OF SOUTH 7TH STREET AND 5TH AVENUE EAST FROM A 4-WAY STOP TO A 2-WAY STOP AND RESTRICTING PARKING ALONG THE WEST SIDE OF SOUTH 7TH STREET 50 FEET NORTH AND SOUTH OF 5TH AVENUE EAST – 2ND READING.

ITEM 18. CONSIDER A RESOLUTION APPROVING THE APPLICATION BY OVERLAND PROPERTY DEVELOPMENT FOR ENTERPRISE ZONE BENEFITS WITH THE STATE OF IOWA.

ITEM 19. CONSIDER A RESOLUTION OF CONDITIONAL SUPPORT FOR OVERLAND PROPERTY GROUP’S APPLICATION FOR SECTION 42 FEDERAL LOW-INCOME HOUSING TAX CREDITS THROUGH THE IOWA FINANCE AUTHORITY.

ITEM 20. REPORT ON ITEMS FROM CITY STAFF.

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

ITEM 21. CITY COUNCIL INFORMATION & REPORTS FROM COUNCIL MEMBERS SERVING ON BOARDS AND COMMISSIONS

ADJOURNMENT



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: MAYOR & CITY COUNCIL

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

1. Invocation: Pastor William Tvedt, Jubilee Family 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 2, 2013

REQUESTED BY: MAYOR & CITY COUNCIL

ITEM TITLE:

Swear in new police officer David Wilke.

EXPLANATION:

The Police Department has completed the necessary work to fill their vacancy. David Wilke is the newest Oskaloosa Police Officer. David started with the city in March of this year as the Police Department's first Community Service Officer. On November 4 David accepted the position of Police Officer. David is a native of Oskaloosa and attended Indian Hills Community College and Buena Vista University and has obtained a bachelors degree in Criminal Justice. David is married and enjoys all outdoor activities, especially hunting and fishing.

Recommended action: Administer the oath of office to Oskaloosa Police Officer David Wilke.

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

None.



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: MAYOR & CITY COUNCIL

ITEM TITLE:

Presentation of employee longevity plaques.

EXPLANATION:

The following employees have earned longevity plaques:

Monte Johnson – Wastewater Department – 39 years (Retirement date 11/30/2013)

Kevin Bork - Wastewater Department – 35 years

Craig Alexander – Police Department – 25 years

Cindy Godlove – Library Department – 25 years

Barbara Saville – Police Department – 25 years

David Neubert – Wastewater Department – 17 years (Retirement date 12/31/2013)

BUDGET CONSIDERATION:

Not applicable.

ATTACHMENTS:

None

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

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 2013.**
- Item 3. Consider approval of a renewal application for a Class C Beer Permit from Kum & Go LC dba Kum & Go #1273, 1201 North Market.**
- No complaints received.
- Item 4. 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 5. Consider a motion approving Change Order No. 2 for a net decrease of \$552.29 to the contract amount for final quantity adjustments to the South 7th Street Pavement Rehabilitation Project.**
- Item 6. Consider an ordinance to amend the City Code of the City of Oskaloosa, Iowa by amending provisions pertaining to Title 17 – “Zoning,” Chapter 17.30 “Sign Regulations,” Section 17.30.030 D. – “General Sign and Street Graphics Regulations – Exempt Signs,” Subsection 17.30.030.D.1. – “Real Estate Signs.” (3rd reading)**
- Item 7. Consider an ordinance to amend the City Code of the City of Oskaloosa, Iowa by amending provisions pertaining to Title 17 – “Zoning,” Chapter 17.08 “Zoning District Regulations,” Table 17.08B, “Permitted Uses by Zoning District” to conditionally permit ‘Laundry Services’ within Mixed Use Urban Corridor Zoning Districts. (3rd reading)**

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: CITY MANAGER'S OFFICE

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 18, 2013 City Council Minutes
 - 3. December 2, 2013 Agenda

- B. Receive and file the following reports and communications from advisory and operating boards and commissions:
 - 1. October 14, 2013 Water Board Minutes
 - 2. November 1, 2013 Water Board Special Meeting Minutes
 - 3. November 7, 2013 Housing Trust Fund Committee Minutes
 - 4. November 15, 2013 Historic Preservation Commission Minutes

ATTACHMENTS:

November 18, 2013 City Council Minutes
October 14, 2013 Water Board Minutes
November 1, 2013 Water Board Special Meeting Minutes
November 7, 2013 Housing Trust Fund Committee Minutes
November 15, 2013 Historic Preservation Commission Minutes

OSKALOOSA CITY COUNCIL
REGULAR MEETING
November 18, 2013

The Oskaloosa City Council met in regular session on Monday, November 18, 2013, at 6:00 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 consent agenda:

1. November 4, 2013 Regular City Council Meeting Minutes
2. November 11, 2013 Special City Council Meeting Minutes
3. November 18, 2013 Agenda
4. Receive and file the following reports and communications from advisory and operating boards and commissions:
 - a. October 28, 2013 Library Board of Trustees Minutes
 - b. November 12, 2013 Planning and Zoning Commission Minutes
 - c. November 13, 2013 Board of Adjustment Minutes
 - d. November 1, 2013 Historic Preservation Commission Minutes
5. Renewal application for a Class C Liquor License with Outdoor Service for Megan Carmer dba Stix, 607 High Avenue West.
6. Transfer of a Class C Liquor License from Mi Ranchito, Inc. dba Mi Ranchito Restaurant to 200 High Avenue West, Suite #31/33.

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 Jimenez, 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 and Aaron Ver Steeg and Wayne Hook to the Ad Hoc Recycling Committee for terms ending December 31, 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.

Ver Steeg introduced "AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY AMENDING TABLE 17.08B – "PERMITTED USES BY ZONING DISTRICTS" OF THE CITY OF OSKALOOSA ZONING ORDINANCE PROVIDING AMENDMENTS FOR LAND USE PLANNING AND ZONING REGULATIONS OF LAUNDRY SERVICES" and moved its approval on the second reading. 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 ordinance approved on the second reading.

Caligiuri introduced “AN ORDINANCE ESTABLISHING A “NO PARKING ZONE” ALONG THE SOUTH SIDE OF 5TH AVENUE EAST BETWEEN SOUTH 7TH STREET AND SOUTH 8TH STREET, PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF” and moved its approval on the second reading. Moore seconded the motion. The roll was called and the vote was:

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

NAYS: Ver Steeg

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

Ver Steeg introduced “AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY AMENDING TITLE 17, “ZONING,” CHAPTER 17.30, “SIGN REGULATIONS,” SECTION 17.30.030 D. – “GENERAL SIGN AND STREET GRAPHICS REGULATION – EXEMPT SIGNS,” SUBSECTION 17.30.030 D. 1. – “REAL ESTATE SIGNS” and moved its approval on the second reading. 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 ordinance approved on the second reading.

Ver Steeg introduced “AN ORDINANCE AMENDING TITLE 10, “VEHICLES AND TRAFFIC,” CHAPTER 10.24, “STOP AND YIELD REQUIREMENTS,” SECTION 10.24.010, “THROUGH STREETS – STOP REQUIRED,” SECTION 10.24.030 – “FOUR-WAY STOP INTERSECTIONS,” AND CHAPTER 10.48, “PARKING REGULATIONS GENERALLY,” SECTION 10.48.240 – “NO PARKING ZONES,” OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA” and moved its approval on the first reading. Caligiuri seconded the motion. The roll was called and the vote was:

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

NAYS: Moore and Walling

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

Brett Johnson, partner of the Overland Property Group, gave a presentation regarding a Section 42 housing development project planned at the southwest corner of L Street and High Avenue West.

It was moved by Yates, seconded by Moore to approve the site plan for the property at 1208 South 7th Street with all of the stipulations listed below after removal of the requirement that landscaping be required adjacent to the street property line and within 10 feet:

1. Install sidewalk on the public street frontage.
2. Install yield sign for vehicles connecting the drive-thru lane with driveway.
3. Provide a lighting plan.
4. Any signs must meet the sign regulations from Chapter 17.30 of the Oskaloosa Municipal Code.

5. Replace proposed granular surface with concrete surface to connect to the east portion of the proposed building.

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. 13-11-105 entitled "RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A TITLE VI NON-DISCRIMINATION PROGRAM, THE SUBMITTAL OF TITLE VI ASSURANCE AND AGREEMENT DOCUMENTS TO THE IOWA DEPARTMENT OF TRANSPORTATION, AND APPOINTING TITLE VI COORDINATOR" 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. 13-11-106 entitled "RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO CONSIDER AN ORDINANCE ESTABLISHING A "NO PARKING ZONE" ALONG THE SOUTH SIDE OF E AVENUE EAST BETWEEN NORTH 11TH STREET AND NORTH 12TH STREET" 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.

Ver Steeg introduced Resolution No. 13-11-107 entitled "RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO CONSIDER AN ORDINANCE ESTABLISHING A "NO PARKING ZONE" ALONG THE WEST SIDE OF NORTH NINTH STREET BETWEEN A AVENUE EAST AND C AVENUE EAST" 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.

Caligiuri introduced Resolution No. 13-11-108 entitled "RESOLUTION SETTING THE DATE FOR A PUBLIC HEARING TO CONSIDER AN ORDINANCE REMOVING THE "NO PARKING ZONE" ALONG THE NORTH SIDE OF 3RD AVENUE EAST BETWEEN SOUTH 7TH STREET AND SOUTH 11TH STREET AND ESTABLISHING A "NO PARKING ZONE" ALONG THE NORTH SIDE OF 3RD AVENUE EAST FIFTY FEET EAST AND WEST OF SOUTH 9TH STREET" 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.

The Mayor announced this was the time and place for the public hearing on levying a special assessment against private property for cleanup of the property located at 411 North B Street by the city and that citizens would now have an opportunity to comment. There were no oral or written comments received. The Mayor declared said hearing closed.

Ver Steeg introduced Resolution No. 13-11-109 entitled "RESOLUTION LEVYING A SPECIAL ASSESSMENT AGAINST PRIVATE PROPERTY FOR CLEAN UP OF A PREMISES LOCATED AT 411 NORTH B STREET, OSKALOOSA, IOWA, BY THE CITY OF OSKALOOSA, IOWA IN ACCORDANCE WITH §8.08.080 OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA" and moved its approval. Moore seconded the motion. The roll was called and the vote was:

AYES: 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 Yates to approve a tentative agreement on a three year contract with the Public Professional & Maintenance Employees, Local 2003 (Mixed Unit) and the City of Oskaloosa. 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 Jimenez to approve a tentative agreement on a three year contract with the Public Professional & Maintenance Employees, Local 2003 (Police) and the City of Oskaloosa. 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 Ver Steeg, seconded by Caligiuri that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 7:30 p.m.

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

OSKALOOSA WATER BOARD
REGULAR MEETING
10/14/13

Members Present:

Joe Ryan
Errin Keltner
Pete Settimi

Others Present:

Chad Coon
Sheryl Tomlinson
Jason Van Zetten

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

Minutes of the 9/18/13 regular meeting were read. A motion was made by Pete Settimi to approve the minutes. The motion was 2nd by Errin Keltner. The motion carried with all members voting yes.

The attached vouchers totaling \$279,880.51 were presented for approval. A motion was made by Joe Ryan to approve the vouchers for payment. The motion was 2nd by Errin Keltner. The motion carried with all members voting yes. The Balance Statements were also reviewed. Motion by Pete Settimi and second by Errin Keltner to approve balance statements. Motion carried with all members voting yes.

1. Customer Forum was next on the agenda. There were no items presented.
2. The next agenda item was Approve Pay Application #3 for Neal Van Egmond. Chad presented the claim with the appropriate receipts from Neal and verified to the Board that everything was in order, he then recommended that the Board approve Pay Application #3 as presented. Motion by Pete Settimi to approve Pay Application #3 in the amount of \$21,070.66 for Neal Van Egmond. Joe Ryan seconded the motion. Ayes all, motion passed.
3. The next item was Consideration and Discussion of Adding Line Item "Employee Appreciation Expense" to Budget. Chad presented this request to the Board asking to use funds from selling scrap material the Utility routinely obtains to fund monthly employee appreciation meals. Due to the fact that two long term employees will be retiring in the spring, Chad asked that the first year be funded at \$1800, and subsequent years be funded at \$1000. The Board was in agreement

that the meals and the general idea of employee appreciation was a very welcome benefit for the Utility. Therefore, motion was made by Pete Settimi to add “Employee Appreciation Expense” to the budget and fund it at \$1800 for the first year and \$1000 for subsequent years. This motion was seconded by Errin Keltner. Ayes all, motion passed.

4. The next item was Consideration and Discussion of a Merit Based Evaluation and Compensation Process for Managerial Staff. This item has been discussed for the last four meetings, and while there was more in-depth discussion of the topic and more information review during this meeting, it was moved to table the discussion until a meeting could be held on November 1, 2013 at 2:00 PM to discuss this issue. Motion by Pete Settimi to table the issue. Motion seconded by Errin Keltner. Ayes all, motion passed.
5. General Manager’s Update and Miscellaneous were next in order on the agenda and were not discussed at length as all Board members were able to read the updates. There was no action taken on any topics discussed in either of these two agenda items.

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

ATTEST

Meeting Adjourned 5:46 PM

Pete Settimi – Chairman

Errin Keltner – Secretary

**OSKALOOSA WATER BOARD
SPECIAL MEETING
11/1/13**

Members Present:

Joe Ryan
Errin Keltner
Pete Settimi

Others Present:

Chad Coon
Aaron Riggs
Jason Van Zetten
Ken Allsup

A motion was made by Pete Settimi and 2nd by Joe Ryan to approve the agenda as presented. The motion carried with all members voting yes.

Pete read the whole of agenda item #2 and then there was a motion by Pete Settimi to enter into closed session pursuant to Iowa Code 21.5(1)(i)(2012). Seconded by Errin Keltner. Vote tally; Pete Settimi aye, Joe Ryan aye, Errin Keltner aye. Motion passed, entered into closed session at 2:05 pm. At this point all of the others present left and just the Board members were in the room discussing the issue.

Written minutes and a tape recording were used during the closed session and will be sealed until November 1, 2014.

Motion by Pete Settimi to end the closed session. Seconded by Joe Ryan. Vote tally; Pete Settimi aye, Joe Ryan aye, Errin Keltner aye. Closed session ends at 2:48.

Chad and all of the others who were previously present were recalled to the Board room at this time.

Agenda item #3 was next on the agenda. Motion by Pete Settimi and seconded by Errin Keltner to table item #3. Ayes all, motion passed.

Agenda item #4, there were no items presented.

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

ATTEST

Meeting Adjourned 2:50 PM

Pete Settimi – Chairman

Errin Keltner – Secretary

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, November 7, 2013 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Vice Chair Adams at 12:19 p.m. with the following members present: Rob Taylor, Dan Adams, Noel C. Stahle, Joe Caligiuri, Bernice Hahn, and Randell Davis. Members absent: Valinn McReynolds, Julia Ross, Dave Polkowske, Kathie Dykstra, Kandes Dalbey, Jon Sullivan and Leon McCullough. Also present: City Staff Members Michael Schrock, Amy Miller and Marilyn Johannes; and Michael and Melinda Gaarder on behalf of Russ Parker.

It was moved by Taylor, seconded by Hahn to approve the October 3, 2013 Housing Trust Fund Committee Minutes. Motion carried unanimously.

Miller summarized the history of the demolition loan the OHTF committee approved for the properties owned by Russ Parker located at 1114 College Avenue and 910 North A Street that were combined so give Mr. Parker enough space to construct a house and a garage. Miller stated that Mr. Parker is currently requesting another extension with a completion date of May 11, 2014. Miller said Russ Parker entered into a demolition grant/lien agreement on May 19, 2010 for the property located at 910 North A Street and was granted a one year extension by the OHTF committee on the condition that the property be "ready for occupancy" on October 1, 2013. In September the city clerk's office sent Mr. Parker a letter regarding repayment of the loan as the requirement of the extension had not been met.

After discussing the matter with city staff and the Gaarder's, it was moved by Davis, seconded by Stahle to extend the demolition loans to May 11, 2014 with the requirement for the occupancy permit for the combined properties owned by Russ Parker at 1114 College Avenue and 910 North A Street.

The consensus of the OHTF committee was that no revisions needed to be made to the OHTF demolition plan at this time.

It was moved by Hahn, seconded by Davis to approve the October claims list for payment. Motion carried unanimously.

Miller reviewed the accounting report with the committee.

City Manager Michael Schrock told the committee he had been approached by a developer from Kansas interested in building a 48 unit apartment complex with rent ranging from \$380-\$775 per unit on High Avenue West where the old Georgian Court and Samaritan Inn were located. Schrock said this is an \$8 million project and the developer is applying for IFA Section 42, a low to moderate income tax credit, assistance perhaps obtained by waiver of permit fees, tax increment financing, which requires a local match of 6%, and assistance from the OHTF. Schrock said diversity in funding looks good to the IFA. Schrock said a request from the developer for \$100,000 from the OHTF will be on the December OHTF agenda. Schrock reported the developer is giving a presentation to the City Council at the November 18, 2013 city council meeting and would like to give a presentation to the OHTF committee at the December 5 meeting. Schrock indicated he is in favor of the development.

The meeting adjourned at 1:04 p.m.

Minutes by Marilyn Johannes

CITY OF OSKALOOSA
MINUTES OF HISTORIC PRESERVATION COMMISSION MEETING
November 15, 2013

A meeting of the Historic Preservation Commission for the City of Oskaloosa was called to order at 12:00 p.m. on Friday, November 15, 2013, at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Margaret Ademeit, Jo Broerman, Wanda Gardner, Julie Hansen;
COMMISSION MEMBERS ABSENT: James Hansen, Kerri Boender, and Chairman Jeff Sisul; CITY STAFF
PRESENT: Public Works Director: Akhilesh Pal and Building Official: David Weide.

Minutes from the July 15, 2013 meeting.

Gardner moved, Broerman seconded to approve the minutes from the November 1, 2013 meeting. The vote was: YES – Ademeit, Broerman, Gardner, and Julie Hansen; No – none; Absent – Boender, James Hansen, and Sisul; Abstain - None. Motion carried.

Consider approval of signage at 201 High Avenue West.

The committee members discussed the request for signage, letter, font type, and different colors for the sign. Gardner moved and Julie Hansen seconded that the sign request be denied. They concluded that the sign does not emphasize the design elements of the facade, appeared too contemporary, and that the colors are not compatible with the building front. They also encouraged the applicant to consider flush-mounted wall signs or a projecting sign at the entrance. The commission put the following stipulations on the sign request: (1) The sign should be smaller in size to expose the glass in such a way that it emphasizes the design elements of the facade itself and does not obscure the architectural details. (2) The sign design should be simple and should avoid being too contemporary. The background color should be neutral such as ivory, beige or grey with black fonts. The font type should not be contemporary.

The meeting was adjourned at 12:40 PM.

Minutes by Akhilesh Pal



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: CITY CLERK-FINANCE

ITEM TITLE:

Consider payment of claims for November 2013.

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.

**COUNCIL CLAIMS LIST**

| | | |
|--|--|-----------|
| Allied Gas & Chemical | Propane tank | 33.00 |
| Aramark Uniform Services | Rubber mats | 72.59 |
| Arnold Motor Supply | Oil pump assemblies | 2,319.45 |
| | Oil | 585.99 |
| | Supplies | 31.40 |
| | Oil | 532.09 |
| | Halogen bulb | 6.95 |
| | Supplies | 2.05 |
| | Supplies | 34.73 |
| | Oil and filter | 48.57 |
| Asphalt Zipper Inc. | Bits for asphalt zipper | 114.00 |
| Binns & Stevens | Calcium chloride | 325.00 |
| Bituminous Materials & Supply LP | Oil for seal coat | 16,539.78 |
| | Oil for seal coat | 16,474.62 |
| Blower Engineering | Filters | 418.33 |
| Bonnell Industries, Inc | Snow pusher bits | 851.34 |
| Butler-Brown Insurance | Add vehicle to insurance | 513.00 |
| Century Lawn & Termite Service Inc | Contracted mowing - Edmundson and VanderWilt Parks | 1,350.00 |
| | Contracted mowing - VanderWilt Park | 550.00 |
| | Contracted mowing - Edmundson | 800.00 |
| | Contracted mowing - VanderWilt Park | 550.00 |
| | Contracted mowing - Edmundson and VanderWilt Parks | 1,350.00 |
| Certified Pest Control | Pest control | 32.00 |
| Charles Gabus Ford | Lock cylinder | 85.90 |
| City of Blakesburg | Reimburse overpayment on services | 60.00 |
| Creative Product Sourcing Inc-DARE | DARE supplies | 98.00 |
| Credit Bureau Services | Background check | 25.00 |
| Crow Shooting Supply | Ammunition | 1,566.00 |
| | Ammunition | 219.00 |
| D.J. Gongol & Associates | RAS pump | 4,023.13 |
| Douds Stone LLC | Pea gravel | 1,312.74 |
| Dunbar/Jones PLC | Design services for Grant Park | 1,950.00 |
| Edel's Lawn Service and Construction Inc | Rock fill - South 2nd St | 1,592.08 |
| Fastenal Company | Supplies | 60.84 |
| Gabe's Gun Shop | Ammunition | 225.00 |
| Garden & Associates Inc | Professional services - West Area Sanitary Sewer | 3,285.86 |
| | Professional services - 1st Ave sidewalks | 2,152.25 |
| Grainger | Marking paint | 112.20 |
| Grainger | Hour meters | 290.70 |
| Hach Company | BOD probe with cable | 944.27 |
| Haines Auto Supply | Signal flasher | 26.00 |
| | Hose assembly | 79.62 |
| | Item returned | -25.14 |
| | Hose assemblies | 338.11 |
| | Emergency strobe light | 128.36 |
| | Oil | 34.93 |
| | Supplies | 3.65 |
| | Oil and filter | 48.97 |
| | Cleaner | 74.72 |

| | | |
|---------------------------------------|---|-----------|
| Hawkeye Trucks | Muffler | 394.08 |
| | Parts for repair | 391.91 |
| Heslinga, Dixon, Moore & Hite | Legal expenses | 295.00 |
| Highway 92 Walnut Co | Leaf blower | 487.90 |
| Hol Drainage Inc | Sanitary sewer repair - South D and 5th Ave | 8,650.00 |
| Hy Vee Accounts Receivable | Supplies | 31.99 |
| | Supplies | 15.48 |
| IA Munic Workers Comp Assoc | Work comp payment #6 | 5,902.00 |
| Ideal Ready Mix | Ready mix - Bike trail | 184.00 |
| | Ready mix - North 9th St | 208.00 |
| | Ready mix - Bike trail | 184.00 |
| Iowa Department of Natural Resources | Exam fee - Witt | 30.00 |
| Iowa League of Cities | ECIC meeting | 45.00 |
| Iowa Police Chiefs Association | Membership dues - McGee | 75.00 |
| Jerry Thompson Trucking | Black dirt - Burlington Rd | 450.00 |
| Kelderman Manufacturing Inc | Steel for repairs | 139.21 |
| Keystone Laboratories Inc | Water testing - Golf course | 42.40 |
| L-3 Communications Mobile Vision, Inc | Batteries | 121.90 |
| Lappin Tire | Tires | 407.00 |
| | Tires | 407.00 |
| Lawson Products Inc. | Paint | 90.31 |
| Logan Contractors Supply Inc | Crack sealant | 6,400.00 |
| Mahaska Co Highway Dept | Fuel | 2,046.52 |
| | Fuel | 638.83 |
| | Fuel | 4,889.89 |
| Mahaska Communication Group LLC | Telephone services | 62.46 |
| | Telephone services | 1,254.51 |
| | Telephone services | 63.68 |
| | Telephone services | 159.92 |
| | Telephone services | 70.91 |
| Mahaska Drug | Medications | 24.10 |
| Mahaska Health Partnership | Professional services | 65.00 |
| Malcom Lumber Window & Door Center | Supplies | 17.54 |
| Mauer Supply Inc. | Repair power washer | 837.10 |
| MidAmerican Energy | Utilities | 18.00 |
| | Utilities | 141.41 |
| | Utilities | 995.07 |
| Midwest Sanitation | Waste removal - City Hall | 65.00 |
| MPT Iowa Inc | Computer repair - Fire Dept | 100.00 |
| | IT network service | 4,963.75 |
| | IT network service | 617.50 |
| Orscheln Farm & Home | Supplies | 7.38 |
| | Antifreeze | 15.96 |
| Oskaloosa Water Dept | October fax location service | 70.65 |
| | September credit card fees | 79.19 |
| Pitney Bowes Inc. | Postage system lease | 132.93 |
| Premier Office Equipment Inc. | Copier maintenance | 251.43 |
| Quill Corporation | Office supplies | 241.86 |
| | Office supplies | 376.43 |
| Racom Corporation | Portable radios | 13,763.75 |
| | Repair mic cord | 99.00 |
| RTL Equipment Inc. | Parts for loader | 381.36 |
| Swim's Sports | Service recognition plaques | 150.00 |
| The Office Center Inc. | Calendar | 13.99 |

| | | |
|-------------------------|-----------------------|------------------|
| | Ink cartridges | 70.92 |
| | Office supplies | 6.36 |
| True Value Hardware | Supplies | 3.58 |
| | Supplies | 0.22 |
| | Supplies | 11.99 |
| | Supplies | 10.98 |
| | Supplies | 7.07 |
| | Sprayer | 33.99 |
| | Supplies | 16.41 |
| | Supplies | 24.95 |
| | Supplies | 8.49 |
| | Supplies | 25.06 |
| | Supplies | 26.32 |
| | Supplies | 5.49 |
| | Supplies | 8.78 |
| Two Solutions LLC | Professional services | 3,725.00 |
| U.S. Cellular | Telephone services | 26.75 |
| Verizon Wireless | Broadband services | 335.45 |
| Victory Construction | ADA sidewalk ramps | 8,034.00 |
| Walmart Community/GECRB | Office supplies | 24.76 |
| | Supplies | 54.98 |
| | Medications | 35.90 |
| | Supplies | 4.98 |
| | Medications | 17.34 |
| | Voice recorders | 138.73 |
| | Medications | 30.50 |
| Windstream | Telephone services | 34.39 |
| Zep Sales and Service | Degreaser | 400.01 |
| | Cleaners | 189.38 |
| Ziegler Inc. | Battery returned | -270.86 |
| | Battery | 285.86 |
| | | <hr/> 133,142.16 |



MANUAL CHECK REPORT

| | | |
|--|--|------------|
| Craig Alexander | Reimburse travel expense | 119.00 |
| David D. Dixon | November legal fees | 2,200.00 |
| DeLong Construction Inc | Payment #2 - West Area Sanitary Sewer project | 145,590.34 |
| DeLong Construction Inc | Payment #2 - Airport Storm Water Outfall project | 37,688.00 |
| Delta Dental of Iowa | Dental insurance | 341.00 |
| Dylan Mulfinger | Reimburse travel expense | 56.80 |
| Edward D Jones | Savings Edward Jones | 300.00 |
| Edward D Jones | Savings Edward Jones | 300.00 |
| Fidelity Security Life Insurance Company | Vision insurance | 179.51 |
| I.U.P.A.T. District Council 81 | Union dues | 244.11 |
| Jake McGee | Reimburse travel expense | 20.71 |
| Local 636, IAFF | Fire union | 225.00 |
| Madison National Life | November life insurance premiums | 440.65 |
| Mahaska County Auditor | Law enforcement agreement | 15,500.00 |
| Mahaska County Treasurer | Property taxes - Parcel 1024106006 | 181.00 |
| Martens & Company CPA LLP | FY 2013 audit services | 8,400.00 |
| Misty Dawne White-Reinier | November legal fees | 1,800.00 |
| Munic. Fire & Police Ret | Police & fire 411 | 18,334.57 |
| Munic. Fire & Police Ret | Police & fire 411 | 17,933.34 |
| Nathan Wiley | Reimburse meal expense | 2.00 |
| Nathan Wiley | Reimburse meal expense | 10.00 |
| Norris Asphalt Paving Inc | Payment #1 - C Ave E project | 212,796.67 |
| Oskaloosa Community Schools | November local option sales tax | 84,504.31 |
| Oskaloosa Community Schools | November additional local option sales tax | 21,380.04 |
| PPME 2003 IBPAT | Police union dues | 355.71 |
| State of Iowa | Filing fee - FY 2013 audit | 625.00 |
| Sunlife Financial | November stop loss premium | 12,718.02 |
| United Way | United Way | 25.00 |
| Wes Tech Engineering Inc | Payment #1 - Waste Water Duosphere project | 324,034.00 |
| | | 906,304.78 |

November payroll 257,711.00

| | | |
|---------------------|--------------------------|-------|
| Alexander, Craig | Cell phone reimbursement | 20.00 |
| Boston, Troy | Cell phone reimbursement | 20.00 |
| Calzaretta, Michael | 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 |
| Vroegh, Gary | Cell phone reimbursement | 20.00 |
| Vroegh, Grant | Cell phone reimbursement | 20.00 |



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: CITY CLERK-FINANCE

ITEM TITLE:

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

EXPLANATION:

The application is complete and in order for approval.

Staff recommends approval.

BUDGET CONSIDERATION:

\$75.00 revenue to the General Fund

ATTACHMENTS:

None



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: CITY CLERK-FINANCE

ITEM TITLE:

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

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Public Works Department,
Engineering Division

ITEM TITLE: CONSENT AGENDA – ITEM 5

Consider a motion approving Change Order No. 2 for a net decrease of \$552.29 to the contract amount for final quantity adjustments to the South 7th Street Pavement Rehabilitation Project.

EXPLANATION:

On November 6, 2013, Norris Asphalt Paving Co. completed the pavement correction on South 7th Street between 5th Ave and 6th Ave. Therefore, the project has been substantially completed. The only remaining work involves the seeding of affected areas next spring.

In order to approve future payments, the final contract price must be adjusted to reflect the final quantities. The current contract price is \$439,623.00. With Council's approval of Change Order No. 2, (-\$552.29), the contract price will be \$439,070.71, which accounts for all final quantity adjustments.

| <u>Summary of Contract & Change Orders</u> | <u>Amount</u> | <u>Council Approval Date</u> |
|--|---------------|------------------------------|
| Original Bid | \$383,240.00 | April 15, 2013 |
| Change Order No. 1 | +\$56,383.00 | July 1, 2013 |
| Change Order No. 2* | -\$552.29* | December 2, 2013* |
| Amended Contract Amount | \$439,070.71* | |

| <u>Summary of Pay Requests</u> | <u>Amount</u> | <u>Council Approval Date</u> |
|--------------------------------|---------------|------------------------------|
| Pay Request No. 1 | \$157,100.50 | June 3, 2013 |
| Pay Request No. 2 | \$94,307.50 | July 1, 2013 |
| Pay Request No. 3 | \$165,709.17 | August 5, 2013 |
| Pay Request No. 4* | \$14,050.27* | December 2, 2013* |

Total Amount Paid: \$431,167.44*

Amount Remaining from Approved Contract: \$7,903.27*

Retainage (1.8% of Completed Work): \$7,903.27*

Note: *Applies only if the pay request and change order are approved by City Council on December 2, 2013.

RECOMMENDED ACTION:

Consider approval of Change Order No. 2 (-\$552.29) for final quantity adjustments to the South 7th Street Pavement Rehabilitation Project.

BUDGET CONSIDERATION:

A decrease of \$552.29 from the final contract price for the South 7th Street Pavement Rehabilitation Project.

ATTACHMENTS:

Change Order No. 2

CHANGE ORDER

No. 2

DATE OF ISSUANCE: 12-2-2013 EFFECTIVE DATE: 12-2-2013
JURISDICTION: City of Oskaloosa
CONTRACTOR: Norris Asphalt Paving Company
Contract: _____
Project: South 7th Street Pavement Rehabilitation Project
JURISDICTION'S Contract No. 2010-16 ENGINEER'S Contract No. _____
ENGINEER: Akhilesh Pal

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

Description: Final Quantities Adjustment

Reason: Adjust contract amount to reflect actual quantities incorporated into the project

Attachments: Final Quantities Adjustment

| CHANGE IN CONTRACT PRICE: |
|---|
| Original Contract Price: \$ <u>383,240.00</u> |
| Net Increase (Decrease) from previous Change Orders No. <u>1</u> to <u>1</u> : \$ <u>56,383.00</u> |
| Contract Price prior to this Change Order: \$ <u>439,623.00</u> |
| Net Increase (Decrease) of this Change Order: \$ <u>552.29</u> |
| Contract Price with all approved Change Orders: \$ <u>439,070.71</u> |

| CHANGE IN CONTRACT TIMES: |
|---|
| Original Contract Times: Substantial Completion: _____ Ready for final payment: _____ |
| Net change from previous Change Orders No. _____ to _____: Substantial Completion: _____ Ready for final payment: _____ |
| Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: _____ |
| Net Increase (Decrease) this Change Order: Substantial Completion: _____ Ready for final payment: _____ |
| Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: _____ |

RECOMMENDED:

By: Akhilesh Pal
ENGINEER (Authorized Signature)

Date: 11/21/13

APPROVED:

By: _____
JURISDICTION (Authorized Signature)

Date: _____

ACCEPTED:

By: Steve J. Scovard
CONTRACTOR (Authorized Signature)
Vice Pres

Date: 11/25/13

Attachment to Change Order No. 2
 South 7th Street Pavement Rehabilitation Project
 Contractor: Norris Asphalt Paving Co.

Date: 12/2/2013

| No. | Item | Contract Quantity | | Unit Price | Schedule of Values | Quantity Completed | Difference | Adjustment |
|-----|---|-------------------|-----|------------|--------------------|--------------------|------------|------------------|
| | | | | | | | | |
| 1 | Mobilization | 1 | LS | \$9,000 | \$9,000 | 1 | 0 | \$0 |
| 2 | Staking | 1 | LS | \$6,000 | \$6,000 | 1 | 0 | \$0 |
| 3 | Excavation - Class 10, 12, or 13 | 1000 | CY | \$13 | \$12,500 | 1000 | 0 | \$0 |
| 4 | Subbase, Granular | 2250 | SY | \$8 | \$17,550 | 2,325 | 75 | \$585.00 |
| 5 | PCC Pavement, 9" Thick | 200 | SY | \$45 | \$9,000 | 202.5 | 2.5 | \$112.50 |
| 6 | 2' Curb and Gutter | 3848 | LF | \$19.60 | \$75,421 | 3,847 | -1 | -\$19.60 |
| 7 | HMA Overlay, 1M ESAL, 1" Leveling Coarse, 1.5" Surface Coarse | 1360 | TON | \$105 | \$142,528 | 1359.21 | -0.79 | -\$82.79 |
| 8 | HMA Pavement Samples and Testing | 1 | LS | \$1,000 | \$1,000 | 1 | 0 | \$0 |
| 9 | Driveway Removal | 380 | SY | \$9 | \$3,420 | 442.4 | 62.4 | \$561.60 |
| 10 | Sidewalk Removal | 579 | SY | \$9 | \$5,211 | 579 | 0 | \$0 |
| 11 | Curb Removal | 3623 | LF | \$5 | \$17,390 | 3,623 | 0 | \$0 |
| 12 | PCC Sidewalk, 4" Thick | 229 | SY | \$33 | \$7,557 | 229 | 0 | \$0 |
| 13 | PCC Sidewalk Ramp, 6" Thick | 350 | SY | \$41 | \$14,350 | 350 | 0 | \$0 |
| 14 | Detectable Warnings (4' x 2' Panels) | 55 | EA | \$250 | \$13,750 | 55 | 0 | \$0 |
| 15 | PCC Paved Driveway, 6" Thick | 380 | SY | \$41 | \$15,580 | 380 | 0 | \$0 |
| 16 | Driveway, Granular | 20 | TON | \$25 | \$500 | 20 | 0 | \$0 |
| 17 | Pavement Milling | 8276 | SY | \$5 | \$41,380 | 8,470.2 | 194.2 | \$971.00 |
| 18 | Conventional Seeding, Fertilizing, and Mulching | 1.5 | AC | \$4,000 | \$6,000 | 1 | -0.5 | -\$2,000.00 |
| 19 | Traffic Control | 1 | LS | \$12,270 | \$12,270 | 1 | 0 | \$0 |
| 20 | Water Valve Adjustments | 9 | EA | \$250 | \$2,250 | 9 | 0 | \$0 |
| 21 | Manhole Adjustments | 0 | EA | \$1,000 | \$0 | 0 | 0 | \$0 |
| 22 | Partial Depth Patches - Additional work authorized by City Staff. Cost will be included in the final quantities change order. | 3,108 | SF | \$4 | \$11,966 | 3,108 | 0 | \$0 |
| 23 | Placing and Compacting Millings | 1 | LS | \$15,000 | \$15,000 | 0.95 | -0.05 | -\$750.00 |
| 23A | Loader Operator | 0 | HRS | \$35 | \$0 | 2 | 2 | \$70.00 |
| | TOTALS | | | | \$439,623 | | | -\$552.29 |

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE: CONSENT AGENDA – ITEM 6

Consider an ordinance to amend the City Code of the City of Oskaloosa, Iowa by amending provisions pertaining to Title 17 –“Zoning,” Chapter 17.30 “Sign Regulations,” Section 17.30.030 D. – “General Sign and Street Graphics Regulations – Exempt Signs,” Subsection 17.30.030 D. 1. – “Real Estate Signs” – 3rd reading.

EXPLANATION:

At the City Council meeting on July 1, 2013, staff was directed to review the sign regulations in the zoning code regarding real estate signs. The Planning and Zoning members reviewed the zoning code related to real estate signs at their October 14, 2013 meeting. The discussion topics were the size of signs for residential and commercial developments, distance of signs from the curb line or edge of pavement, and permitted length of time to remove signs after disposition of the premises.

The major revision recommended by the Planning and Zoning Commission are as follows:

- Increase the sign size from 6 square feet to 9 square feet on residential developments and commercial developments with less than 2 acres in parcel size. The maximum height restriction of these signs will remain as 4 feet above grade level.
- Increase the sign size from 6 square feet to 32 square feet on commercial developments with more than 2 acres in parcel size. The maximum height restriction of these signs will be increased to 10 feet above grade level.
- No changes were recommended on 25’ setback distance of signs from the curb line or edge of pavement.
- No changes were recommended on 7 days permitted time to remove signs after disposition of the premises.
- No changes were recommended to add temporary directional signs.

The Planning & Zoning Commission considered this item at their October 14, 2013

meeting and recommended by a vote of 6 to 0 that the City Council approve the amendments to the zoning code pertaining to real estate signs as presented.

Recommended Action:

Approve the third reading of the ordinance.

Note: The following recommended ordinance amendment (indicated in red font) is presented below.

Oskaloosa Municipal Code 17.30.030 D.1.:

1. Real Estate Signs. Signs advertising the sale, rental, or lease of the premises or part of the premises on which the signs are displayed. One **temporary** nonilluminated sign, ~~not to exceed six square feet~~, shall be permitted on each premises. **Such signs shall not exceed a size of nine square feet and shall not extend higher than four feet above grade level in residential developments and commercial developments with less than 2 acres in parcel size. Such signs shall not exceed 8 feet in horizontal dimension and 4 feet in vertical dimension, and shall not extend higher than ten feet above grade level in commercial developments with more than 2 acres in parcel size.** Such signs shall not extend ~~higher than four feet above grade level or~~ closer than twenty-five feet to the curblineline or edge of pavement unless located on the wall of a building. Such signs shall be removed within seven days after the disposition of the premises.

BUDGET CONSIDERATION:

There will be minimal impact to the City Budget for the cost associated with drafting revisions to Chapter 17.30 of Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinance, Pictures, and Survey.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY AMENDING TITLE 17, "ZONING," CHAPTER 17.30, "SIGN REGULATIONS," SECTION 17.30.030 D. – "GENERAL SIGN AND STREET GRAPHICS REGULATION – EXEMPT SIGNS," SUBSECTION 17.30.030 D. 1. – "REAL ESTATE SIGNS."

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

SECTION 1. SECTION 17.30.030 D. 1. – "REAL ESTATE SIGNS" is hereby deleted in its entirety.

SECTION 2. SECTION 17.30.030 D. 1. – "REAL ESTATE SIGNS" is hereby amended as follows:

Real Estate Signs. Signs advertising the sale, rental, or lease of the premises or part of the premises on which the signs are displayed. One temporary non-illuminated sign shall be permitted on each premises. Such signs shall not exceed a size of nine square feet and shall not extend higher than four feet above grade level in residential developments and commercial developments with less than 2 acres in parcel size. Such signs shall not exceed 8 feet in horizontal dimension and 4 feet in vertical dimension, and shall not extend higher than ten feet above grade level in commercial developments with more than 2 acres in parcel size. Such signs shall not extend closer than twenty-five feet to the curblin e or edge of pavement unless located on the wall of a building. Such signs shall be removed within seven days after the disposition of the premises.

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 the _____ day of _____ 2013, and approved this _____ day of _____ 2013.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2013.

Signed _____





SCOTT MEDLIN
641-660-6545

FOR SALE

GATTON
Realty Inc.

641-673-9465
www.gattonrealty.com

REAL ESTATE SIGNS - SURVEY OF CITY CODES

| | Zoning district/development | Maximum size | Height | # allowed | distance | Days |
|---|--|---|--------|-------------------|-----------------|------|
| Pella, IA Zoning Code 165.33 | Residential developments | Parcels containing 2 acres or less are allowed a sign not to exceed 6 square feet. Parcels containing less than 10 acres but more than 2 acres are allowed a sign not to exceed 9 square feet. Parcels containing 10 acres or more are allowed a sign not to exceed 16 square feet. Parcels located in the R3 Multi-Family Residential Zoning District may have a sign not to exceed 16 square feet in area regardless of parcel size. | 6 ft | 1 | | |
| | Non Residential developments | 36 square feet | 10 ft | 1 | | 10 |
| Ottumwa, IA Zoning code 17.30.030 | All zoning districts | 6 square feet | 4 ft | 1 | 25 ft from curb | 7 |
| Des Moines, IA Zoning code 134.1276 | All zoning districts | 6 square feet | 4 ft | 1 | 20 ft from curb | 7 |
| Cedar Falls Zoning code 29-198 | All zoning districts | 6 square feet | | | | |
| Grinnell, IA City Code 157 | All residential zoning districts & CBD | 6 square feet | | 1 for each street | | 7 |
| | All commercial zoning districts | 32 square feet | | 1 for each street | | 7 |
| West Des Moines, IA Zoning code 9-18-14 | Residential | 6 square feet | 4 | 1 | 10 ft | |
| | Commercial <20 Acres | 32 square feet | 10 | 1 | 10 ft | |
| Zoning code 9-18-21 | Commercial >20 Acres | 64 square feet | 10 | 1 | 20 ft | |
| Mount Pleasant, IA Zoning code 19.09.040 | Residential | 8 square feet | | | | |
| | All other districts | 32 square feet | | | | |

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE: CONSENT AGENDA – ITEM 7

Consider an ordinance amending the City Code of the City of Oskaloosa, Iowa by amending provisions pertaining to Title 17 –“Zoning,” Chapter 17.08 “Zoning District Regulations,” Table 17.08B, “Permitted Uses by Zoning District” to conditionally permit ‘Laundry Services’ within Mixed Use Urban Corridor and Community Commercial zoning districts – 3rd reading.

EXPLANATION:

The request from Mr. Richard Lancial, owner of 811 A Avenue West, to rezone his property from Mixed Use Urban Corridor with A Avenue Commercial Overlay (UC/AV) district to General Commercial (GC) district will result in spot zoning and make it inconsistent with the City’s adopted Comprehensive Land Use Plan. The City of Oskaloosa also has two existing coin operated laundry services that are presently zoned as Community Commercial district. The existing laundry facilities are considered grandfathered non-conforming uses because they are not permitted in a Community Commercial district, but they were in operation prior to the city’s zoning code adoption. The zoning district regulations for laundry services in Mixed Use Urban Corridor (UC) and Community Commercial (CC) zoning districts will need to be amended, if there is a desire to accommodate the proposed laundry service at 811 A Avenue West and the rebuilding of the existing facilities if a rebuild of the existing facilities is required.

“Laundry services” is generally considered a compatible or complementary use with nearby residential areas. A conditional permit for laundry services in a UC and CC district provides staff and the Board of Adjustment an opportunity to reduce potentially negative impacts on surrounding properties and neighborhoods, through additional site and development requirements.

The Planning & Zoning Commission considered this item at their October 14, 2013 meeting and recommended by a vote of 7 to 0 that the City Council approve the amendments to the zoning district regulations by conditionally permitting ‘Laundry Services’ within the Mixed

Use Urban Corridor and the Community Commercial zoning districts.

Recommended Action:

Approve the third reading of the ordinance.

Note: Listed below is the proposed amendments (indicated in red font) to permitted use type by zoning districts as per Oskaloosa Municipal Code.

| Use Types | AG | RR | R-1 | R-2 | R-3 | R-4 | UC | LC | CC | DC | GC | HC | BP | LI | GI |
|------------------|----|----|-----|-----|-----|-----|----|----|----|----|----|----|----|----|----|
| Laundry services | | | | | | | C | | C | C | P | P | | P | P |

BUDGET CONSIDERATION:

There will be minimal impact to the City Budget for the cost associated with drafting revisions to Chapter 17.08 of Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE CITY OF OSKALOOSA, IOWA BY AMENDING TABLE 17.08B – “PERMITTED USES BY ZONING DISTRICTS” OF THE CITY OF OSKALOOSA ZONING ORDINANCE PROVIDING AMENDMENTS FOR LAND USE PLANNING AND ZONING REGULATIONS OF LAUNDRY SERVICES.

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

SECTION 1. Change permitted uses for Laundry Services on Table 17.08B. The laundry services will remain permitted in the General Commercial (GC) district, Highway Gateway Commercial (HC) district, Limited Industrial (LI) district, and General Industrial (GI) district. The laundry services will be conditionally permitted in Mixed Use Urban Corridor (UC) district, Community Commercial (CC) district, and Downtown Commercial (DC) district.

Proposed - Permitted Uses by Zoning Districts (Commercial Uses)

| Use Types | AG | RR | R-1 | R-2 | R-3 | R-4 | UC | LC | CC | DC | GC | HC | BP | LI | GI |
|------------------------|----|----|-----|-----|-----|-----|----|----|----|----|----|----|----|----|----|
| Commercial Uses | | | | | | | | | | | | | | | |
| Laundry services | | | | | | | C | | C | C | P | P | | P | P |

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

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

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

Passed by the Council the _____ day of December 2013, and approved this _____ day of December 2013.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of December 2013.

Signed _____

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

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) Historic Preservation Commission – Two vacancies to fill upon appointment to serve three year terms. This is a seven member commission that meets as needed. (2 males and 5 females currently serve.)
- c) Airport Commission – One vacancy to fill upon appointment to serve a six year term. This is a five member board that typically meets the first Monday of the month. (4 males and 1 female currently serve.)
- d) Stephen Memorial Animal Shelter Commission – On vacancy to fill upon appointment to serve a two year term. There are three members on the commission, one of which is a representative of the city.
- e) Housing Trust Fund Committee – Two vacancies to fill upon appointment to serve three year terms. There are five at-large members on the committee that typically meets the first Thursday of the month. (2 males and 5 females currently serve at-large.)
- f) Municipal Housing Agency – Three vacancies to fill upon appointment to serve two year terms. There are five members on the agency that typically meets quarterly. (2 males and three females 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.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE: PUBLIC HEARINGS

Consider an ordinance to establish a no parking zone along the south side of E Avenue East from North 11th Street to North 12th Street - 1st reading. (PUBLIC HEARING)

EXPLANATION:

The Public Works Department has received a request from Mahaska Health Partnership to restrict parking on the south side of E Avenue East from North 11th Street to North 12th Street. Currently there is a parking restriction on the north side of this section of E Avenue East. The street is 30 feet wide and the average daily traffic is approximately 900 vehicles per day. However, the daily traffic volumes are expected to increase now that the hospital addition and other construction is nearing completion. The anticipated increase in traffic volume and the 90 degree turn from E Avenue onto North 12th Street require additional road width and sight distances.

The city conducted surveys on households that will be affected by a parking restriction on E Avenue East between 11th Street and 12th Street. Among the residents that responded to the survey (5 total), 40% (2) of property owners supported a parking restriction and 60% (3) of them did not support the parking restriction.

The Planning & Zoning Commission considered this item at their November 12, 2013 meeting and recommended by a vote of 6 to 0 that the City Council approve the parking restriction as follows:

- Establish a no parking zone along the south side of E Avenue East 100 feet east of its intersection with North 11th Street,
- Establish a no parking zone along the south side of E Avenue East 100 feet west of its intersection with North 12th Street, and
- Establish a no parking zone from 8:00AM to 5:00PM on weekdays along the south side of E Avenue East between 100 feet east of 11th Street and 100 feet west of 12th Street.

Note: The following recommended ordinance amendment (indicated in red font) is presented below.

Oskaloosa Municipal Code section 10.48.240 “No parking zones” will be revised to add the following items:

- E Avenue East on the south side from North 11th Street to one hundred feet east of North 11th Street.
- E Avenue East on the south side from North 12th Street to one hundred feet west of North 12th Street.
- E Avenue East on the south side between one hundred feet east of 11th Street and one hundred feet west of 12th Street Monday through Friday from 8:00 A.M. to 5:00 P.M.

Recommended Action:

Open public hearing, receive comments, close the public hearing and approve the first reading of the ordinance.

BUDGET CONSIDERATION:

Cost of installing six “No Parking Signs” (\$250.00 for sign material and 3 hours labor) and cost associated with drafting revisions to Chapter 10.48 of Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinance, Location Map, and Survey Responses.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A "NO PARKING" ZONE ALONG THE SOUTH SIDE OF E AVENUE EAST BETWEEN NORTH 11TH STREET AND NORTH 12TH STREET, PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF.

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

SECTION 1: The purpose of this ordinance is to establish a "No Parking Zone" along the south side of E Avenue East between North 11th Street and North 12th Street.

SECTION 2. SECTION 10.48.240 – "NO PARKING ZONE" is hereby amended by adding the following items:

- E Avenue East on the south side from North 11th Street to one hundred feet east of North 11th Street.
- E Avenue East on the south side from North 12th Street to one hundred feet west of North 12th Street.
- E Avenue East on the south side between one hundred feet east of 11th Street and one hundred feet west of 12th Street Monday through Friday from 8:00 A.M. to 5:00 P.M.

SECTION 3: No motor vehicle or other means of transportation shall be placed, stopped, or parked in said "No Parking Zone".

SECTION 4: Regulatory and warning signs to advise as to the above-referenced "No Parking Zone" shall be erected and maintained.

SECTION 5: Any person, operator, or owner of said vehicle who causes the same to be placed, parked, or stopped in said "No Parking Zone" or allows the same to occur, shall be guilty of a misdemeanor and shall be punishable by a fine.

SECTION 6: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the ____ day of _____ 2013, and approved this ____ day of _____ 2013.

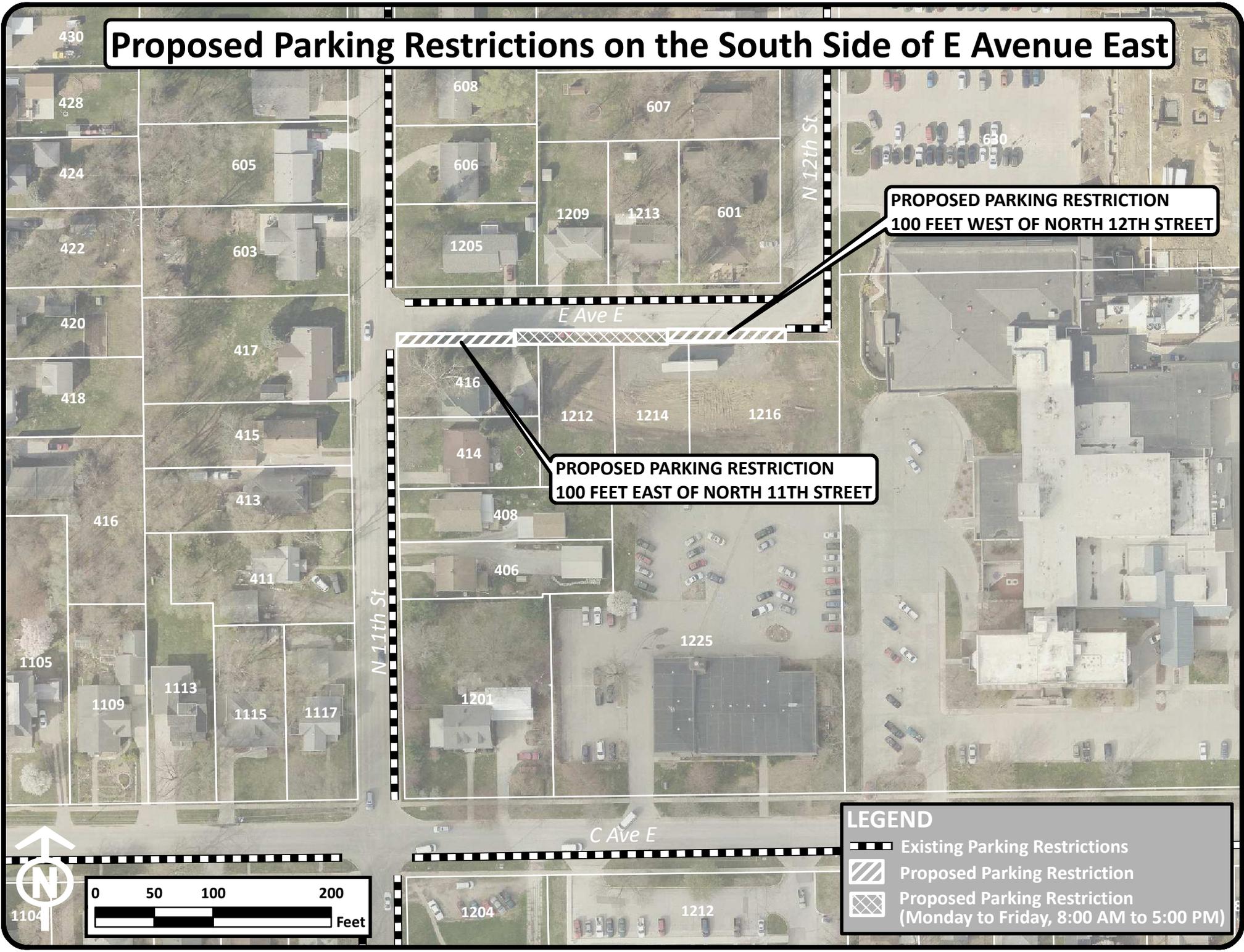
David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2013.

Signed _____

Proposed Parking Restrictions on the South Side of E Avenue East



PROPOSED PARKING RESTRICTION
100 FEET WEST OF NORTH 12TH STREET

PROPOSED PARKING RESTRICTION
100 FEET EAST OF NORTH 11TH STREET

LEGEND

- Existing Parking Restrictions
- Proposed Parking Restriction
- Proposed Parking Restriction (Monday to Friday, 8:00 AM to 5:00 PM)

| E AVENUE EAST BETWEEN NORTH 11TH STREET & NORTH 12TH STREET | | | |
|---|--------------------------------------|--|---|
| ADDRESS | OWNER/RESIDENT | RESPONSE | Comments: |
| 1205 E Avenue East | Leroy & Diana Shaddock | Leave on-street parking as it is (No parking restriction on north side) | Leave as is-but restrict parking 20ft on each end to allow for better visibility when turning from N11th to E Ave E and E Ave E to N 12th. As residents on E Ave East we need additional on street parking for visitors(occasionally) daily parking should be restricted. |
| 1209 E Avenue East | Diane McCreynolds | Leave on-street parking as it is (No parking restriction on north side) | <u>We need this extra parking</u> -Since all 3 houses only have single car driveway. You could put restriction so many fee |
| 1213 E Avenue East | Betty, Patrick Russell & Gary Mckeag | Leave on-street parking as it is (No parking restriction on north side) | Be better if they didn't park so close to the corner of N-11th and E Avenue East |
| 416 North 11th Street | Janice Mayer | | Restrict parking 8 A.M. to 5 P.M. on South side of E Ave E N.11th St to N. 12th St (and enforce it). It is dangerous backing down my drive especially during the medical centers busy times. Cars really hurry turning onto E Ave E. from N.11th |
| 601 North 12th Street | Joshua & Katherine Delong | | |
| 1229 C Avenue East | Mahaska Health Partnership | | Attended P&Z meeting to indicate desire in parking restriction and supports recoomendation by P&Z. |

Response Categories:

Restrict parking on South side at all times

Leave on-street parking as it is (No parking restriction on north side)

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE: PUBLIC HEARINGS

Consider an ordinance to establish a no parking zone along the west side of North 9th Street from A Avenue East to C Avenue East - 1st reading. (PUBLIC HEARING)

EXPLANATION:

The Public Works Department has received a request from a resident to establish some form of parking restriction on North 9th Street from A Avenue East to C Avenue East. Currently, there is no parking restriction on either side of this section of North 9th Street. The street is 31 feet wide and the Iowa DOT does not have average daily traffic counts available for this location.

Staff observed congested parking on this section of North 9th Street, which caused narrow travel lanes and inadequate intersection approach sight distances. Since parking is currently restricted along the west side of North 9th Street to the north of C Avenue, staff recommends that a parking restriction be added to the west side of North 9th Street from A Avenue to C Avenue for consistency. In addition, this section of street has 7 driveways along the west side and 3 on the east side. Therefore, more parking is available on the east side and restricting parking on the west side will make exiting those driveways easier and safer.

The city conducted surveys on households that will be affected by a parking restriction on North 9th Street from A Avenue East to C Avenue East. Among the residents that responded to the survey (13 total), 38% (5) of property owners supported parking restriction on east side, 31% (4) of property owners supported parking restriction on west side, 8% (1) of property owners supported parking restriction on both sides, and 23% (3) of property owners did not support any form of parking restriction.

The Planning & Zoning Commission considered this item at their November 12, 2013 meeting and did not make any motion regarding this request and hence supported to continue allowing on-street parking on both sides. However, staff recommends that

the City Council establish a no parking zone along the west side of North 9th Street from A Avenue East to C Avenue East.

Note: The following recommended ordinance amendment (indicated in red font) is presented below.

Oskaloosa Municipal Code section 10.48.240 “No parking zones” will be revised to add the following items:

North Ninth Street on the west side from A Avenue East to C Avenue East;

Recommended Action:

Open public hearing, receive comments, close the public hearing and approve the first reading of the ordinance.

BUDGET CONSIDERATION:

Cost of installing four “No Parking Signs” (\$200.00 for sign material and 3 hours labor) and cost associated with drafting revisions to Chapter 10.48 of Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinance, Location Map, and Survey Responses.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A "NO PARKING" ZONE ALONG THE WEST SIDE OF NORTH NINTH STREET BETWEEN A AVENUE EAST AND C AVENUE EAST; PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF.

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

SECTION 1: The purpose of this ordinance is to establish a "No Parking Zone" along the west side of North Ninth Street between A Avenue East and C Avenue East.

SECTION 2. SECTION 10.48.240 – "NO PARKING ZONE" is hereby amended by adding the following item:

- North Ninth Street on the west side from A Avenue East to C Avenue East;

SECTION 3: No motor vehicle or other means of transportation shall be placed, stopped, or parked in said "No Parking Zone".

SECTION 4: Regulatory and warning signs to advise as to the above-referenced "No Parking Zone" shall be erected and maintained.

SECTION 5: Any person, operator, or owner of said vehicle who causes the same to be placed, parked, or stopped in said "No Parking Zone" or allows the same to occur, shall be guilty of a misdemeanor and shall be punishable by a fine.

SECTION 6: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the ____ day of _____ 2013, and approved this ____ day of _____ 2013.

David Krutzfeldt, Mayor

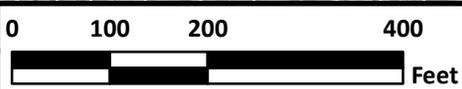
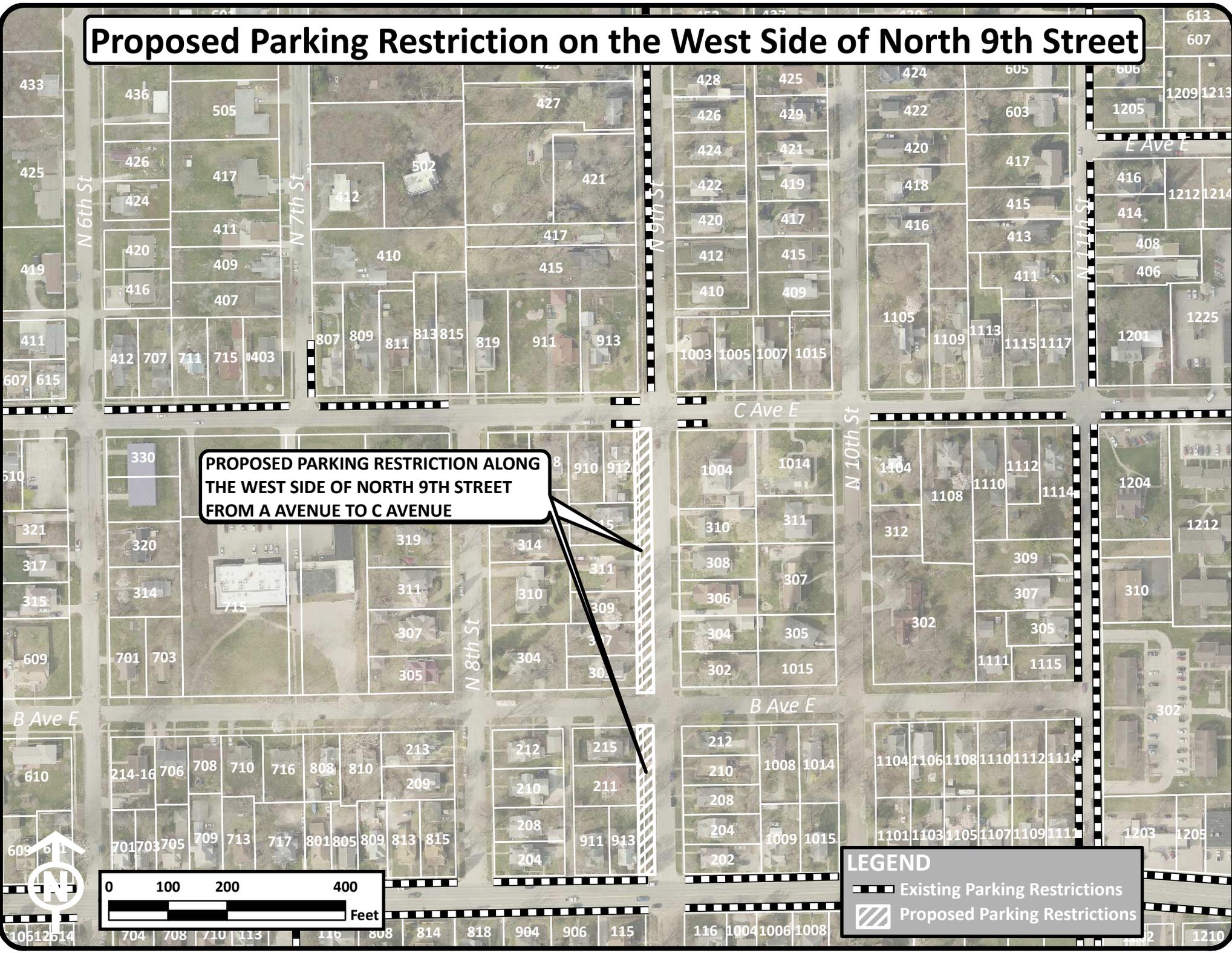
ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____ 2013.

Signed _____

Proposed Parking Restriction on the West Side of North 9th Street

PROPOSED PARKING RESTRICTION ALONG THE WEST SIDE OF NORTH 9TH STREET FROM A AVENUE TO C AVENUE



LEGEND

- Existing Parking Restrictions
- Proposed Parking Restrictions

| NORTH 9TH STREET BETWEEN A AVENUE EAST & C AVENUE EAST | | | |
|--|---------------------------|---|---|
| ADDRESS | OWNER/RESIDENT | RESPONSE | Comments: |
| 913 A Avenue East | Kelly & Debra Blunt | Restrict parking on east side at all times | |
| 202 North 9th Street | Geoffrey & Julie Oscarson | | |
| 204 North 9th Street | Keitha Sharp | restrict parking on west side at all times | |
| 208 North 9th Street | Robert Jenkins | | |
| 210 North 9th Street | Tom & Donna Mateer | | |
| 211 North 9th Street | Randal & Kathy Pleima | | |
| 212 North 9th Street | Ryan & Jamie Klyn | | |
| 215 north 9th Street | Randall & Joni Kelley | Restrict parking on west side at all times | Decided to change vote from restricting from east side to the west side |
| 301 North 9th Street | Angela Weiland | restrict parking on west side at all times | east or west is fine as long as it's parking on just one side |
| 302 North 9th Street | Ben and Maggie Johnston | restrict parking on east side at all times | Turning off of A Avenue onto N 9th St creates a hazard as often there are cars parked along the east side of the street. |
| 304 North 9th Street | Denise Evans | restrict parking on west side at all times | |
| 306 North 9th Street | Betty Ulin & Betty Moore | Leave on-street parking as it is | We like to park in front of our own house. |
| 307 North 9th Street | Julie Bartman | | |
| 308 North 9th Street | Kevin & Kathryn Schippers | Leave on-street parking as it is | This is such a quiet street, doesn't seem to be much of a problem. There is a little increased traffic/parking due to street closures hearing. I think this will sort itself out once those projects have been completed. |
| 309 North 9th Street | Carole Kelderman | Restrict parking on east side at all times and Restrict parking on west side at all times | Everyone on this street has adequate driveway and garage space. A number of backing into cars has happened and it creates a hazard |
| 310 North 9th Street | Geraldine Best | | |
| 311 North 9th Street | Jeff & Maria Youngblut | Restrict parking on east side at all times | |
| 315 North 9th Street | Sharon Bower | Restrict parking on east side at all times | Please |
| 1004 C Avenue East | Katherine Kelderman | Restrict parking on east side at all times | It is difficult when both sides have parking so pick one side/east side restriction easier turn off onto 9th |
| 912 C Avenue East | David Pfeifer/PC Rentals | Leave on-street parking as it is | |

Response Categories:

- Restrict parking on east side at all times
- Restrict parking on west side at all times
- Leave on-street parking as it is

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE: PUBLIC HEARINGS

Consider an ordinance to remove the no parking zone along the north side of 3rd Avenue East from South 7th Street to South 11th Street - 1st reading. (PUBLIC HEARING)

EXPLANATION:

The Public Works Department has received a request from a resident to allow parking on one side of 3rd Avenue East from South 7th Street to South 11th Street. Currently, parking is prohibited on both sides of this section of 3rd Avenue East. The street is 31 feet wide with average daily traffic of approximately 1,800 vehicles per day.

The street width is adequate for two-way traffic with parking along one side of the street. Since parking is currently restricted along the north side of 3rd Avenue to the east of South 11th Street and west of South 7th Street, staff recommends that the north side parking restriction remain enforced for consistency. Staff also recommends that the parking restriction be removed along the south side with the following stipulation: parking shall be restricted 50 feet either side of the 9th Street northbound approach to allow stopped vehicles adequate sight distance when turning onto or crossing 3rd Avenue.

The city conducted surveys on households that will be affected by a parking restriction on 3rd Avenue East from South 7th Street to South 11th Street. Among the residents that responded to the survey (16 total), 56% (9) of property owners supported on-street parking on the south side, 19% (3) of property owners supported on-street parking on the north side, and 25% (3) of them did not support any on-street parking.

The Planning & Zoning Commission considered this item at their November 12, 2013 meeting and recommended by a vote of 6 to 0 that the City Council approve the parking restriction as follows:

- Remove no parking zone along the north side of 3rd Avenue East between South

7th Street and South 11th Street,

- Establish a no parking zone along the north side of 3rd Avenue East fifty feet east and west of South 9th Street.

The Planning recommended this option because the sidewalk is located along the north side of 3rd Avenue East.

The staff recommendations for the parking restriction are as follows:

- Remove no parking zone along the south side of 3rd Avenue East between South 7th Street and South 11th Street,
- Establish a no parking zone along the south side of 3rd Avenue East fifty feet east and west of South 9th Street.

The staff recommended this option for consistency along this corridor.

Note: The following recommended ordinance amendment (indicated in red font) is presented below.

If the Planning & Zoning Commission's recommendation is adopted then the Oskaloosa Municipal Code section 10.48.240 "No parking zones" will be revised to add the following items:

- Third Avenue East on ~~both-sides~~ **the south side** from Seventh to Eleventh Streets;
- **Fifty feet east and west of South 9th Street on the north side of Third Avenue East.**

If the Staff recommendation is adopted then the Oskaloosa Municipal Code section 10.48.240 "No parking zones" will be revised to add the following items:

- Third Avenue East on ~~both-sides~~ **the north side** from Seventh to Eleventh Streets;
- **Fifty feet east and west of South 9th Street on the south side of Third Avenue East.**

Recommended Action:

- Open public hearing, receive comments, close the public hearing, and approve the first reading of the ordinance by considering Planning & Zoning Commission's recommendation to allow the following parking restrictions:
 - Remove no parking zone along the north side of 3rd Avenue East between South 7th Street and South 11th Street,
 - Establish a no parking zone along the north side of 3rd Avenue East fifty feet east and west of South 9th Street.

Alternate Actions:

- Considering staff recommendation to allow the following parking restrictions:
 - Remove no parking zone along the south side of 3rd Avenue East

between South 7th Street and South 11th Street,

- Establish a no parking zone along the south side of 3rd Avenue East fifty feet east and west of South 9th Street.

- Other actions as determined by City Council.

BUDGET CONSIDERATION:

Cost of installing four “No Parking Signs” (\$200.00 for sign material and 3 hours labor) and cost associated with drafting revisions to Chapter 10.48 of Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinances (both Planning & Zoning Commission and staff recommended options), Location Maps (separate maps for Planning & Zoning Commission and staff recommendations), and Survey Responses.

ORDINANCE NO. _____

AN ORDINANCE REMOVING A "NO PARKING" ZONE ALONG THE NORTH SIDE OF 3rd AVENUE EAST BETWEEN SOUTH 7TH STREET AND SOUTH 11TH STREET; ESTABLISHING A "NO PARKING ZONE" ALONG THE NORTH SIDE OF 3rd AVENUE EAST, FIFTY FEET EAST AND WEST OF SOUTH 9TH STREET; PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF.

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

SECTION 1. SECTION 10.48.240 – "NO PARKING ZONE" is hereby amended by deleting the following items:

98. Third Avenue East on both sides from Seventh to Eleventh Streets;

SECTION 2. SECTION 10.48.240 – "NO PARKING ZONE" is hereby amended by adding the following items:

- Third Avenue East on the south side from Seventh to Eleventh Streets;
- Fifty feet east and west of South 9th Street on the north side of Third Avenue East.

SECTION 3: No motor vehicle or other means of transportation shall be placed, stopped, or parked in said "No Parking Zone".

SECTION 4: Regulatory and warning signs to advise as to the above-referenced "No Parking Zone" shall be erected and maintained.

SECTION 5: Any person, operator, or owner of said vehicle who causes the same to be placed, parked, or stopped in said "No Parking Zone" or allows the same to occur, shall be guilty of a misdemeanor and shall be punishable by a fine.

SECTION 6: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the ____ day of _____ 2013, and approved this ____ day of _____ 2013.

David Krutzfeldt, Mayor

ATTEST: _____

Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2013.

Signed _____

ORDINANCE NO. _____

AN ORDINANCE REMOVING A "NO PARKING" ZONE ALONG THE SOUTH SIDE OF 3rd AVENUE EAST BETWEEN SOUTH 7TH STREET AND SOUTH 11TH STREET; ESTABLISHING A "NO PARKING ZONE" ALONG THE SOUTH SIDE OF 3rd AVENUE EAST, FIFTY FEET EAST AND WEST OF SOUTH 9TH STREET; PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF.

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

SECTION 1. SECTION 10.48.240 – "NO PARKING ZONE" is hereby amended by deleting the following items:

98. Third Avenue East on both sides from Seventh to Eleventh Streets;

SECTION 2. SECTION 10.48.240 – "NO PARKING ZONE" is hereby amended by adding the following items:

- Third Avenue East on the north side from Seventh to Eleventh Streets;
- Fifty feet east and west of South 9th Street on the south side of Third Avenue East.

SECTION 3: No motor vehicle or other means of transportation shall be placed, stopped, or parked in said "No Parking Zone".

SECTION 4: Regulatory and warning signs to advise as to the above-referenced "No Parking Zone" shall be erected and maintained.

SECTION 5: Any person, operator, or owner of said vehicle who causes the same to be placed, parked, or stopped in said "No Parking Zone" or allows the same to occur, shall be guilty of a misdemeanor and shall be punishable by a fine.

SECTION 6: WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication by law.

Passed by the Council the ____ day of _____ 2013, and approved this ____ day of _____ 2013.

David Krutzfeldt, Mayor

ATTEST: _____

Amy Miller, City Clerk

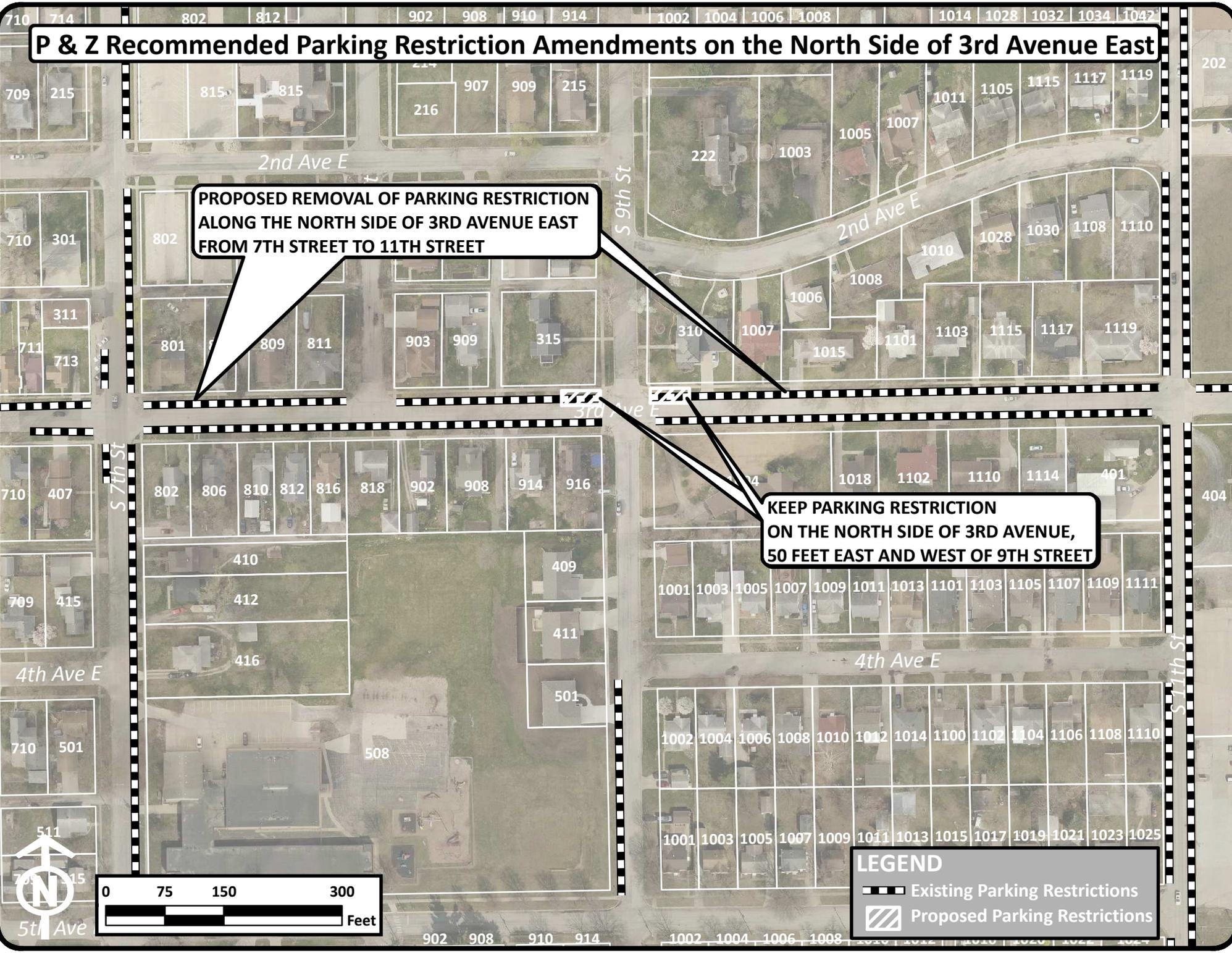
I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2013.

Signed _____

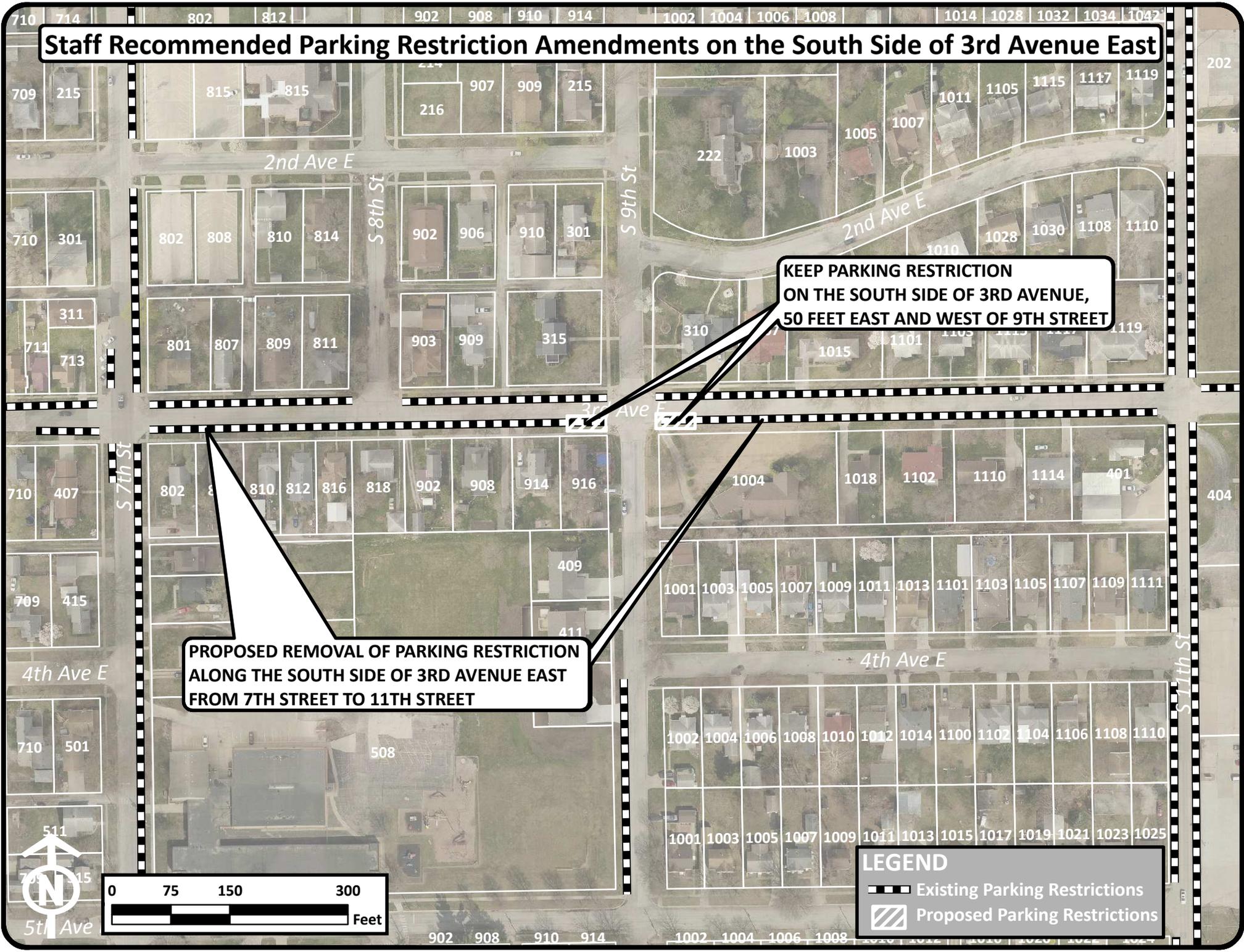
P & Z Recommended Parking Restriction Amendments on the North Side of 3rd Avenue East

**PROPOSED REMOVAL OF PARKING RESTRICTION
ALONG THE NORTH SIDE OF 3RD AVENUE EAST
FROM 7TH STREET TO 11TH STREET**

**KEEP PARKING RESTRICTION
ON THE NORTH SIDE OF 3RD AVENUE,
50 FEET EAST AND WEST OF 9TH STREET**



Staff Recommended Parking Restriction Amendments on the South Side of 3rd Avenue East



**KEEP PARKING RESTRICTION
ON THE SOUTH SIDE OF 3RD AVENUE,
50 FEET EAST AND WEST OF 9TH STREET**

**PROPOSED REMOVAL OF PARKING RESTRICTION
ALONG THE SOUTH SIDE OF 3RD AVENUE EAST
FROM 7TH STREET TO 11TH STREET**

LEGEND

-  Existing Parking Restrictions
-  Proposed Parking Restrictions



0 75 150 300 Feet

| 3RD AVENUE EAST BETWEEN SOUTH 7TH STREET & SOUTH 11TH STREET | | | |
|--|--|--|--|
| ADDRESS | OWNER/RESIDENT | RESPONSE | Comments: |
| 801 3rd Avenue East | Scott & Rhonda Medlin | | |
| 802 3rd Avenue East | Trey Sparks | | |
| 806 3rd Avenue East | UMC Real Estate Holdings % Merlyn Usher | | |
| 807 3rd Avenue East | Joan Felton & Lisa Sharp | | |
| 809 3rd Avenue East | Central Reformed Church | | |
| 810 3rd Avenue East | Stonecrest Investments LLC | | |
| 811 3rd Avenue East | Harold Gable & Dennis Langer | | |
| 812 3rd Avenue East | Steve & Jodi Heimstra | | |
| 816 3rd Avenue East | Diane Mathes | Remove parking prohibition on south side at all times | |
| 818 3rd Avenue East | Tim & Kathy Besco | Remove parking prohibition on south side at all times | |
| 902 3rd Avenue East | Charles, Stephen & Dennis Fisher | | |
| 903 3rd Avenue East | Julie Vanenglehoven | Leave on-street parking as it is (parking restriction on both sides) | |
| 908 3rd Avenue East | Jaimie Williamson | Remove parking prohibition on south side at all times | I would also be okay with north & south side parking on rotating basis Ex: North side parking MWF South side parking Tues/Th/Sat |
| 909 3rd Avenue East | Danny & Marsha Ferree | | |
| 914 3rd Avenue East | Patsy Hynick | Remove parking prohibition on south side at all times | It's about time |
| 916 3rd Avenue East | Christopher and Sandra Dehaan | Leave on-street parking as it is (parking restriction on both sides) | |
| 1004 3rd Avenue East | Jimmy Carter | Leave on-street parking as it is (parking restriction on both sides) | |
| 1007 3rd Avenue East | Russell & Susan Andeway | Remove parking prohibition on south side at all times | We most definitely could use on-street parking in this area |
| 1015 3rd Avenue East | Donald & Linda Russell | Remove parking prohibition on north side at all times | Either side-please-we need parking on 3rd Ave E. It might be better on the north side since there is a sidewalk there |
| 1018 3rd Avenue East | Alvin & Cynthia VanZee | Remove parking prohibition on north side at all times | |
| 1101 3rd Avenue East | Briana Bartlett | Remove parking prohibition on south side at all times | |
| 1102 3rd Avenue East | Shirley, Donald & Roxanne Morrison | Remove parking prohibition on south side at all times | |
| 1103 3rd Avenue East | Janet Peters | | |
| 1110 3rd Avenue East | Roy & Jean Edwards | Remove parking prohibition on south side at all times | Several years ago I talked to our councilman asking for at least one side parking. I was turned down due to possible building east of us on 3rd. It's difficult when we have guests and no parking |
| 1114 3rd Avenue East | Jason Kincel | | |
| 1115 3rd Avenue East | Jordan Ramsey | | |
| 1117 3rd Avenue East | Jennifer Keller | | |
| 1119 3rd Avenue East | Todd Anderson | Leave on-street parking as it is (parking restriction on both sides) | |
| 310 South 9th Street | Christopher and Kimberly Prendergast | | |
| 315 South 9th street | Bob & Violet Jones | Remove parking prohibition on south side at all times | |
| 401 South 11th Street | John & Delores Ryken | Remove parking prohibition on north side at all times | |

Response Categories:

Remove parking prohibition on south side at all times

Remove parking prohibition on north side at all times



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Public Works Department,
Engineering Division

ITEM TITLE:

Consider a motion approving Change Order No. 2 for a net decrease of \$7,545.60 to the contract amount for the West Area Sanitary Sewer Improvements Project to DeLong Construction Inc.

EXPLANATION:

The City Council at their June 17, 2013 meeting adopted a resolution awarding a contract to DeLong Construction Inc. in the amount of \$498,671.50 for the West Area Sanitary Sewer Improvements Project. The resolution adopted by the City Council also established a five percent (5%) contingency in the amount of \$24,933.57, bringing the total project cost to \$523,605.07.

Change Order No. 2 reflects a reduction in force main pipe size from 6" to 4". This pipe will go through an existing casing pipe which runs under Highway 63. The reduction in pipe size is due to warping of the casing and concerns that a 6" pipe would damage that casing.

The Iowa Department of Transportation had an original agreement with the City of Oskaloosa to be responsible for \$300,000.00 of the total project cost. This agreement was amended by a resolution approved on August 19, 2013. That resolution (No. 13-08-76) included Change Order # 1, which increased the Iowa DOT's responsibility to \$315,925.00. Change Order # 1 also increased the contract amount to \$514,596.50.

Change Order No. 2 will result in a decrease of \$7,545.60 to the amended contract price. Therefore, after Change Order No. 2, the new contract price will be \$507,050.90.

Staff recommends approval of Change Order No. 2 for the West Area Sanitary Sewer Improvements Project to DeLong Construction Inc.

| Summary of Contract & Change Orders | Amount | Council Approved Date |
|-------------------------------------|--------------|-----------------------|
| Original Bid: | \$498,671.50 | August 5, 2013 |

| | | |
|----------------------|--------------|-------------------|
| Change Order No. 1: | +\$15,925.00 | August 19, 2013 |
| Change Order No. 2*: | -\$7,545.60 | December 2, 2013* |

*Note: *Applies only if Change Order No. 2 is approved by the City Council on December 2, 2013*

Recommended Action: Consider approval of Change Order No. 2 for a net decrease of \$7,545.60 for the West Area Sanitary Sewer Improvements Project to DeLong Construction Inc.

BUDGET CONSIDERATION:

A decrease of \$7,545.60 to the project contract amount.

ATTACHMENTS:

Application for Change Order No. 2



GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

November 13, 2013

Oskaloosa SW Sewage Treatment Plant
Attn: Dave Neubert, Wastewater Director
2632 Kent Avenue
Oskaloosa, IA 52577

Re: West Area Sanitary Sewer Improvements - 2013
Oskaloosa, Iowa
G&A #3012280

Dear Dave:

Enclosed herewith are three (3) copies of Change Order No. 2 for the referenced project. This change order is for the reduced force main size through the casing pipe under Highway 63. Please review and if everything is in order, present it to the City Council for approval. If approved, have the Mayor sign all three (3) copies and send one to the Contractor, return one to our office, and keep the other for your file.

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

Sincerely,
GARDEN & ASSOCIATES, LTD.

Robert A. Nielsen, P.E.

RAN/ng

CHANGE ORDER

No. 2

DATE OF ISSUANCE November 7, 2013

EFFECTIVE DATE November 7, 2013

OWNER City of Oskaloosa
 CONTRACTOR DeLong Construction, Inc.
 Contract: _____
 Project: West Area Sanitary Sewer Improvements, 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: Reduce size of force main through existing casing pipe under Highway 63 from 6" to 4" and eliminate the casing chocks.

Reason for Change Order: The existing casing pipe has deflected and there was concern that the proposed 6" force main would not be able to be installed without damaging the casing pipe.

Attachments: Contractor's proposal for price reduction.

| CHANGE IN CONTRACT PRICE: | CHANGE IN CONTRACT TIMES: |
|--|---|
| Original Contract Price \$ <u>498,671.50</u> | Original Contract Times: Substantial Completion: _____ Ready for final payment: <u>67 working days</u> (days or dates) |
| Net Increase (Decrease) from previous Change Orders No. <u>1</u> to <u>1</u> : \$ <u>15,925.00</u> | Net change from previous Change Orders No. <u>1</u> to No. <u>1</u> : Substantial Completion: _____ Ready for final payment: <u>2 working days</u> (days) |
| Contract Price prior to this Change Order: \$ <u>514,596.50</u> | Contract Times prior to this Change Order: Substantial Completion: _____ Ready for final payment: <u>67 working days</u> (days or dates) |
| Net increase (decrease) of this Change Order: \$ <u>7,545.60</u> | Net increase (decrease) this Change Order: Substantial Completion: _____ Ready for final payment: <u>0 working days</u> (days) |
| Contract Price with all approved Change Orders: \$ <u>507,050.90</u> | Contract Times with all approved Change Orders: Substantial Completion: _____ Ready for final payment: <u>67 working days</u> (days or dates) |

RECOMMENDED:
By: [Signature]
ENGINEER (Authorized Signature)

APPROVED:
By: _____
OWNER (Authorized Signature)

ACCEPTED:
By: [Signature]
CONTRACTOR (Authorized Signature)

Date: 11/13/13

Date: _____

Date: 11-8-13



"Our Business is Earth Moving, Our Quality is World Class"

An EEO/AA Employer

An Iowa DOT Certified DBE / WBE Contractor

1320 North 8th Avenue
PO Box 488
Washington, Iowa 52353

Ph: 319-653-3334
Fx: 319-653-3351
www.delonginc.com

November 6, 2013
West Area Sanitary Sewer Improvements
Change Order Proposal
Oskaloosa, IA

In regards to Bob Nielsen's email to Craig Wharton of DeLong Construction, dated Monday, November 4th, 2013 concerning the reduction of force main diameter from 6" to 4" inside the existing casing below Highway 163, **DeLong Construction proposes a reduction of the original unit cost of bid item #11 from \$21/lf to \$11.40** This would result in a reduction \$7,545.60 from the current contracted amount (based on a bid quantity of 786 lf).

If you have questions or need additional information, please let me know.

Sincerely,

Kyle Johnson
Estimator
DeLong Construction, Inc.



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: WASTEWATER DEPT.

ITEM TITLE:

Consider a motion approving Pay Request No. 3 to DeLong Construction Inc. in the amount of \$154,186.33 for work completed on the West Area Sanitary Sewer Improvements Project.

EXPLANATION:

The City of Oskaloosa has received Pay Request No. 3 from DeLong Construction Inc. for work completed to date on the construction of the West Area Sanitary Sewer Improvements Project. Wastewater Department 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 (a total of 15 working days) through November 20, 2013 includes 2,445' of sanitary sewer pipes, 9 manholes, 151' of drainage tile replaced, pumping station wet well and 6 trench compaction tests.

Progress payments, per the contract and Iowa Code Chapter 573, will need to be made for labor and materials incorporated into the work. The progress payment or retained percentage will not relieve the Contractor of any obligation to repair any defective work or materials. City staff recommends Council approve Pay Request No. 3 to DeLong Construction Inc. in the amount of \$154,186.33.

| Summary of Contract & Change Orders | Amount | Council Approved Date |
|-------------------------------------|--------------|-----------------------|
| Original Bid | \$498,671.50 | August 5, 2013 |
| Net change by Change Order | \$8,960.40 | Paid by IDOT |
| Current Contract Price | \$507,631.90 | |

| Summary of Pay Requests | Amount | Council Approved Date |
|-------------------------|--------------|-----------------------|
| Pay Request No. 1 | \$84,690.14 | October 7, 2013 |
| Pay Request No. 2 | \$145,590.34 | November 4, 2013 |
| Pay Request No. 3 | \$154,186.33 | December 2, 2013* |

| | |
|--|---------------|
| Total Amount Paid: | \$384,466.81* |
| Amount Remaining from Approved Contract: | \$123,165.09 |
| Retainage (5% of completed work): | \$19,215.70 |

Retainage (5% of stored materials): \$1,019.40

*Note: *Applies only if pay request is approved by the City Council on December 2, 2013.*

BUDGET CONSIDERATION:

\$154,186.33 from the IDOT Sewer Extension Fund.

ATTACHMENTS:

Application for Payment No. 3

APPLICATION FOR PAYMENT NO. 3

To: CITY OF OSKALOOSA (OWNER)
 From: DELONG CONSTRUCTION, INC. (CONTRACTOR)
 Contract: WEST AREA SANITARY SEWER IMPROVEMENTS
 Project: OSKALOOSA, IOWA
 Owner's Contract No.: _____ Engineer's Project No.: _____
 For Work accomplished through the date of: 11/20/2013

| | | |
|----|--|---------------------|
| 1. | Original Contract Price: | <u>\$498,671.50</u> |
| 2. | Net Change by Change Orders and Written Amendments (+ or -): | <u>\$8,960.40</u> |
| 3. | Current Contract Price (1 plus 2) | <u>\$507,631.90</u> |
| 4. | Total completed and stored to date: | <u>\$404,701.90</u> |
| 5. | Retainage (per Agreement): | |
| | 5 % of completed Work: <u>\$19,215.70</u> | |
| | 5 % of stored material: <u>\$1,019.40</u> | |
| | Total retainage: | <u>\$20,235.10</u> |
| 6. | Total completed and stored to date less retainage (4 minus 5): | <u>\$384,466.81</u> |
| 7. | Less previous Application for Payments: | <u>\$230,280.48</u> |
| 8. | DUE THIS APPLICATION (6 MINUS 7): | <u>\$154,186.33</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 1 through _____ inclusive; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such 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.

Dated 11-23-13 _____
DeLong Construction, Inc.
(CONTRACTOR)

By: Jana DeLong-Jetterson

Payment of the above AMOUNT DUE THIS APPLICATION is approved.

Dated _____
City of Oskaloosa
(OWNER)

By: _____

| NO. ITEM | CONTRACTOR'S Schedule of Values | | | | Work Completed To Date | | | |
|--|---------------------------------|-------------------|---------------|---------------|------------------------|--------|------------------|-----------------------------|
| | UNIT PRICE | CONTRACT QUANTITY | AMOUNT | QTY COMPLETED | AMOUNT | % | MATERIALS STORED | AMOUNT COMPLETED AND STORED |
| 1 MOBILIZATION | \$ 15,500.00 | 1 | \$ 15,500.00 | 1 | \$ 15,500.00 | 100.0% | | \$ 15,500.00 |
| 2 CLEARING AND GRUBBING | \$ 2,000.00 | 1 | \$ 2,000.00 | 0.5 | \$ 1,000.00 | 50.0% | | \$ 1,000.00 |
| 3 TRENCH FOUNDATION | \$ 16.50 | 100 | \$ 1,650.00 | | \$ - | 0.0% | | \$ - |
| 4 PCC ENCASEMENT | \$ 34.00 | 20 | \$ 680.00 | 20 | \$ 680.00 | 100.0% | | \$ 680.00 |
| 5 TRENCH COMPACTION TESTING | \$ 8,500.00 | 1 | \$ 8,500.00 | 0.6 | \$ 5,100.00 | 60.0% | | \$ 5,100.00 |
| 6 SANITARY SEWER, TRENCHED, 8" DIA. | \$ 27.50 | 1,715 | \$ 47,162.50 | 1,715 | \$ 47,162.50 | 100.0% | | \$ 47,162.50 |
| 7 SANITARY SEWER, TRENCHED, 10" DIA. | \$ 30.50 | 1,296 | \$ 39,528.00 | 1,296 | \$ 39,528.00 | 100.0% | | \$ 39,528.00 |
| 8 SANITARY SEWER GRAVITY MAIN WITH CASING PIPE, TRENCHLESS, 8" DIA | \$ 225.00 | 145 | \$ 32,625.00 | 130 | \$ 29,250.00 | 89.7% | | \$ 29,250.00 |
| 9 SANITARY SEWER GRAVITY MAIN WITH CASING PIPE, TRENCHLESS, 10" DIA | \$ 235.00 | 218 | \$ 51,230.00 | 218 | \$ 51,230.00 | 100.0% | | \$ 51,230.00 |
| 10 SANITARY SEWER FORCE MAIN, TRENCHED 6" PVC SANITARY SEWER FORCE MAIN, TRENCHLESS, 6" | \$ 13.00 | 1,530 | \$ 19,890.00 | 1,490 | \$ 19,370.00 | 97.4% | | \$ 19,370.00 |
| 11 PVC (INSTALL IN EXISTING CASING PIPE) | \$ 21.00 | 786 | \$ 16,506.00 | | \$ - | 0.0% | | \$ - |
| 12 SANITARY SEWER SERVICE STUB, PVC, 4" | \$ 15.00 | 125 | \$ 1,875.00 | | \$ - | 0.0% | | \$ - |
| 13 SEWAGE AIR RELEASE VALVE AND PIT | \$ 4,500.00 | 1 | \$ 4,500.00 | 1 | \$ 4,500.00 | 100.0% | | \$ 4,500.00 |
| 14 MANHOLE, SW-301, 48" | \$ 2,600.00 | 13 | \$ 33,800.00 | 13 | \$ 33,800.00 | 100.0% | | \$ 33,800.00 |
| 15 INFILTRATION BARRIER, RUBBER CHIMNEY SEAL | \$ 355.00 | 16 | \$ 5,680.00 | 13 | \$ 4,615.00 | 81.3% | | \$ 4,615.00 |
| 16 FIELD OR DRAIN TILE LINES, 4" TO 8" DIA. | \$ 14.00 | 200 | \$ 2,800.00 | 260 | \$ 3,640.00 | 130.0% | | \$ 3,640.00 |
| 17 FIELD FENCE, REMOVE AND REPLACE | \$ 9.00 | 305 | \$ 2,745.00 | 76 | \$ 684.00 | 24.9% | | \$ 684.00 |
| 18 DRIVEWAY, GRANULAR, CLASS A CRUSHED STONE | \$ 30.00 | 20 | \$ 600.00 | | \$ - | 0.0% | | \$ - |
| 19 CONVENTIONAL SEEDING, FERT., & MULCHING | \$ 10,000.00 | 1 | \$ 10,000.00 | | \$ - | 0.0% | | \$ - |
| 20 SWPPP PREPARATION | \$ 1,200.00 | 1 | \$ 1,200.00 | 1 | \$ 1,200.00 | 100.0% | | \$ 1,200.00 |
| 21 SWPPP MANAGEMENT | \$ 2,000.00 | 1 | \$ 2,000.00 | 0.8 | \$ 1,600.00 | 80.0% | | \$ 1,600.00 |
| 22 SWPPP QUALIFYING RAINFALL EVENT INSPECTION | \$ 10.00 | 20 | \$ 200.00 | 3 | \$ 30.00 | 15.0% | | \$ 30.00 |
| 23 SILT FENCE | \$ 2.00 | 1,000 | \$ 2,000.00 | 1,000 | \$ 2,000.00 | 100.0% | | \$ 2,000.00 |
| 24 PUMPING STATION | \$ 196,000.00 | 1 | \$ 196,000.00 | 0.584 | \$ 114,464.00 | 58.4% | \$ 20,388.00 | \$ 134,852.00 |
| 4" IN EXISTING CASING, LESS CASING SHOCKS | \$ 11.40 | | \$ - | 786 | \$ 8,960.40 | | | \$ 8,960.40 |
| | | | \$ 498,671.50 | | \$ 384,313.90 | | \$ 20,388.00 | \$ 404,701.90 |

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Public Works Department,
Engineering Division

ITEM TITLE:

Consider a motion approving Pay Request No. 2 in the amount of \$67,093.75 to Norris Asphalt Paving Co. for the C Avenue East & North 3rd Street Pavement Rehabilitation Project.

EXPLANATION:

The City of Oskaloosa has received Pay Request No. 2 from Norris Asphalt Paving Co. for \$67,093.75. This amount reflects the work completed as of November 13, 2013 for a total of \$294,621.50 minus previous payment of \$212,796.67 and the 5% retainage of \$14,731.08.

The items on this pay application are related primarily to concrete construction. They include all work associated with construction of sidewalk and ADA sidewalk ramps, alley and driveway approaches, full depth concrete street patches, curb and gutter, and new 8" thick concrete street. Staff has reviewed the Pay Request and found it to be satisfactory for work completed.

As of November 13, 2013, all concrete work for this project had been completed. The asphalt construction phase of this project has been temporarily suspended until next spring.

| <u>Summary of Contract & Change Orders</u> | <u>Amount</u> | <u>Council Approval Date</u> |
|--|---------------|------------------------------|
| Original Bid | \$765,365.00 | September 3, 2013 |
| <u>Summary of Pay Requests</u> | <u>Amount</u> | <u>Council Approval Date</u> |
| Pay Request No. 1 | \$212,796.67 | November 4, 2013 |
| Pay Request No. 2* | \$67,093.75 | December 2, 2013* |

Total Amount Paid: \$279,890.42*
Amount Remaining from Approved Contract: \$470,743.50*
Retainage (5% of Completed Work): \$14,731.08*

Note: *Applies only if pay request is approved by City Council on December 2, 2013.

Recommended Action: Consider approval of Pay Request No. 2 in the amount of \$67,093.75 for the C Avenue East & North 3rd Street Pavement Rehabilitation Project to Norris Asphalt Paving Co.

BUDGET CONSIDERATION:

\$67,093.75 for Pay Request No. 2 from the C Avenue East & North 3rd Street Pavement Rehabilitation Project Fund.

ATTACHMENTS:

Application for Payment No. 2.

APPLICATION FOR PAYMENT NO. 2

To: City of Oskaloosa (JURISDICTION)
From: Norris Asphalt Paving Company (CONTRACTOR)
Contract: _____
Project: C Avenue East & North 3rd Street Pavement Rehabilitation
JURISDICTION'S Contract No. _____ ENGINEER'S Project No. _____
For Work Accomplished Through the Date of: 11-13-2013

| | |
|---|----------------------|
| 1. Original Contract Price: | <u>\$ 765,365.00</u> |
| 2. Net Change by Change Orders and Written Amendments (+ or -): | <u>\$ 0</u> |
| 3. Current Contract Price (1 plus 2): | <u>\$ 765,365.00</u> |
| 4. Total Completed and Stored to Date: | <u>\$ 294,621.50</u> |
| 5. Retainage (Per Agreement): | |
| 5% of Completed Work: | <u>\$ 14,731.08</u> |
| 0% of Stored Material: | <u>\$ 0</u> |
| Total Retainage: | <u>\$ 14,731.08</u> |
| 6. Total Completed and Stored to Date Less Retainage (4 minus 5): | <u>\$ 279,890.42</u> |
| 7. Less Previous Application for Payments: | <u>\$ 212,796.67</u> |
| 8. DUE THIS APPLICATION (6 MINUS 7): | <u>\$ 67,093.75</u> |

Accompanying Documentation: Pay Estimate No. 2

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from JURISDICTION 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 JURISDICTION at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to JURISDICTION indemnifying JURISDICTION 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: 11/25/13

Norris Asphalt Paving Co
(CONTRACTOR)
By: Steve J. Leonard
V. J. Pres

Payment of the above AMOUNT DUE THIS APPLICATION is **recommended**.

Dated: 11-21-13

AKHILESH PAL - CITY ENGINEER
(ENGINEER)
By: Akhil Pal

Payment of the above AMOUNT DUE THIS APPLICATION is **approved**.

Dated: _____

(JURISDICTION)
By: _____

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Public Works Department,
Engineering Division

ITEM TITLE:

Consider approving Pay Request No. 4 in the amount of \$14,050.27 and authorizing the acceptance of the Certificate of Substantial Completion for work completed on the South 7th Street Pavement Rehabilitation Project by Norris Asphalt Paving Co.

EXPLANATION:

The City of Oskaloosa has received Pay Request No. 4 from the Norris Asphalt Paving Co. to reduce the retainage from 5% (\$21,953.54) to 1.8% (\$7,903.27) of the South 7th Street Pavement Rehabilitation Project contract price. The reduced retainage is in compliance with the Iowa Code for substantial work completion. This reduced retainage of 1.8% (\$7,903.27) is approximately two times the value of work yet to be performed.

The item yet to be completed is re-seeding areas where growth is not complete. This construction item cannot be completed until the weather improves next spring. However, a substantial part of the project is completed and South 7th Street is open to traffic.

| <u>Summary of Contract & Change Orders</u> | <u>Amount</u> | <u>Council Approval Date</u> |
|--|---------------|------------------------------|
| Original Bid | \$383,240.00 | April 15, 2013 |
| Change Order No. 1 | +\$56,383.00 | July 1, 2013 |
| Change Order No. 2* | -\$552.29* | December 2, 2013* |
| Amended Contract Amount | \$439,070.71* | |

| <u>Summary of Pay Requests</u> | <u>Amount</u> | <u>Council Approval Date</u> |
|--------------------------------|---------------|------------------------------|
| Pay Request No. 1 | \$157,100.50 | June 3, 2013 |
| Pay Request No. 2 | \$94,307.50 | July 1, 2013 |
| Pay Request No. 3 | \$165,709.17 | August 5, 2013 |
| Pay Request No. 4* | \$14,050.27* | December 2, 2013* |
| Total Amount Paid: | \$431,167.44* | |

Amount Remaining from Approved Contract: \$7,903.27*

Retainage (1.8% of Completed Work): \$7,903.27*

Note: *Applies only if the pay request and change order are approved by City Council on December 2, 2013.

RECOMMENDED ACTION:

Consider approval of Pay Request No. 4 in the amount of \$14,050.27 for the South 7th Street Pavement Rehabilitation Project to the Norris Asphalt Paving Co.

BUDGET CONSIDERATION:

\$14,050.27 for Pay Request No. 4 from the South 7th Street Pavement Rehabilitation Project Fund.

ATTACHMENTS:

Resolution, Application for Payment No. 4, Certificate of Substantial Work Completion, and Letter.

RESOLUTION NO. _____

RESOLUTION ACCEPTING THE CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE
SOUTH 7TH STREET PAVEMENT REHABILITATION PROJECT

WHEREAS, the City of Oskaloosa, Iowa entered into a contract with Norris Asphalt Paving Co. for the "South 7th Street Pavement Rehabilitation Project" (will be known as the "Project"); and

WHEREAS, the Engineer and Contractor have now certified to the City Clerk that work has been duly completed in substantial compliance with the plans, specifications, and contract documents as of November 6, 2013, as shown in the "Certificate of Substantial Completion"; and

WHEREAS, the Engineer and City Staff have recommended to approve the "Certificate of Substantial Completion" for this project; and

WHEREAS, during the course of the project, certain changes to the project scope were required; and

WHEREAS, the changes resulted in a final contract price of \$439,070.71; 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 "Certificate of Substantial Completion" be and are 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 \$439,070.71.

Section 3. 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, 2013.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

Amy Miller, City Clerk

APPLICATION FOR PAYMENT NO. 4

To: City of Oskaloosa (JURISDICTION)

From: Norris Asphalt Paving Company (CONTRACTOR)

Contract: _____

Project: South 7th Street Pavement Rehabilitation

JURISDICTION'S Contract No. _____ ENGINEER'S Project No. _____

For Work Accomplished Through the Date of: 11-6-2013

| | |
|---|----------------------|
| 1. Original Contract Price: | <u>\$ 383,240.00</u> |
| 2. Net Change by Change Orders and Written Amendments (+ or -): | <u>\$ 55,830.71</u> |
| 3. Current Contract Price (1 plus 2): | <u>\$ 439,070.71</u> |
| 4. Total Completed and Stored to Date: | <u>\$ 439,070.71</u> |
| 5. Retainage (Per Agreement): | |
| 1.8% of Completed Work: | <u>\$ 7,903.27</u> |
| 0% of Stored Material: | <u>\$ 0</u> |
| Total Retainage: | <u>\$ 7,903.27</u> |
| 6. Total Completed and Stored to Date Less Retainage (4 minus 5): | <u>\$ 431,167.44</u> |
| 7. Less Previous Application for Payments: | <u>\$ 417,117.17</u> |
| 8. DUE THIS APPLICATION (6 MINUS 7): | <u>\$ 14,050.27</u> |

Accompanying Documentation: None

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from JURISDICTION 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 JURISDICTION at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to JURISDICTION indemnifying JURISDICTION 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: 11/25/13
Norris Asphalt Paving Co
(CONTRACTOR)
By: Steve Leonard
Vice Pres

Payment of the above AMOUNT DUE THIS APPLICATION is **recommended**.

Dated: 11/21/13
AKHILESH BAL - CITY ENGINEER
(ENGINEER)
By: Akhilesh Bal

Payment of the above AMOUNT DUE THIS APPLICATION is **approved**.

Dated: _____
(JURISDICTION)
By: _____

CERTIFICATE OF SUBSTANTIAL COMPLETION

DATE OF ISSUANCE: 12/2/2013

OWNER: City of Oskaloosa, Iowa

CONTRACTOR: Norris Asphalt Paving Co.

CONTRACT: South 7th Street Pavement Rehabilitation Project

PROJECT: South 7th Street Pavement Rehabilitation Project

OWNER'S CONTRACT NO. 2010-16 ENGINEER'S PROJECT NO. N/A

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof: All work.

To City of Oskaloosa, Iowa
OWNER

And To Norris Asphalt Paving Co.
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR, and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

November 6, 2013
DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and failure to include an item in it does not alter the responsibility of the CONTRACTOR to complete all of the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by the CONTRACTOR on or before May 31, 2014.

The responsibilities between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance, warranties, and guarantees shall be as follows:

OWNER: Operation and maintenance of facilities, insurance of facilities and utilities

CONTRACTOR: Correct work found to be defective for a period of 2 years following the date of Final Acceptance of Work

The following documents are attached to and made a part of this Certificate:

Tentative list of items to be completed or corrected, dated December 2, 2013

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of the CONTRACTOR'S obligation to complete the Work in accordance with the Contract Documents.

Executed by City of Oskaloosa ENGINEER on 11/21/13
Date

City of Oskaloosa Public Works Dept.
ENGINEER

By: Akhilesh Bal
(Authorized Signature)

CONTRACTOR accepts this Certificate of Substantial Completion on 11/25/13
Date

Norris Asphalt Paving Co.
CONTRACTOR

By: Steven J. Leonard VP
(Authorized Signature)

OWNER accepts this Certificate of Substantial Completion on _____
Date

City of Oskaloosa, Iowa
OWNER

By: _____
(Authorized Signature)

**Tentative List of Items to be Completed or Corrected
South 7th Street Pavement Rehabilitation Project
Oskaloosa, Iowa
December 2, 2013**

1. Reseed areas as directed by the Owner where seeded areas are not in a live, healthy, growing, and well established condition on or before May 31, 2014.



Akhilesh Pal
Public Works Director
akhilesh.pal@oskaloosaiowa.org
City of Oskaloosa, Iowa
Phone: 641.673.7472 Fax: 641.673.3733

November 25, 2013

Michael Schrock, City Manager
Oskaloosa City Hall
220 South Market St
Oskaloosa, IA 52577

Re: South 7th Street Pavement Rehabilitation Project
Project No. 2010-16

Dear Mike,

The Contractor has requested the retainage on his construction contract be reduced in accordance with Section 26.13 of the Iowa Code. This application for payment reduces the retainage from 5% to 1.8%, which is equal to approximately twice the value of work yet to be performed.

My department has inspected the completed project and I have determined the work performed is substantially completed and is in compliance with the terms of the project documents. Presently, the only item remaining to be corrected is to reseed land surfaces within the construction limits where growth is not complete. The certificate of substantial completion is made to the best of my knowledge, information and belief.

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

Sincerely,

Akhilesh Pal

Enc: Certificate of Substantial Completion (3 copies)
Payment Application No. 4 (3 copies)

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Planning & Zoning
Commission

ITEM TITLE:

Consider an ordinance to establish a no parking zone along the south side of 5th Avenue East between South 7th Street and South 8th Street- 3rd reading.

EXPLANATION:

The Public Works Department received a complaint about on-street parking problems along the south side of 5th Avenue East between South 7th Street and South 8th Street. The complainant indicated that they were dealing with issues related to overflow parking on 5th Avenue East from Webster school. Staff evaluated the street to find parking related problems such as blocked driveways, narrow travel lanes, tight turning radius to enter or exit driveways, and inadequate intersection approach sight distances during school peak hours.

The city conducted surveys on the week of October 11, 2013 to prohibit parking at all times. Among the residents that responded to the survey (5 total), 80% (4) of property owners supported a parking restriction and 20% (1) of them did not support any kind of parking restriction.

The city staff updated their survey on November 22, 2013 to prohibit parking only during school peak hours from 7:30 AM to 4:30 PM on weekdays. Among the residents that responded to the survey (4 total), 75% (3) of property owners supported a parking restriction during school peak hours and 25% (1) of them did not support any kind of parking restriction.

The Planning & Zoning Commission considered this item at their October 14, 2013 meeting and recommended by a vote of 7 to 0 that the City Council approve the parking restriction on the south side of 5th Avenue East between South 7th Street and South 8th Street.

Recommended Action:

- Approve the third reading of the ordinance to restrict parking at all times of the day.

Alternate Actions:

- Restart the public hearing to restrict parking along the south side of 5th Avenue East between South 7th Street and South 8th Street from 7:30 AM to 4:30 PM on weekdays.
- Other actions as determined by City Council.

BUDGET CONSIDERATION:

Cost of installing three “No Parking Signs” (\$150.00 for sign material and 3 hours labor) and cost associated with drafting revisions to Chapter 10.48 of Oskaloosa Municipal Code.

ATTACHMENTS:

Ordinance, Location Map, Pictures, and Survey Responses.

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A "NO PARKING" ZONE ALONG THE SOUTH SIDE OF 5TH AVENUE EAST BETWEEN SOUTH 7TH STREET AND SOUTH 8TH STREET, PROHIBITING THE PARKING OF MOTOR VEHICLES OR OTHER TYPE OF VEHICLES WITHIN SAID NO PARKING ZONE; AND PROVIDING FOR PENALTIES FOR THE VIOLATION THEREOF

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

SECTION 1: The purpose of this ordinance is to establish a "No Parking Zone" along the south side of 5th Avenue East between South 7th Street and South 8th Street.

SECTION 2: No motor vehicle or other means of transportation shall be placed, stopped, or parked in said "No Parking Zone".

SECTION 3: Regulatory and warning signs to advise as to the above-referenced "No Parking Zone" shall be erected and maintained.

SECTION 4: Any person, operator, or owner of said vehicle who causes the same to be placed, parked, or stopped in said "No Parking Zone" or allows the same to occur, shall be guilty of a misdemeanor and shall be punishable by a fine.

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 the ____ day of _____ 2013, and approved this ____ day of _____ 2013.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the _____ day of _____ 2013.

Signed _____

Proposed No Parking Zone along the South Side of 5th Avenue East

240' SCHOOL LOADING AND UNLOADING ZONE
(5 MINUTE MAXIMUM PARKING TIME LIMIT)

S 6th St

S 7th St

S 8th St

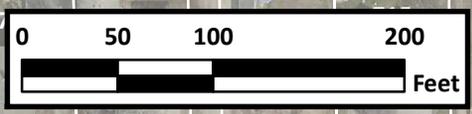
S 9th St

4th Ave E

5th Ave E

5th Ave E

4th Ave E



LEGEND

-  Existing Parking Restrictions
-  Proposed Parking Restriction



5th Ave E looking east towards South 7th Street.



5th Ave E looking west towards South 7th Street.

| 5TH AVENUE EAST BETWEEN SOUTH 7TH STREET & SOUTH 8TH STREET | | | |
|---|----------------------------|---|--|
| ADDRESS | OWNER/RESIDENT | RESPONSE | Comments: |
| 508 South 7th Street | Oskaloosa community School | Prohibit parking on South side at all times | |
| 804 5th Avenue East | Jerry & Nancy Sparks | Prohibit parking on South side at all times | Several times a day both sides of the street completely fill up with parked cars. When this happens it leaves one small narrow lane for traffic to pass through. There are tons of kids, most under 5yrs. Old dart out btwn the parked cars into oncoming traffic. It is very dangerous for everyone involved. |
| 602 South 7th Street | Daryl & Maria Martin | Leave on-street parking as it is | |
| 810 5th Avenue East | Walter & Nancy Engeman | Prohibit parking on South side at all times | |
| 812 5th Avenue East | Lorene Morgan | Prohibit parking on South side at all times | |

Response Categories:

Prohibit parking on South side at all times

Leave on-street parking as it is



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: Public Works Department,
Engineering Division

ITEM TITLE:

Consider an ordinance amending the City Code of the City of Oskaloosa, Iowa by amending sections 10.24.010, 10.24.030, and 10.48.240 pertaining to stop and yield requirements for stop intersections, four-way stop intersections, and 'No parking zones' by changing the intersection control of South 7th Street and 5th Avenue East from a 4-way stop to a 2-way stop and restricting parking along the west side of South 7th Street 50 feet north and south of 5th Avenue East – 2nd reading.

EXPLANATION:

The Public Works Department has performed an all-way stop warrant analysis at the intersection of South 7th Street and 5th Avenue East. The staff investigations considered the traffic flow and volume of the said intersection. There were no reported crashes at the intersection of South 7th Street & 5th Avenue East during the three year period of 2010, 2011 and 2012. The traffic volumes and crash history did not meet the 4-way stop warrants stated in the Manual on Uniform Traffic Control Devices.

Therefore, staff recommends removing the stop signs on South 7th Street. The stop signs on 5th Avenue East will remain. A parking restriction will also be required along the west side of South 7th Street 50 feet north and south of 5th Avenue East to allow for adequate sight distance for vehicles turning onto or crossing South 7th Street.

Note: The following recommended ordinance amendment (indicated in red font) is presented below.

Oskaloosa Municipal Code Section 10.48.240 "No Parking Zones":

Fifty feet north and south of Fifth Avenue East on the west side of South Seventh Street;

Oskaloosa Municipal Code Section 10.24.010 "Through streets-Stop required":

40. Seventh Street from Fifteenth Avenue to Fifth Avenue; Reserved;

41. Seventh Street from A Avenue **East West** to **Fifteenth Avenue East; Fifth Avenue East;**

Oskaloosa Municipal Code Section 10.24.030 "Four-way stop intersections":

~~5. South Seventh Street and Fifth Avenue West~~

BUDGET CONSIDERATION:

There will be minimal impact to the City Budget for the cost associated with drafting revisions to Chapter 17.30 of Oskaloosa Municipal Code. There will be an expense of \$200 for new 'no parking' signs and 3 hours of labor.

Recommended Action:

Approve the 2nd reading of ordinance.

ATTACHMENTS:

Vicinity map, Warrants report, and Ordinance.

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE 10, "VEHICLES AND TRAFFIC," CHAPTER 10.24, "STOP AND YIELD REQUIREMENTS," SECTION 10.24.010, "THROUGH STREETS – STOP REQUIRED," SECTION 10.24.030 – "FOUR-WAY STOP INTERSECTIONS," AND CHAPTER 10.48, "PARKING REGULATIONS GENERALLY," SECTION 10.48.240 – "NO PARKING ZONES" OF THE CITY CODE OF THE CITY OF OSKALOOSA, IOWA.

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

SECTION 1. Section 10.48.240, NO PARKING ZONES is amended by adding the following:

Fifty feet north and south of Fifth Avenue East on the west side of South Seventh Street;

SECTION 2. Section 10.24.010, THROUGH STREETS – STOP REQUIRED is amended AS FOLLOWS:

40. Reserved;

41. Seventh Street from A Avenue East to Fifteenth Avenue East

SECTION 3. Section 10.24.030, FOUR-WAY STOP INTERSECTIONS is amended by deleting the following:

5. South Seventh Street and Fifth Avenue West

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

Passed by the Council the _____ day of _____ 2013, and approved this _____ day of _____ 2013.

David Krutzfeldt, Mayor

ATTEST: _____
Amy Miller, City Clerk

I certify that the foregoing was published as Ordinance No. _____ on the
_____ day of _____ 2013.

Signed _____

MULTI-WAY STOP SIGN WARRANTS

Intersection: South 7th Street & 5th Avenue East
Major Street: South 7th Street

Date of Study: 10/22/2013
Minor Street: 5th Avenue East

A. Traffic Control Signal Warrant:

Where traffic control signals are justified, then the multi-way stop is an interim measure until traffic control signals are installed.

Meets Warrant?

1. Traffic Control Signal is **NOT** Justified **N/A**

B. Crash History Warrant:

Five or more reported crashes in a 12 month period of the type correctable by an all-way stop control.

Meets Warrant?

- | | | |
|---|-------------|------------------|
| 1. Twelve month period studied: | <u>2012</u> | |
| 2. Total number of reported collisions: | <u>0</u> | |
| 3. Number of collisions susceptible to correction (5 Required): | <u>0</u> | <u>No</u> |

C. Minimum Volume Warrant:

1. The volume entering the intersection from both major street approaches averages at least 300 vehicles per hour (VPH) for any 8 hours of an average day; **AND**
2. The combined vehicular, pedestrian, and bicycle volume entering from both minor street approaches averages at least 200 vehicles per hour (VPH) for the same 8 hours, with an average delay to minor street traffic of at least 30 seconds per vehicle during the highest hour; **BUT**
3. If the 85th percentile approach speed of the major street traffic exceeds 40 mph, the minimum volume warrants are 70% of the required values.

Meets Warrant?

- | | | |
|---|----------------|------------------|
| 1. 8-Hour approach volume on major street (300 VPH Required): | <u>178 VPH</u> | <u>No</u> |
| 2. 8-Hour approach volume on minor street (200 VPH Required): | <u>31 VPH</u> | <u>No</u> |
| 3. 85 th percentile speed on major street (40 MPH Required): | <u>25 mph</u> | <u>No</u> |

D. Reduced Warrant:

If no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80% of the minimum values. Criterion C.3 is excluded from this condition.

Meets Warrant?

- | | | |
|---|----------------|------------------|
| 1. Number of collisions susceptible to correction (4 Required): | <u>None</u> | <u>No</u> |
| 2. 8-Hour approach volume on major street (240 VPH Required): | <u>178 VPH</u> | <u>No</u> |
| 3. 8-Hour approach volume on minor street (160 VPH Required): | <u>31 VPH</u> | <u>No</u> |

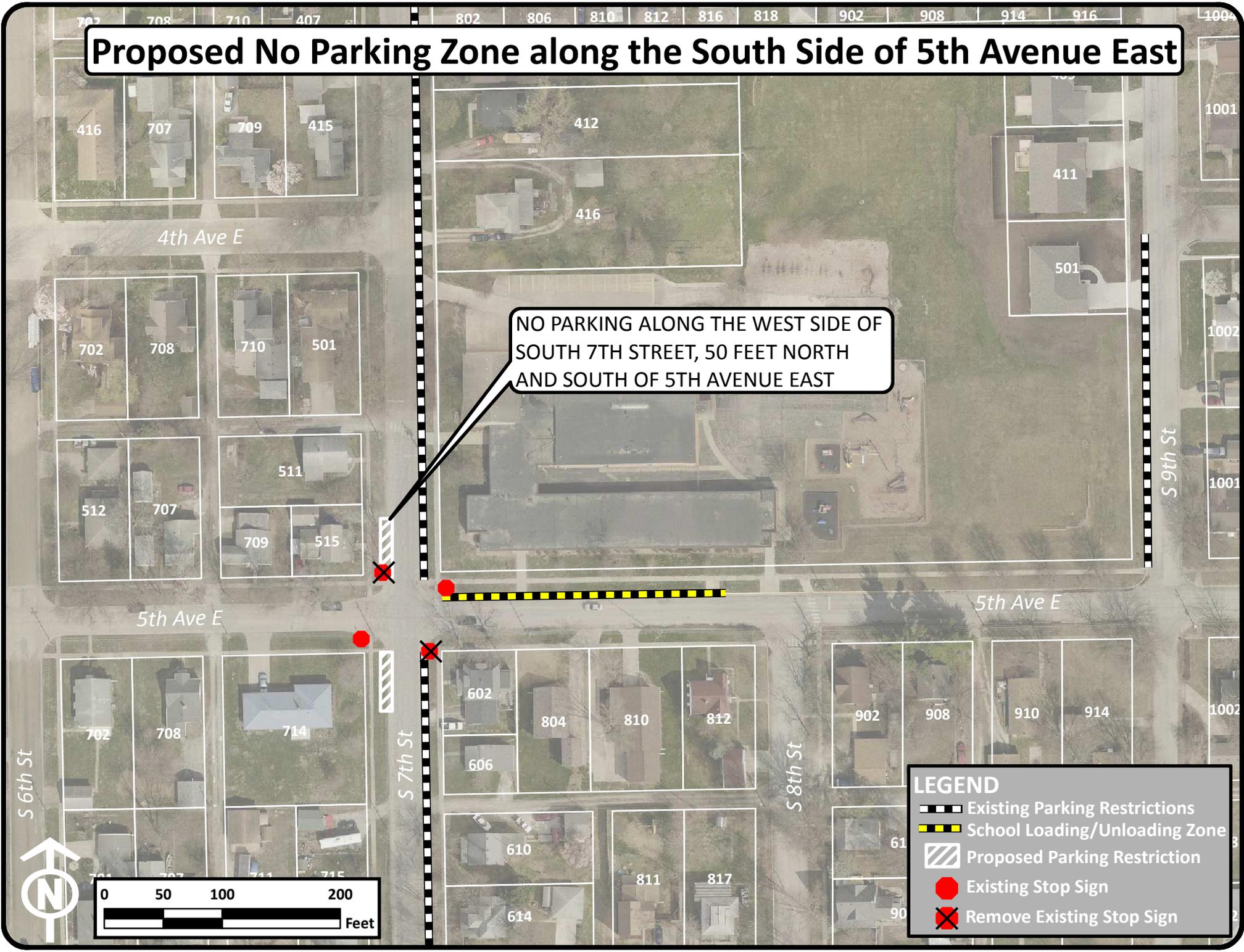
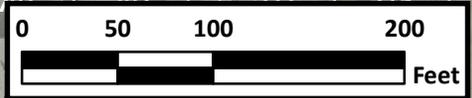
Note: The Warrants are from the (National) Manual on Uniform Traffic Control Devices (MUTCD), published by the U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA).

Proposed No Parking Zone along the South Side of 5th Avenue East

NO PARKING ALONG THE WEST SIDE OF SOUTH 7TH STREET, 50 FEET NORTH AND SOUTH OF 5TH AVENUE EAST

LEGEND

- Existing Parking Restrictions
- School Loading/Unloading Zone
- Proposed Parking Restriction
- Existing Stop Sign
- Remove Existing Stop Sign





CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: City Manager's Office

ITEM TITLE:

Consider a resolution approving the application by Overland Property Development for Enterprise Zone benefits with the State of Iowa.

EXPLANATION:

Enterprise Zones are designed to stimulate development by targeting economically distressed areas in Iowa. The City of Oskaloosa has one (1) Enterprise Zone designated and approved by the Iowa Economic Development Authority (IEDA).

Through state and local tax incentives, businesses and developers are encouraged to make new investments, and create or retain jobs in these areas. The goal of the program is to revitalize these areas and make them competitive with other locations throughout the state. An incentive for housing development may also be available to developers and contractors building or rehabilitating housing in an established enterprise zone.

The City has created a nine (9) member commission to be responsible for reviewing and recommending to IEDA applications by local developers to receive Enterprise Zone tax incentives. The City Council will review the application first and make a recommendation based on the approval of a resolution (attached).

This particular application for Enterprise Zone tax incentives is from Overland Property Development. This development group intends to construct 48 low income multi-family units and invest approximately \$8.5 million on the project within Oskaloosa Enterprise Zone 1. The incentives being sought by Overland Property Group come directly from the State of Iowa and no local contributions are required from the City. The approximate incentives include a State Sales, Service and Use Tax Refund - \$151,191 and Investment Tax Credit - \$144,417; which will leverage equity of \$122,754 to be used for the project.

BUDGET CONSIDERATION:

None at this time.

ATTACHMENTS:

Resolution

IEDA Application from Overland Property Development

RESOLUTION NO. _____

**RESOLUTION APPROVING THE FILING OF AN APPLICATION WITH THE IOWA
ECONOMIC DEVELOPMENT AUTHORITY REQUESTING ENTERPRISE ZONE
BENEFITS ON BEHALF OF OVERLAND PROPERTY GROUP**

WHEREAS, the State of Iowa Economic Development Authority (IEDA) is accepting applications from eligible businesses pursuant to the authority of House File 724, Enterprise Zone Legislation; and

WHEREAS, the City of Oskaloosa, Iowa (City) has one certified Enterprise Zone; and

WHEREAS, the City's Enterprise Zone Commission has been created by City Ordinance to review applications for tax incentives and assistance based on criteria specified by law and to transmit its recommendation to the IEDA; and

WHEREAS, the City's Enterprise Zone Commission will review an application from Overland Property Group, and take action on the proposed project's eligibility to apply to the IEDA for Enterprise Zone benefits.

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

- Section 1. The application submitted by Overland Property Group for Enterprise Zone benefits is approved.
- Section 2. Overland Property Group will construct forty-eight (48) mixed income apartment units at 1302 and 1320 High Avenue West, Oskaloosa, Iowa to the standards presented to the city and within applicable building and design code standards.
- Section 3. Overland Property Group will invest approximately \$8,500,000 in Oskaloosa Enterprise Zone – 1 or mapped as 9505 (Orange) as part of the project.
- Section 4. Overland Property Group will complete the processes required by the Iowa Economic Development Authority to obtain Enterprise Zone Tax Credits for said project.
- Section 5. That the Mayor is hereby authorized and directed to execute, on behalf of the City of Oskaloosa, Iowa, the joint application for Enterprise Zone benefits and forward the application to the City's Enterprise Zone Commission for final consideration.

Passed, approved this 2nd day of December 2013.

[SIGNATURES TO FOLLOW]



November 25, 2013

Michael Schrock
Enterprise Zone Commission
c/o City of Oskaloosa
220 South Market St.
Oskaloosa, IA 52577

Re: Enterprise Zone Credit Application Submittal

Dear Mr. Schrock,

I am pleased to present, on behalf of the Overland Property Group, an application for Enterprise Zone Credits for The Reserves at Ironwood. The proposed development will be located in the City's Enterprise Zone Oskaloosa EZ-1. The subject property is located in Tract 1907, Zone 9507, sub-section R: Intersection of High Avenue West and South L Street.

The equity from the Enterprise Zone Credits, along with the related Sales Tax Rebate will fill a development gap and make this 48 unit, low-density, new construction multi-family property a reality. The project will serve extremely low to low income households, with affordable rents for families earning 60% of the area median income. The project is financially feasible without the use of Section 8 or other types of rental assistance programs. The development plan includes three buildings of 16 units each, with a mix of 2, 3, and 4 bedroom floor plans available. 40% of the units will be fully ADA accessible.

The Enterprise Zone Credits will be highly leveraged with a mix of conventional debt and other repayable loans, as well as a cash contribution from Overland Property Group equal to 5% of the total development sources. The Reserves at Ironwood development will bring a number of economic benefits to the community, such as increase in jobs and expansion of sales tax revenues.

In the event additional information is needed, I am available at your convenience at swohlhart@housingdeveloper.com or 312.920.1500, x - 108. It is my understanding that once evaluated and approved by the City's Enterprise Zone Commission, the application will be forwarded to the Iowa Economic Development Authority for further consideration. I am available to coordinate this effort at the appropriate time.

I thank you kindly for your consideration.

Sincerely,
Susan Wohlhart
Lighten-Gale Group, LLC

cc: Jeremy Babcock, Iowa Economic Development Authority

IOWA ECONOMIC DEVELOPMENT AUTHORITY

APPLICATION for ENTERPRISE ZONE BENEFITS

Housing Development

Iowa Economic Development Authority
Division of Community Development
200 East Grand Avenue
Des Moines, Iowa 50309

JANUARY 1, 2012

INTENT: The Enterprise Zone Program was established by the Iowa Legislature with the intent of promoting new economic development in economically distressed areas of Iowa by encouraging communities to target resources in ways that attract productive private investment.

PROJECT INITIATION: Projects that have already been initiated before receiving formal application approval by the Iowa Economic Development Authority shall not be eligible for tax incentives and assistance under this program.

“Project initiation” means any one of the following: the start of construction of new or expanded buildings; the start of rehabilitation of existing buildings; the purchase or leasing of existing buildings; or the installation of new machinery and equipment or new computers to be used in the operation of the business’ project. The purchase of land or signing an option to purchase land or earth moving or other site development activities not involving actual building construction, expansion or rehabilitation shall not constitute project initiation.

GENERAL INSTRUCTIONS

1. If more than six months has elapsed since the date on the front of this application, please contact IEDA to see if this version of the application is still current.
2. Before filling out this application form, please read Iowa Code Sections 15E.191 through 15E.196, as amended and the Enterprise Zone administrative rules.
3. Only typed or computer-generated applications will be accepted and reviewed. *(Contact the IEDA to have an electronic copy of this application e-mailed to you.)* Any material change to the format, questions or wording of questions presented in this application, will render the application invalid and will not be accepted.
4. Complete the application fully; if any questions are left unanswered or required attachments are not submitted, an explanation must be included.
5. Use clear and concise language. Attachments should only be used when requested or as supporting documentation.
6. Any inaccurate information of a significant nature may disqualify the application from consideration.
7. Send the ORIGINAL plus TWO copies of the completed application form and all required attachments to:

Jeremy Babcock
Iowa Economic Development Authority
200 East Grand Avenue
Des Moines, Iowa 50309
Phone: (515) 725-3128
Fax: (515) 725-3010
E-mail: Jeremy.Babcock@iowa.gov

It is not necessary to bind the application and/or the required attachments. Staples and/or binder clips may be utilized. Please provide photocopies of any documents, which in their original form, IEDA would not be able to 2-hole punch for purposes of creating the applicant’s file.

PUBLIC RECORDS POLICIES

The Iowa Economic Development Authority (IEDA) is subject to the Open Records law (2001 Iowa Code, Chapter 22). Treatment of information submitted the IEDA in an Enterprise Zone application is governed by the provisions of the Open Records law. All public records are available for public inspection. Some public records are considered confidential and will not be disclosed to the public unless ordered by a court, the lawful custodian of the record, or by another person duly authorized to release the information. Copies of Iowa's Open Records law and IEDA's administrative rules relating to public records are available from the Authority upon request.

APPLICANT INFORMATION

Name of Housing Business:

[Ironwood Partners LLC \(Owner\)](#)

[Ironwood Managers, LLC \(Managing Member\)](#)

[Overland Property Group, LLC \(Sole Member\)](#)

Contact Name & Title: [Brett Johnson, Partner](#)

Address: [534 S. Kansas Avenue, Suite 900](#)

City, State & Zip Code: [Topeka, KS 66603](#)

Telephone: [785.371.1663](#)

Fax: [785.371.1659](#)

E-mail Address: brett@ovpgroup.com www.ovpgroup.com

Type of Housing Business: [Limited Liability Company](#)

Local Enterprise Zone Commission

Enterprise Zone Commission Name: [City of Oskaloosa](#)

Contact Name & Title: [Michael Schrock, Jr., City Manager](#)

Organization: [City of Oskaloosa](#)

Address: [220 South Market St.](#)

City, State & Zip Code: [Oskaloosa, IA 52577](#)

Telephone: [641.673.9431](#)

Fax: [641.673.3047](#)

E-mail Address: Michael.Schrock@oskaloosaiowa.org

CERTIFICATION & RELEASE OF INFORMATION

I, the undersigned, on behalf of the Housing Business identified above, hereby submit the following application under Iowa Code Sections 15E.191 through 15E.196. I certify that the Housing Business is in good standing, and has complied or will upon receipt of approval by the Authority, with all applicable laws of the State of Iowa to conduct business within the State. I certify that all information, representations, or statements provided to the Iowa Economic Development Authority (IEDA), in connection with this application, are true and correct in all material respects.

I certify and understand that in order to receive benefits under the Enterprise Zone Program that the project described in this application has not been initiated and that the project will not be initiated until the business receives final approval of this application from the IEDA.

I hereby give permission to IEDA to make credit checks, contact the company's financial institution(s), and perform other related activities necessary for reasonable evaluation of this application.

I understand this application is subject to final approval by the Authority and am aware that Enterprise Zone benefits are not available until final Authority approval is secured and an agreement is executed with the Housing Business, IEDA and the Community, within a reasonable time period following approval. This application will be used as the basis for the Enterprise Zone agreement.

For the Housing Business:



Signature, Title

Brett Johnson - Member

Print name and title

11/25/13

Date

For the Enterprise Zone Commission:

Signature, Title

Print name and title

Date

CERTIFICATION & RELEASE OF INFORMATION

I, the undersigned, on behalf of the Housing Business identified above, hereby submit the following application under Iowa Code Sections 15E.191 through 15E.196. I certify that the Housing Business is in good standing, and has complied or will upon receipt of approval by the Authority, with all applicable laws of the State of Iowa to conduct business within the State. I certify that all information, representations, or statements provided to the Iowa Economic Development Authority (IEDA), in connection with this application, are true and correct in all material respects.

I certify and understand that in order to receive benefits under the Enterprise Zone Program that the project described in this application has not been initiated and that the project will not be initiated until the business receives final approval of this application from the IEDA.

I hereby give permission to IEDA to make credit checks, contact the company's financial institution(s), and perform other related activities necessary for reasonable evaluation of this application.

I understand this application is subject to final approval by the Authority and am aware that Enterprise Zone benefits are not available until final Authority approval is secured and an agreement is executed with the Housing Business, IEDA and the Community, within a reasonable time period following approval. This application will be used as the basis for the Enterprise Zone agreement.

For the Housing Business:

Signature, Title

Print name and title

Date

For the Enterprise Zone Commission:

Signature, Title

Print name and title

Date

APPLICATION INFORMATION

1. Please provide a brief description of the proposed housing development project.

The Reserves at Ironwood is a proposed mixed income, 48 unit new construction walk-up development of 24 – two bedroom, 12 – three bedroom, and 12 – four bedroom units. The development will include three identical 16-unit buildings. Each residential building will be approximately 18,000 square feet. Forty percent (40%) of the units or 20 will be ADA accessible, with an additional unit being accessible for persons with sensory disabilities. The units will be restricted to households earning no more than 60% of the area median income. Forty-five (45) units will be affordable to families with annual incomes between \$12,950 and \$36,900. Three (3) of the units will be unrestricted and available to on-site property manager staff. Rents for the unit will include water/sewer, trash and range from \$235 to \$550 for the affordable two bedroom unit, \$265 to \$625 for the affordable three bedroom unit, and \$280 to \$725 for the affordable four bedroom unit. The total development budget is approximately \$8,500,000. Overland Property Group will use a mix of debt, soft monies, and Low Income Housing Tax Credit equity to finance the development of the property. There is no federal, state or local rental assistance program associated with this project.

2. In which Enterprise Zone will this project occur (include the zone's name, number, size in acres, and date certified)?

The property is located in Enterprise Zone Oskaloosa EZ-1, which is 3,112.0 acres and was certified on June 25, 2009 by the Board of Directors of the Iowa Department of Economic Development. Within this enterprise zone there are four (4) tracts. The subject property is located in Tract 1907, Zone 9507 (Yellow), subsection R: Intersection of High Avenue West and South L Street.

3. Does the project involve new construction or rehabilitation?

The Reserves at Ironwood will consist of new construction and will result in the creation of 48 units of new family housing, plus a clubhouse to be shared among the residents as common space.

4. How many single-family homes or multi-family units are proposed?

Forty eight (48) low density multi-family units are proposed. There will be three identical buildings on the site, each with 16 attached walk-up units.

5. What will be the per unit value of the housing?

The total development costs are approximately \$8,473,834 for a per unit value of \$176,538.

6. The single family homes or multi-family units being constructed or rehabilitated must be modest homes or units and include the necessary amenities. Please explain how the proposed project will satisfy this requirement?

The project is subject to meeting Iowa Finance Agency cost caps, which are based on the HUD 224(d)(4) limits. The total development costs cannot exceed \$10,123,104. The projected budget of \$8,473,834 is within this limit. The homes will be modest, but will include a generous amenity package and energy efficiency features. The unit amenities will include central air-conditioning, ceiling fans, blinds, vinyl flooring in the kitchen and bathrooms, carpet in the living room and bedrooms, a refrigerator, dishwasher,

stove/oven, microwave, in unit laundry space with washer/dryer hook ups, patio/balcony and a dedicated, lockable storage space.

7. Will the project meet U.S. Department of Housing and Urban Development Housing Standards and applicable local codes?

The buildings will be designed and built to meet any federal, state, and local building codes and standards. The Iowa Finance Authority requires low income housing tax credit properties to be designed and built to meet the following standards which includes the U.S. Department of Housing and Urban Development Housing Standards and applicable local codes:

- 1) 2012 International Building Code
- 2) 2012 International Existing Building Code
- 3) 2012 International Residential Code
- 4) 2012 International Fire Code
- 5) 2012 International Mechanical Code
- 6) 2009 Uniform Plumbing Code
- 7) 2012 National Electric Code
- 8) 2012 International Energy Conservation Code
- 9) Iowa Administrative Code Chapters 300, 301, 302, 303, 350 and 25
- 10) Uniform Federal Accessibility Standards provided in 24 CFR part 8
- 11) The Americans with Disabilities Act 1990
- 12) The Federal Fair Housing Act of 1988, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and community Development Act of 1974, Title VIII of the Civil Rights Act of 1968, Section 3 of the Housing and Urban Development Act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973.

Additionally, the design will meet various green building and energy efficient standards and practices. To be acceptable to the Iowa Finance Authority, the project must be built to meet or exceed Energy Star 3.0 standards and receive a Home Energy Rating Systems (HERS) Index of 70 or less.

8. What is the current status of the project? When is construction scheduled to begin? What is the anticipated project completion date?

The development team is assembling the financing for the project. An application to obtain low income housing tax credits will be submitted to the Iowa Finance Authority on December 9, 2013. It is anticipated an allocation of credits will be approved in March of 2014, with construction commencing 4 months later in July 2014. Construction will take 9 months, with lease-up beginning in June 2015, with full occupancy by end of 2015.

9. Attach a legal description of the business site on which the project will occur.

The project site is located at 1302/1320 High Ave West, Oskaloosa, Iowa, in Mahaska County. The legal description is attached.

10. Attach a detailed map (no larger than 8" x 14") showing the housing development site in relation to the boundaries of the certified Enterprise Zone.

A detailed map is attached.

11. Is any part of the project located in a 100-year flood plain?

The project or any part of the project is not located in a 100-year flood plain.

12. Please indicate the total capital investment that will be made as the result of this project?

| <u>Description of Capital Expenditure</u> | <u>Amount</u> |
|---|--------------------|
| Land Acquisition | \$152,500 |
| Construction | \$6,477,821 |
| Professional Fees | \$252,500 |
| Financing Fees | \$206,046 |
| Soft Costs, includes Reserves and Developer Fee | \$1,384,967 |
| Total | \$8,473,834 |

13. Please identify the sources of project financing that will be utilized and the amount of the financing. (The total amount of the financing should equal the total expenditures in Question #12.)

| <u>Source of Project Financing</u> | <u>Amount</u> |
|------------------------------------|--------------------|
| Permanent Debt | \$1,178,030 |
| Tax Credit Equity | \$6,466,605 |
| Owner Contribution | \$455,254 |
| Iowa Housing Trust Funds | \$100,000 |
| EZ Credit Equity/Sales Tax Rebate | \$273,945 |
| Total | \$8,473,834 |

14. For purposes of determining the amount of investment tax credits the housing business may receive, the Iowa Economic Development Authority cannot include capital expenditures financed through federal, state, and local government tax credits, grants and forgivable loans. Based on this information, what portion of your total capital investment (identified in Question #12) will be eligible for the investment tax credit?

Based on the attached Enterprise Zone Credit calculation, \$1,444,168 of the capital investment will be eligible for the investment tax credit. This basis will generate \$144,417 of credits and attract \$122, 754 of equity to be used to cover the development cost of the project.

15. Please attach a long-term plan for the proposed housing development project including labor and infrastructure needs.

A long-term plan for the development is attached.

16. What economic benefits will the project bring to the area?

The creation of new affordable housing brings many economic benefits to a local community, such as increase in jobs and growth of sales tax revenues. The purchase of construction materials benefits local vendors and increases jobs created by the demand for those materials. The surrounding retail owners will have an increase in customers as various on-site workers will patronize these establishments on a daily basis. Local workforce can live closer to their employers, reducing transportation costs and increasing real disposable income for additional consumer buying power. Paying affordable rents translates to increase purchases for other living necessities, such as food, medical care, daycare, etc. Having a supply of quality and affordable housing stock retains local residents and attracts new residents, thereby maintaining and growing the source of revenue for a local government. Lastly, potential employers see affordable housing as an asset, used to attract and retain their workforce and limit long commute times for their employees.

17. Explain why the proposed project would be considered a good housing development project.

The proposed development is a good project on many levels. First it will address an identified need for the City of Oskaloosa. According to the Oskaloosa Housing Needs Assessment – 2012, prepared for the Oskaloosa Housing Trust Fund by the University of Iowa School of Urban and Regional Planning, the availability of affordable housing is a problem facing the town, as a large number of residents have difficulty obtaining good-quality, reasonably priced ownership and rental housing within the City limits. The Reserves at Ironwood will help the City of Oskaloosa address this problem and increase its stock of high-quality affordable rental housing. The housing quality and design will exceed that currently available in the surrounding market. The affordability of the offered rents will allow the local workforce to live closer to their jobs, leaving more free time and disposable cash with the households as well as promoting a cleaner environment.

Secondly, the various unit/project amenities will attract many households looking for quality housing to meet their current household needs. The site location allows easy access for residents to many services needed for daily living. The site is in proximity to a full service grocery and department store, an elementary and middle school, the Oskaloosa Public Library, and various health and medical clinics. Bike racks, playground, and club house amenities will encourage healthy and active lifestyles.

Third, the proposed development has the full support from the City of Oskaloosa. A resolution for an 86% property tax rebate over a 15 year period was presented to the City Council. The total rebate of up to \$530,000 will attract conventional debt in the amount of approximately \$230,052. The resolution also includes provisions for the support and use of Enterprise Zone Credits and the related sales tax rebate. A City resolution has been presented to the board and will receive final approval on December 5, 2013.

Lastly, the OPG has assembled a mixed-financing package that ensures the long term financial feasibility of the property. In the attached development and financial overview, you'll see the property is self-sustaining based on the rental income it will generate and the appropriate level of debt it can carry.

18. Please attach an affidavit that states the Housing Business has not, within the last five years, violated state or federal environmental and worker safety statutes, rules, and regulations or, if such violations have

occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment.

Affidavit is attached.

19. Explain why Enterprise Zone Benefits are needed in order for the project to proceed.

The developers have coupled low income housing tax credit equity with as much hard debt as the project's rents can support. The remaining development gap must be filled to bring this project to fruition. At the moment that gap is approximately \$700,000. The property is located in an enterprise zone and therefore can utilize the Enterprise Zone Credits to attract additional capital, which in turn will leverage more of the State's available, yet scarce resources. The project will not be feasible without the equity leveraged through the enterprise zone benefits.

20. Please indicate the amount of Enterprise Zone tax benefits being requested for this project.

| | |
|---|-----------|
| State Sales, Service, and Use Tax Refund: | \$151,191 |
| Investment Tax Credit: | \$144,417 |

21. Please list any additional requirements adopted by the local Enterprise Zone Commission and explain how the Housing Business will meet each requirement.

No additional requirements were adopted by the local Enterprise Zone Commission.

ATTACHMENTS

Please make sure the following items are included with this application:

Housing Business:

- X Legal description of the business site on which the project will occur.
- X Detailed map (no larger than 8" x 14") showing the business site in relation to the boundaries of the certified Enterprise Zone.
- X Long term strategic plan, which includes labor and infrastructure needs.
- X Affidavit that states the Business has not, within the last 5 years, violated state or federal environmental and worker safety statutes, rules, and regulations.

Enterprise Zone Commission:

- Resolution by the Enterprise Zone Commission approving this application.
- Proof that the meeting, in which this application was approved, was open to the public (i.e. public notice which was published and/or posted).
- Meeting minutes from the meeting, in which this application was approved.

Exhibit A

Legal Description

1302 High Ave West
Lots H and K SW SW

1320 High Ave West
Lots 4 and 6 SD Lot 4 SE SE EXC
S 117' Lot 6 and EXC N 6' S 123'
E and EXC N 6' S 123' E 189'
Lot 6

Exhibit B1

Enterprise Zone Map
1302 & 1320 High Ave West, Oskaloosa
Zone 9507 (Yellow) (Intersection of High Ave West and South L St)

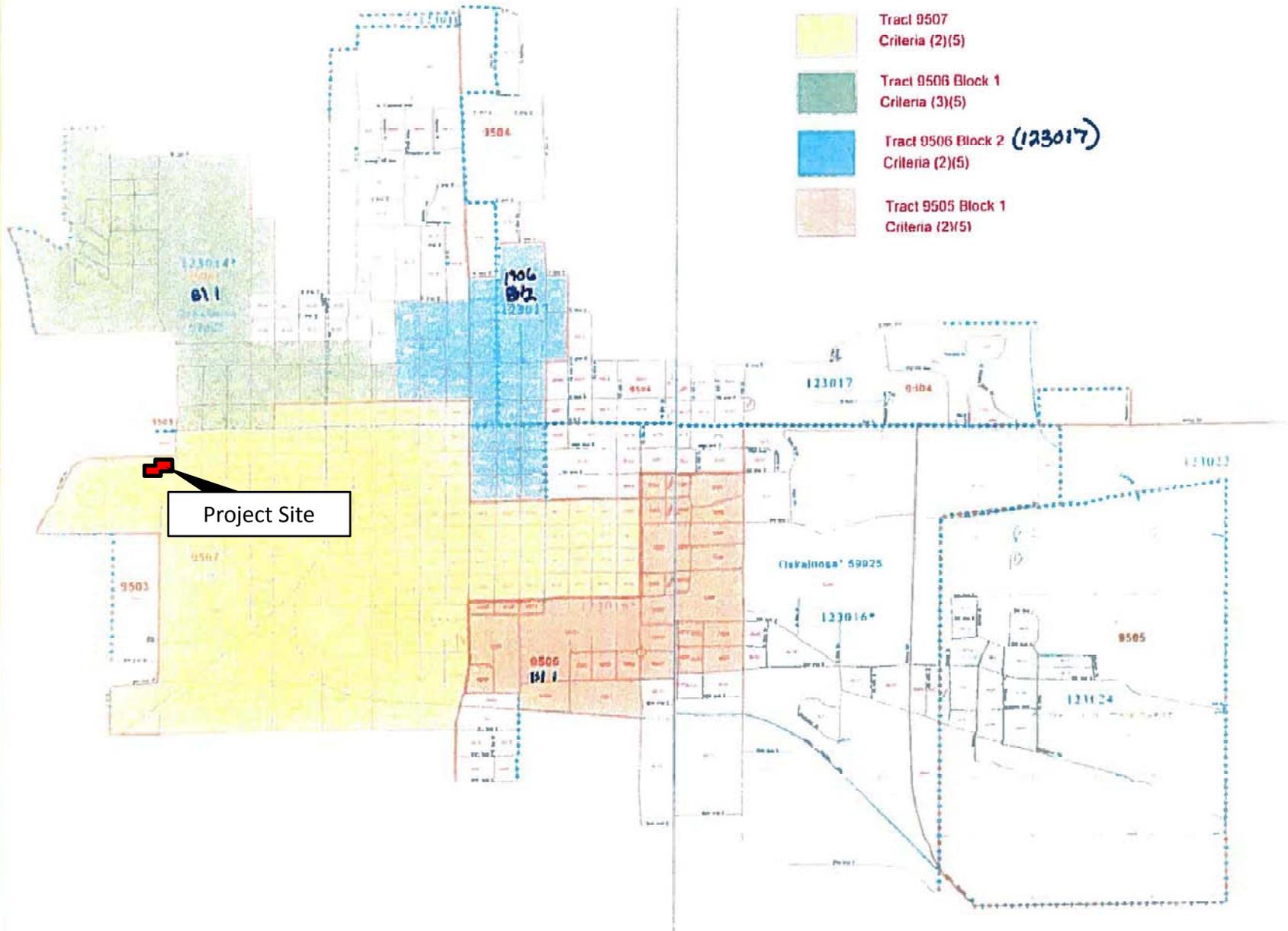


Exhibit B2

Enterprise Zone Map 1302 & 1320 High Ave West, Oskaloosa Zone 9507 (Yellow) (Intersection of High Ave West and South L St)

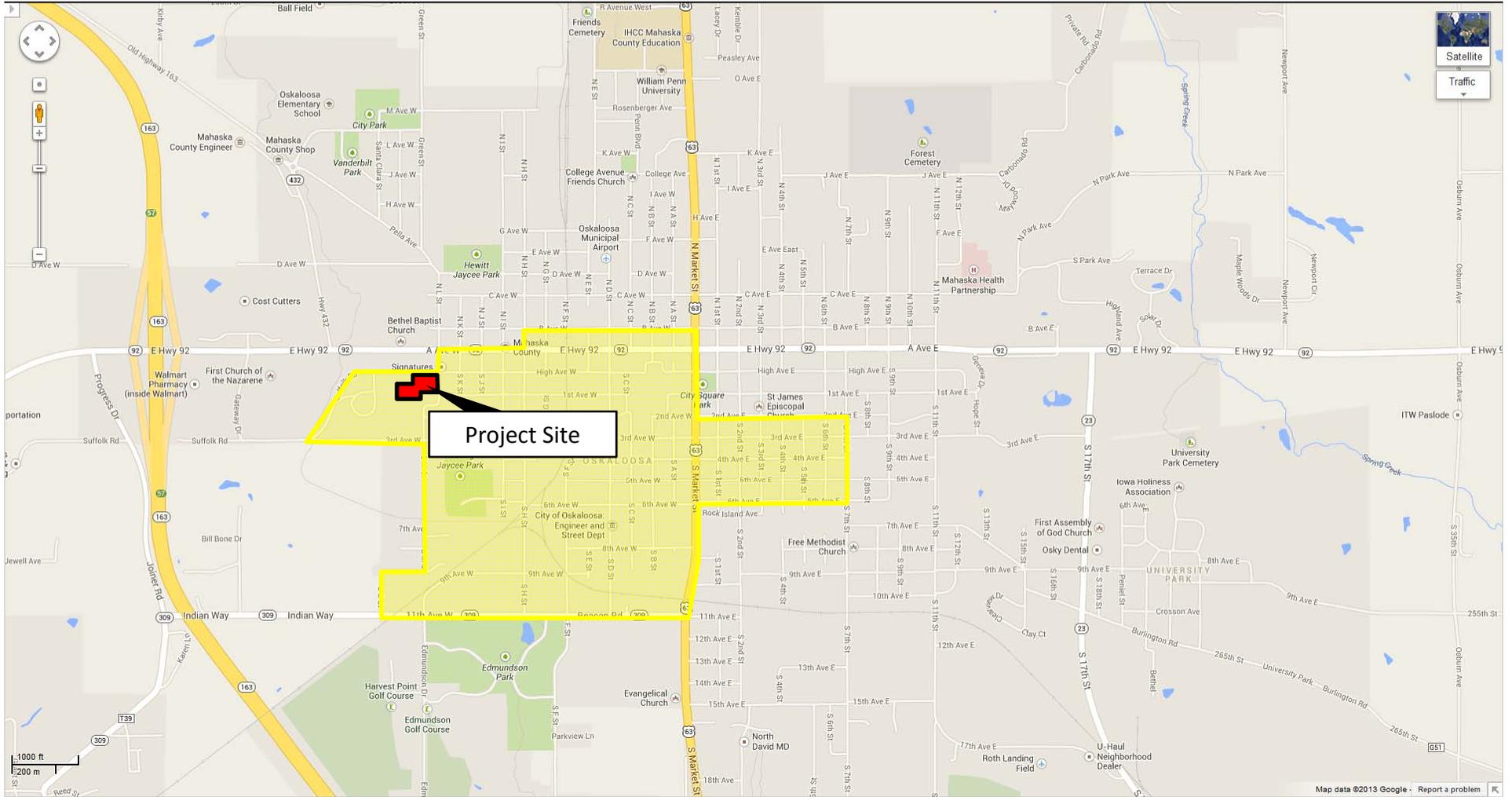


Exhibit C

Enter data in highlighted boxes only.

HEZ Credit Calculation for Project Name: **The Reserves at Ironwood**
 HEZ Application # **[Redacted]**

| | | |
|---|-------------------------|------------------|
| §42 Eligible Basis | \$7,740,261 | |
| Plus Land Costs | \$152,500 | |
| Less Federal LIHTC Equity | \$6,448,593 | |
| Less Federal Historic Equity | \$0 | |
| Less Other Grants/ Forgivable Loans | [Redacted] | |
| Equals Eligible Costs | <u>\$1,444,168</u> | A |
| X 10% HEZ Credit Rate | <u>10%</u> | B |
| Calculated HEZ Credit | <u>\$144,417</u> | C = A X B |
| Maximum \$14,000 per unit @ 48 units | <u>\$672,000</u> | D |
| Amount of HEZ Credit | <u>\$144,417</u> | Lesser of C or D |
| | \$122,754.28 | |

Exhibit D

IOWA ECONOMIC DEVELOPMENT AUTHORITY
APPLICATION for ENTERPRISE ZONE BENEFITS – Housing Development
Overland Property Group – The Reserves at Ironwood – Oskaloosa, Iowa

LONG TERM HOUSING DEVELOPMENT PLAN

15. Please attach a long-term plan for the proposed housing development project including labor and infrastructure needs.

The proposed site is located at 1302 and 1320 High Ave W in Oskaloosa. The site is in the eastern part of town one block south of A Ave W, which is the primary east-west road through Oskaloosa and well within close proximity of grocery stores, medical services and schools. Currently the property contains two structures that will be demolished. Both buildings are currently vacant. Infrastructure upgrades will need to be made to accommodate the intended residential use. Gas lines will be extended to site to provide gas for furnaces and heating water. The water main will be upgraded from a 4" pipe to an 8" pipe. Electricity upgrades may include converting from phase one power to phase three power. These infrastructure improvements will result in the properties having a Home Energy Rating Systems Index of 64 or less, thereby exceeding the energy efficiency of the Iowa Finance Agency low income housing tax credit standards.

The Reserves at Ironwood is a proposed mixed income, 48 unit new construction walk-up development of 24 – two bedroom, 12 – three bedroom, and 12 – four bedroom units. The development will include three identical 16-unit buildings. Each residential building will be approximately 18,000 square feet. Forty percent (40%) of the units or 20 will be ADA accessible, with an additional unit being accessible for persons with sensory disabilities. The project will have hardi-plank siding exterior with stone accents, varied elevation and a pitched asphalt shingle roof. A clubhouse will be accessible to all residents and will include the following amenities: fitness room with 24-hour access, a community room with kitchen, a computer learning center with at least two computers, and a property management office. The clubhouse will be staffed by one full time employee. The asset will be regularly maintained and protected by maintenance staff shared with other OPG properties located in close proximity.

AFFIDAVIT

State of Iowa

County of Mahaska

Brett Johnson being first duly sworn, deposes and says:

That he is the party making the foregoing statement, to the best of my knowledge, Overland Property Group has not, within the last five years, violated state or federal environmental and worker safety statutes, rules, and regulations or, if such violations have occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment.

Signature of:

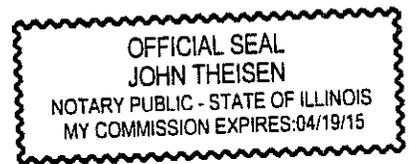


Partner, Overland Property Group

Subscribed and sworn to before me this 22 day of November, 2013



My commission expires, April 19, 2015



IOWA ECONOMIC DEVELOPMENT AUTHORITY

APPLICATION for ENTERPRISE ZONE BENEFITS

Housing Development

Iowa Economic Development Authority
Division of Community Development
200 East Grand Avenue
Des Moines, Iowa 50309

JANUARY 1, 2012

INTENT: The Enterprise Zone Program was established by the Iowa Legislature with the intent of promoting new economic development in economically distressed areas of Iowa by encouraging communities to target resources in ways that attract productive private investment.

PROJECT INITIATION: Projects that have already been initiated before receiving formal application approval by the Iowa Economic Development Authority shall not be eligible for tax incentives and assistance under this program.

“Project initiation” means any one of the following: the start of construction of new or expanded buildings; the start of rehabilitation of existing buildings; the purchase or leasing of existing buildings; or the installation of new machinery and equipment or new computers to be used in the operation of the business’ project. The purchase of land or signing an option to purchase land or earth moving or other site development activities not involving actual building construction, expansion or rehabilitation shall not constitute project initiation.

GENERAL INSTRUCTIONS

1. If more than six months has elapsed since the date on the front of this application, please contact IEDA to see if this version of the application is still current.
2. Before filling out this application form, please read Iowa Code Sections 15E.191 through 15E.196, as amended and the Enterprise Zone administrative rules.
3. Only typed or computer-generated applications will be accepted and reviewed. *(Contact the IEDA to have an electronic copy of this application e-mailed to you.)* Any material change to the format, questions or wording of questions presented in this application, will render the application invalid and will not be accepted.
4. Complete the application fully; if any questions are left unanswered or required attachments are not submitted, an explanation must be included.
5. Use clear and concise language. Attachments should only be used when requested or as supporting documentation.
6. Any inaccurate information of a significant nature may disqualify the application from consideration.
7. Send the ORIGINAL plus TWO copies of the completed application form and all required attachments to:

Jeremy Babcock
Iowa Economic Development Authority
200 East Grand Avenue
Des Moines, Iowa 50309
Phone: (515) 725-3128
Fax: (515) 725-3010
E-mail: Jeremy.Babcock@iowa.gov

It is not necessary to bind the application and/or the required attachments. Staples and/or binder clips may be utilized. Please provide photocopies of any documents, which in their original form, IEDA would not be able to 2-hole punch for purposes of creating the applicant’s file.

PUBLIC RECORDS POLICIES

The Iowa Economic Development Authority (IEDA) is subject to the Open Records law (2001 Iowa Code, Chapter 22). Treatment of information submitted the IEDA in an Enterprise Zone application is governed by the provisions of the Open Records law. All public records are available for public inspection. Some public records are considered confidential and will not be disclosed to the public unless ordered by a court, the lawful custodian of the record, or by another person duly authorized to release the information. Copies of Iowa's Open Records law and IEDA's administrative rules relating to public records are available from the Authority upon request.

APPLICANT INFORMATION

Name of Housing Business:

[Ironwood Partners LLC \(Owner\)](#)

[Ironwood Managers, LLC \(Managing Member\)](#)

[Overland Property Group, LLC \(Sole Member\)](#)

Contact Name & Title: [Brett Johnson, Partner](#)

Address: [534 S. Kansas Avenue, Suite 900](#)

City, State & Zip Code: [Topeka, KS 66603](#)

Telephone: [785.371.1663](#)

Fax: [785.371.1659](#)

E-mail Address: brett@ovpgroup.com www.ovpgroup.com

Type of Housing Business: [Limited Liability Company](#)

Local Enterprise Zone Commission

Enterprise Zone Commission Name: [City of Oskaloosa](#)

Contact Name & Title: [Michael Schrock, Jr., City Manager](#)

Organization: [City of Oskaloosa](#)

Address: [220 South Market St.](#)

City, State & Zip Code: [Oskaloosa, IA 52577](#)

Telephone: [641.673.9431](#)

Fax: [641.673.3047](#)

E-mail Address: Michael.Schrock@oskaloosaiowa.org

CERTIFICATION & RELEASE OF INFORMATION

I, the undersigned, on behalf of the Housing Business identified above, hereby submit the following application under Iowa Code Sections 15E.191 through 15E.196. I certify that the Housing Business is in good standing, and has complied or will upon receipt of approval by the Authority, with all applicable laws of the State of Iowa to conduct business within the State. I certify that all information, representations, or statements provided to the Iowa Economic Development Authority (IEDA), in connection with this application, are true and correct in all material respects.

I certify and understand that in order to receive benefits under the Enterprise Zone Program that the project described in this application has not been initiated and that the project will not be initiated until the business receives final approval of this application from the IEDA.

I hereby give permission to IEDA to make credit checks, contact the company's financial institution(s), and perform other related activities necessary for reasonable evaluation of this application.

I understand this application is subject to final approval by the Authority and am aware that Enterprise Zone benefits are not available until final Authority approval is secured and an agreement is executed with the Housing Business, IEDA and the Community, within a reasonable time period following approval. This application will be used as the basis for the Enterprise Zone agreement.

For the Housing Business:



Signature, Title

Brett Johnson - Member

Print name and title

11/25/13

Date

For the Enterprise Zone Commission:

Signature, Title

Print name and title

Date

CERTIFICATION & RELEASE OF INFORMATION

I, the undersigned, on behalf of the Housing Business identified above, hereby submit the following application under Iowa Code Sections 15E.191 through 15E.196. I certify that the Housing Business is in good standing, and has complied or will upon receipt of approval by the Authority, with all applicable laws of the State of Iowa to conduct business within the State. I certify that all information, representations, or statements provided to the Iowa Economic Development Authority (IEDA), in connection with this application, are true and correct in all material respects.

I certify and understand that in order to receive benefits under the Enterprise Zone Program that the project described in this application has not been initiated and that the project will not be initiated until the business receives final approval of this application from the IEDA.

I hereby give permission to IEDA to make credit checks, contact the company's financial institution(s), and perform other related activities necessary for reasonable evaluation of this application.

I understand this application is subject to final approval by the Authority and am aware that Enterprise Zone benefits are not available until final Authority approval is secured and an agreement is executed with the Housing Business, IEDA and the Community, within a reasonable time period following approval. This application will be used as the basis for the Enterprise Zone agreement.

For the Housing Business:

Signature, Title

Print name and title

Date

For the Enterprise Zone Commission:

Signature, Title

Print name and title

Date

APPLICATION INFORMATION

1. Please provide a brief description of the proposed housing development project.

The Reserves at Ironwood is a proposed mixed income, 48 unit new construction walk-up development of 24 – two bedroom, 12 – three bedroom, and 12 – four bedroom units. The development will include three identical 16-unit buildings. Each residential building will be approximately 18,000 square feet. Forty percent (40%) of the units or 20 will be ADA accessible, with an additional unit being accessible for persons with sensory disabilities. The units will be restricted to households earning no more than 60% of the area median income. Forty-five (45) units will be affordable to families with annual incomes between \$12,950 and \$36,900. Three (3) of the units will be unrestricted and available to on-site property manager staff. Rents for the unit will include water/sewer, trash and range from \$235 to \$550 for the affordable two bedroom unit, \$265 to \$625 for the affordable three bedroom unit, and \$280 to \$725 for the affordable four bedroom unit. The total development budget is approximately \$8,500,000. Overland Property Group will use a mix of debt, soft monies, and Low Income Housing Tax Credit equity to finance the development of the property. There is no federal, state or local rental assistance program associated with this project.

2. In which Enterprise Zone will this project occur (include the zone's name, number, size in acres, and date certified)?

The property is located in Enterprise Zone Oskaloosa EZ-1, which is 3,112.0 acres and was certified on June 25, 2009 by the Board of Directors of the Iowa Department of Economic Development. Within this enterprise zone there are four (4) tracts. The subject property is located in Tract 1907, Zone 9507 (Yellow), subsection R: Intersection of High Avenue West and South L Street.

3. Does the project involve new construction or rehabilitation?

The Reserves at Ironwood will consist of new construction and will result in the creation of 48 units of new family housing, plus a clubhouse to be shared among the residents as common space.

4. How many single-family homes or multi-family units are proposed?

Forty eight (48) low density multi-family units are proposed. There will be three identical buildings on the site, each with 16 attached walk-up units.

5. What will be the per unit value of the housing?

The total development costs are approximately \$8,473,834 for a per unit value of \$176,538.

6. The single family homes or multi-family units being constructed or rehabilitated must be modest homes or units and include the necessary amenities. Please explain how the proposed project will satisfy this requirement?

The project is subject to meeting Iowa Finance Agency cost caps, which are based on the HUD 224(d)(4) limits. The total development costs cannot exceed \$10,123,104. The projected budget of \$8,473,834 is within this limit. The homes will be modest, but will include a generous amenity package and energy efficiency features. The unit amenities will include central air-conditioning, ceiling fans, blinds, vinyl flooring in the kitchen and bathrooms, carpet in the living room and bedrooms, a refrigerator, dishwasher,

stove/oven, microwave, in unit laundry space with washer/dryer hook ups, patio/balcony and a dedicated, lockable storage space.

7. Will the project meet U.S. Department of Housing and Urban Development Housing Standards and applicable local codes?

The buildings will be designed and built to meet any federal, state, and local building codes and standards. The Iowa Finance Authority requires low income housing tax credit properties to be designed and built to meet the following standards which includes the U.S. Department of Housing and Urban Development Housing Standards and applicable local codes:

- 1) 2012 International Building Code
- 2) 2012 International Existing Building Code
- 3) 2012 International Residential Code
- 4) 2012 International Fire Code
- 5) 2012 International Mechanical Code
- 6) 2009 Uniform Plumbing Code
- 7) 2012 National Electric Code
- 8) 2012 International Energy Conservation Code
- 9) Iowa Administrative Code Chapters 300, 301, 302, 303, 350 and 25
- 10) Uniform Federal Accessibility Standards provided in 24 CFR part 8
- 11) The Americans with Disabilities Act 1990
- 12) The Federal Fair Housing Act of 1988, Title VI of the Civil Rights Act of 1964, Section 109 of the Housing and community Development Act of 1974, Title VIII of the Civil Rights Act of 1968, Section 3 of the Housing and Urban Development Act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973.

Additionally, the design will meet various green building and energy efficient standards and practices. To be acceptable to the Iowa Finance Authority, the project must be built to meet or exceed Energy Star 3.0 standards and receive a Home Energy Rating Systems (HERS) Index of 70 or less.

8. What is the current status of the project? When is construction scheduled to begin? What is the anticipated project completion date?

The development team is assembling the financing for the project. An application to obtain low income housing tax credits will be submitted to the Iowa Finance Authority on December 9, 2013. It is anticipated an allocation of credits will be approved in March of 2014, with construction commencing 4 months later in July 2014. Construction will take 9 months, with lease-up beginning in June 2015, with full occupancy by end of 2015.

9. Attach a legal description of the business site on which the project will occur.

The project site is located at 1302/1320 High Ave West, Oskaloosa, Iowa, in Mahaska County. The legal description is attached.

10. Attach a detailed map (no larger than 8" x 14") showing the housing development site in relation to the boundaries of the certified Enterprise Zone.

A detailed map is attached.

11. Is any part of the project located in a 100-year flood plain?

The project or any part of the project is not located in a 100-year flood plain.

12. Please indicate the total capital investment that will be made as the result of this project?

| <u>Description of Capital Expenditure</u> | <u>Amount</u> |
|---|--------------------|
| Land Acquisition | \$152,500 |
| Construction | \$6,477,821 |
| Professional Fees | \$252,500 |
| Financing Fees | \$206,046 |
| Soft Costs, includes Reserves and Developer Fee | \$1,384,967 |
| Total | \$8,473,834 |

13. Please identify the sources of project financing that will be utilized and the amount of the financing. (The total amount of the financing should equal the total expenditures in Question #12.)

| <u>Source of Project Financing</u> | <u>Amount</u> |
|------------------------------------|--------------------|
| Permanent Debt | \$1,178,030 |
| Tax Credit Equity | \$6,466,605 |
| Owner Contribution | \$455,254 |
| Iowa Housing Trust Funds | \$100,000 |
| EZ Credit Equity/Sales Tax Rebate | \$273,945 |
| Total | \$8,473,834 |

14. For purposes of determining the amount of investment tax credits the housing business may receive, the Iowa Economic Development Authority cannot include capital expenditures financed through federal, state, and local government tax credits, grants and forgivable loans. Based on this information, what portion of your total capital investment (identified in Question #12) will be eligible for the investment tax credit?

Based on the attached Enterprise Zone Credit calculation, \$1,444,168 of the capital investment will be eligible for the investment tax credit. This basis will generate \$144,417 of credits and attract \$122, 754 of equity to be used to cover the development cost of the project.

15. Please attach a long-term plan for the proposed housing development project including labor and infrastructure needs.

A long-term plan for the development is attached.

16. What economic benefits will the project bring to the area?

The creation of new affordable housing brings many economic benefits to a local community, such as increase in jobs and growth of sales tax revenues. The purchase of construction materials benefits local vendors and increases jobs created by the demand for those materials. The surrounding retail owners will have an increase in customers as various on-site workers will patronize these establishments on a daily basis. Local workforce can live closer to their employers, reducing transportation costs and increasing real disposable income for additional consumer buying power. Paying affordable rents translates to increase purchases for other living necessities, such as food, medical care, daycare, etc. Having a supply of quality and affordable housing stock retains local residents and attracts new residents, thereby maintaining and growing the source of revenue for a local government. Lastly, potential employers see affordable housing as an asset, used to attract and retain their workforce and limit long commute times for their employees.

17. Explain why the proposed project would be considered a good housing development project.

The proposed development is a good project on many levels. First it will address an identified need for the City of Oskaloosa. According to the Oskaloosa Housing Needs Assessment – 2012, prepared for the Oskaloosa Housing Trust Fund by the University of Iowa School of Urban and Regional Planning, the availability of affordable housing is a problem facing the town, as a large number of residents have difficulty obtaining good-quality, reasonably priced ownership and rental housing within the City limits. The Reserves at Ironwood will help the City of Oskaloosa address this problem and increase its stock of high-quality affordable rental housing. The housing quality and design will exceed that currently available in the surrounding market. The affordability of the offered rents will allow the local workforce to live closer to their jobs, leaving more free time and disposable cash with the households as well as promoting a cleaner environment.

Secondly, the various unit/project amenities will attract many households looking for quality housing to meet their current household needs. The site location allows easy access for residents to many services needed for daily living. The site is in proximity to a full service grocery and department store, an elementary and middle school, the Oskaloosa Public Library, and various health and medical clinics. Bike racks, playground, and club house amenities will encourage healthy and active lifestyles.

Third, the proposed development has the full support from the City of Oskaloosa. A resolution for an 83% property tax rebate over a 15 year period was presented to the City Council. The total rebate of \$510,000 will attract conventional debt in the amount of approximately \$230,052. The resolution also includes provisions for the support and use of Enterprise Zone Credits and the related sales tax rebate. A City resolution has been presented to the board and will receive final approval on December 5, 2013.

Lastly, the OPG has assembled a mixed-financing package that ensures the long term financial feasibility of the property. In the attached development and financial overview, you'll see the property is self-sustaining based on the rental income it will generate and the appropriate level of debt it can carry.

18. Please attach an affidavit that states the Housing Business has not, within the last five years, violated state or federal environmental and worker safety statutes, rules, and regulations or, if such violations have

occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment.

Affidavit is attached.

19. Explain why Enterprise Zone Benefits are needed in order for the project to proceed.

The developers have coupled low income housing tax credit equity with as much hard debt as the project's rents can support. The remaining development gap must be filled to bring this project to fruition. At the moment that gap is approximately \$700,000. The property is located in an enterprise zone and therefore can utilize the Enterprise Zone Credits to attract additional capital, which in turn will leverage more of the State's available, yet scarce resources. The project will not be feasible without the equity leveraged through the enterprise zone benefits.

20. Please indicate the amount of Enterprise Zone tax benefits being requested for this project.

| | |
|---|-----------|
| State Sales, Service, and Use Tax Refund: | \$151,191 |
| Investment Tax Credit: | \$144,417 |

21. Please list any additional requirements adopted by the local Enterprise Zone Commission and explain how the Housing Business will meet each requirement.

No additional requirements were adopted by the local Enterprise Zone Commission.

ATTACHMENTS

Please make sure the following items are included with this application:

Housing Business:

- X Legal description of the business site on which the project will occur.
- X Detailed map (no larger than 8" x 14") showing the business site in relation to the boundaries of the certified Enterprise Zone.
- X Long term strategic plan, which includes labor and infrastructure needs.
- X Affidavit that states the Business has not, within the last 5 years, violated state or federal environmental and worker safety statutes, rules, and regulations.

Enterprise Zone Commission:

- Resolution by the Enterprise Zone Commission approving this application.
- Proof that the meeting, in which this application was approved, was open to the public (i.e. public notice which was published and/or posted).
- Meeting minutes from the meeting, in which this application was approved.

Exhibit A

Legal Description

1302 High Ave West
Lots H and K SW SW

1320 High Ave West
Lots 4 and 6 SD Lot 4 SE SE EXC
S 117' Lot 6 and EXC N 6' S 123'
E and EXC N 6' S 123' E 189'
Lot 6

Exhibit B1

Enterprise Zone Map
1302 & 1320 High Ave West, Oskaloosa
Zone 9507 (Yellow) (Intersection of High Ave West and South L St)

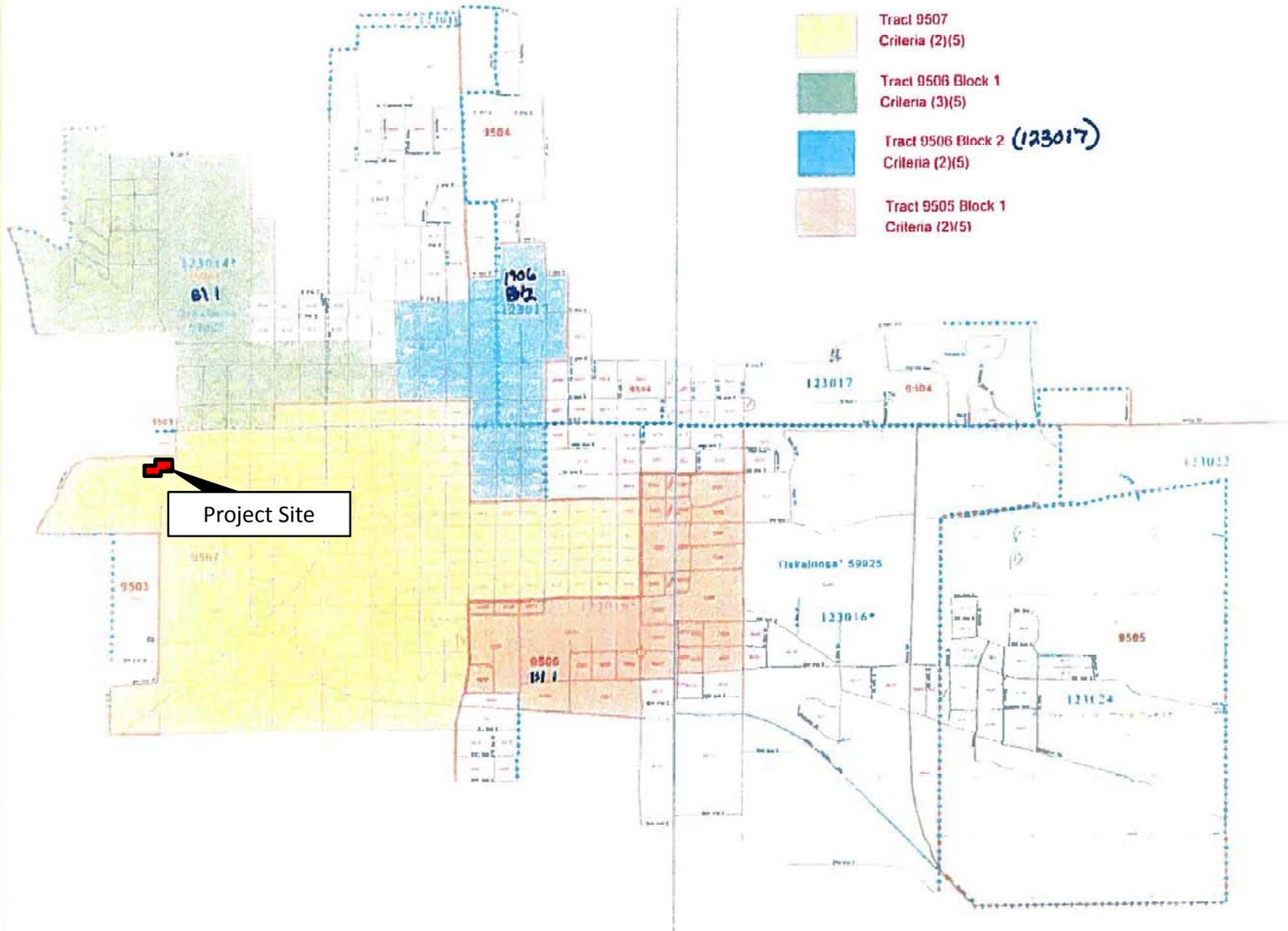


Exhibit B2

Enterprise Zone Map 1302 & 1320 High Ave West, Oskaloosa Zone 9507 (Yellow) (Intersection of High Ave West and South L St)

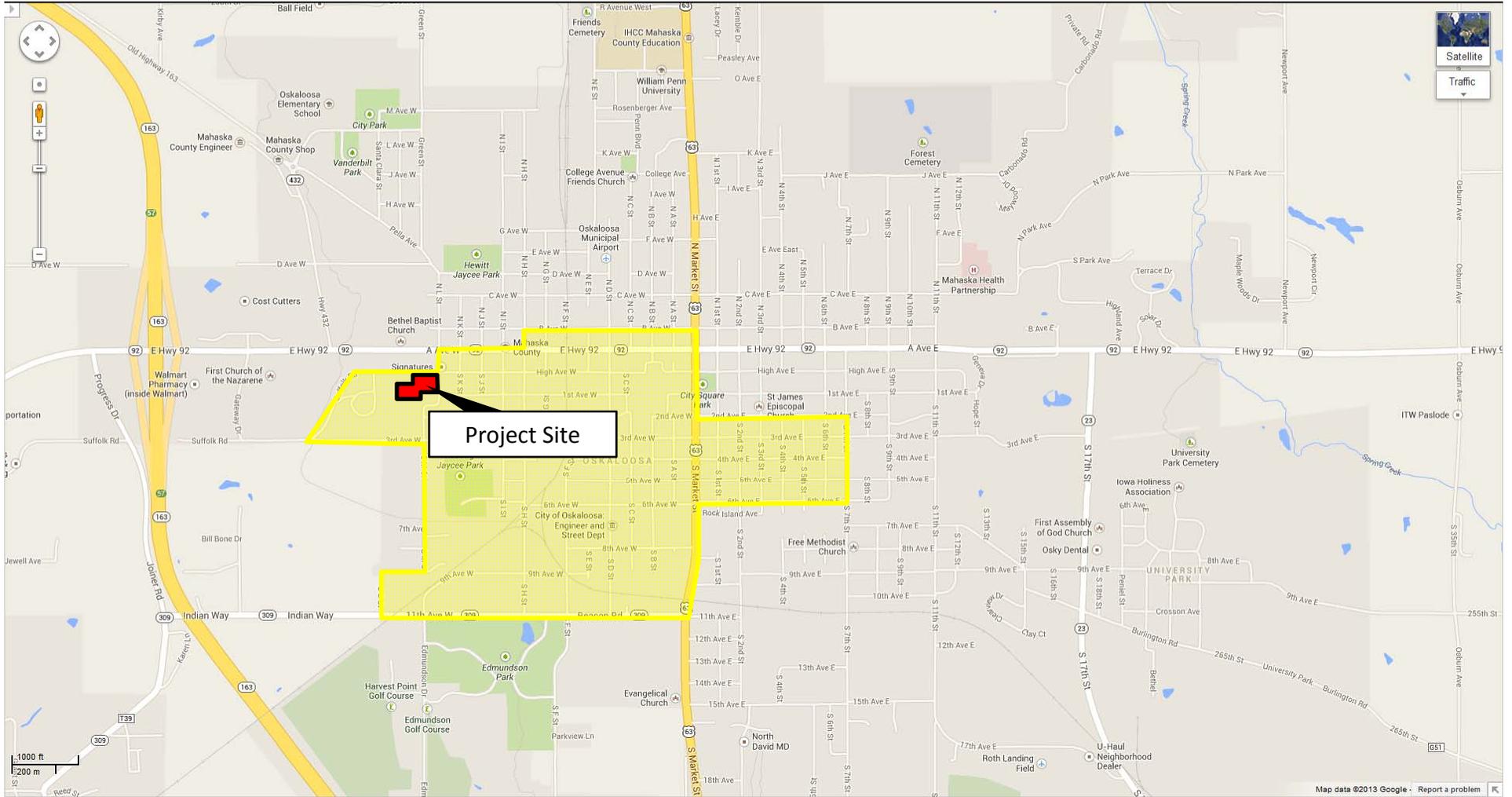


Exhibit C

Enter data in highlighted boxes only.

HEZ Credit Calculation for Project Name: **The Reserves at Ironwood**
 HEZ Application # **[Redacted]**

| | | |
|---|---------------------|------------------|
| §42 Eligible Basis | \$7,740,261 | |
| Plus Land Costs | \$152,500 | |
| Less Federal LIHTC Equity | \$6,448,593 | |
| Less Federal Historic Equity | \$0 | |
| Less Other Grants/ Forgivable Loans | [Redacted] | |
| Equals Eligible Costs | \$1,444,168 | A |
| X 10% HEZ Credit Rate | 10% | B |
| Calculated HEZ Credit | \$144,417 | C = A X B |
| Maximum \$14,000 per unit @ 48 units | \$672,000 | D |
| Amount of HEZ Credit | \$144,417 | Lesser of C or D |
| | \$122,754.28 | |

Exhibit D

IOWA ECONOMIC DEVELOPMENT AUTHORITY
APPLICATION for ENTERPRISE ZONE BENEFITS – Housing Development
Overland Property Group – The Reserves at Ironwood – Oskaloosa, Iowa

LONG TERM HOUSING DEVELOPMENT PLAN

15. Please attach a long-term plan for the proposed housing development project including labor and infrastructure needs.

The proposed site is located at 1302 and 1320 High Ave W in Oskaloosa. The site is in the eastern part of town one block south of A Ave W, which is the primary east-west road through Oskaloosa and well within close proximity of grocery stores, medical services and schools. Currently the property contains two structures that will be demolished. Both buildings are currently vacant. Infrastructure upgrades will need to be made to accommodate the intended residential use. Gas lines will be extended to site to provide gas for furnaces and heating water. The water main will be upgraded from a 4" pipe to an 8" pipe. Electricity upgrades may include converting from phase one power to phase three power. These infrastructure improvements will result in the properties having a Home Energy Rating Systems Index of 64 or less, thereby exceeding the energy efficiency of the Iowa Finance Agency low income housing tax credit standards.

The Reserves at Ironwood is a proposed mixed income, 48 unit new construction walk-up development of 24 – two bedroom, 12 – three bedroom, and 12 – four bedroom units. The development will include three identical 16-unit buildings. Each residential building will be approximately 18,000 square feet. Forty percent (40%) of the units or 20 will be ADA accessible, with an additional unit being accessible for persons with sensory disabilities. The project will have hardi-plank siding exterior with stone accents, varied elevation and a pitched asphalt shingle roof. A clubhouse will be accessible to all residents and will include the following amenities: fitness room with 24-hour access, a community room with kitchen, a computer learning center with at least two computers, and a property management office. The clubhouse will be staffed by one full time employee. The asset will be regularly maintained and protected by maintenance staff shared with other OPG properties located in close proximity.

AFFIDAVIT

State of Iowa

County of Mahaska

Brett Johnson being first duly sworn, deposes and says:

That he is the party making the foregoing statement, to the best of my knowledge, Overland Property Group has not, within the last five years, violated state or federal environmental and worker safety statutes, rules, and regulations or, if such violations have occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment.

Signature of:

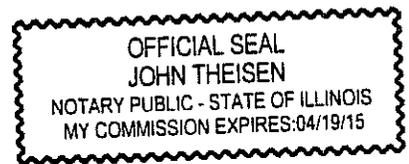


Partner, Overland Property Group

Subscribed and sworn to before me this 22 day of November, 2013



My commission expires, April 19, 2015



CITY OF OSKALOOSA

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk



CITY COUNCIL COMMUNICATION

MEETING DATE: December 02, 2013

REQUESTED BY: CITY MANAGER'S OFFICE

ITEM TITLE:

Consider a resolution of conditional support for Overland Property Group's application for Section 42 Federal Low-Income Housing Tax Credits through the Iowa Finance Authority

EXPLANATION:

At the City Council meeting on November 18, 2013, Brett Johnson of the Overland Property Group discussed a proposed Section 42 Housing Development for the City of Oskaloosa, which would consist of a 48-unit affordable multi-family complex at the southwest corner of the intersection of High Avenue West and South L Street.

As mentioned during the presentation, staff and the developer planned to present the City Council with a conditional resolution of support for the project.

The attached resolution approves a conditional resolution of support for the Overland Property Group's proposed Section 42 Housing Development. This proposed development is conditional upon the project receiving tax credits through the Iowa Finance Authority (IFA) and in order to receive these credits, the City of Oskaloosa will need to approve the conditional resolution of support by IFA's deadline date of December 09, 2013.

Equally important to understand is the City is in the beginning development stages for this project, as we have received a conceptual site plan for the project, and have not held a pre-application meeting with the developer.

Therefore, this resolution is conditional upon the developer meeting all of the City's zoning, building, and public infrastructure requirements. In addition, since the developer is requesting financial assistance for the project, the City's support is also conditional upon the legislative actions necessary to consider providing tax increment financing for the property and a detailed development agreement with terms mutually acceptable to the parties.

Since the developer is requesting financial assistance for the project, the City's support

is also conditional upon the Council approving a development agreement. Listed below is background information on the proposed development and staff's recommendation for tax increment financing:

The Proposed Project

The proposed project is a mixed income, 48-unit, new construction walk-up development consisting of twenty-four (24) two-bedroom units, twelve (12) three bedroom units, and twelve (12) four-bedroom units. All units will have two bathrooms. The complex is located at the southwest corner of the intersection of High Avenue West and South L Street (see attached site map). The development will feature the following amenities: a clubhouse, a fitness center, a playground, in unit washer and dryers, and a community garden. At least 40% of the units will be ADA accessible (see enclosed letter and project information from the developer).

The property is presently two parcels totaling 4.09 acres currently zoned R-3 Multiple Family Residential, which allows multi-family residential use. Access for the property would be from South L Street and High Avenue West. Electrical service is provided by MidAmerican Energy. Water is provided by the Oskaloosa Municipal Water Department. Sanitary sewer service is provided by the City of Oskaloosa.

The estimated valuation of the property is under \$200,000 for the land and existing buildings and according to the Mahaska County Assessor, the property would be taxed based on a formula received by the State of Iowa, which takes into consideration the income generated by the property.

Financial Request by Developer

The developer is requesting financial assistance; therefore, the City's support would also be conditional upon Council approving a development agreement. Specifically, the developer is requesting City support totaling up to \$805,608. Up to a maximum of \$510,000 being in the form of property tax rebates thru tax increment financing and the remaining \$295,608 in the form of Enterprise Zone Credits and Enterprise Zone Sales Tax Rebates which must follow its own legislative requirements and approval processes. The financial request letter from OPG is enclosed for Council's review.

Other funding sources the developer is actively pursuing includes local and regional housing trust fund monies. Additional funds up to \$100,000 are being requested from the Oskaloosa Housing Trust Fund on December 5, 2013. As of November 21, 2013, the Regional Housing Authority (AHEAD) approved a \$50,000, 0% interest loan repayable monthly over 15 years

Based upon staff's analysis, it is recommended that the City Council approve a Conditional Resolution of Support for the Development.

BUDGET CONSIDERATION:

Listed below is a summary of the terms and conditions for the conditional resolution of support:

- 1) The resolution is based on the condition that the Overland Property Group will build a 48-unit affordable multi-family complex at the southwest corner of the High Avenue West and South L Street intersection in Oskaloosa. The units will be Section 42 Housing and at least 40% of the units ADA-accessible.
- 2) The resolution requires the developer to maintain units as Section 42 Housing for at least 30 years. In addition, Overland Property Group will agree not to convert any of the units to Section 8 Housing.
- 3) Overland Property Group will be required to build the units to the same quality and character as identified in the attached request letter and supporting information and the application submitted to the Iowa Finance Authority. In addition, the City must consent to any changes proposed by the developer to the IFA application or approve any amendments the developer may request to IFA at a future date.
- 4) The resolution is subject to the developer meeting all City requirements for zoning, public infrastructure, and other required legislative processes, including but not limited to an approved development agreement.
- 5) Overland Property Group contributes 5% of the total project cost as calculated by IFA.
- 6) The resolution approves support totaling up to \$805,608. Up to a maximum of \$510,000 being in the form of property tax rebates thru tax increment financing and the remaining \$295,608 in the form of Enterprise Zone Credits and Enterprise Zone Sales Tax Rebates which must follow its own legislative requirements and approval processes.
- 7) The resolution limits the TIF rebates to a fifteen year period of time.

ATTACHMENTS:

1. Resolution
2. Developer project letter and project information

RESOLUTION NO.

A RESOLUTION IN SUPPORT OF OVERLAND PROPERTY GROUP'S APPLICATION FOR SECTION 42 FEDERAL LOW-INCOME HOUSING TAX CREDITS THROUGH IOWA FINANCE AUTHORITY

WHEREAS, OVERLAND PROPERTY GROUP (Overland) has requested the City of Oskaloosa (City) to support its application to the Iowa Finance Authority for low income housing credits; and

WHEREAS, Overland intends to invest approximately \$8.5 million for all costs associated with the acquisition and development of a 48 unit multi-family housing complex within the City of Oskaloosa for tenants who qualify for housing under the federal Section 42 Low-Income Housing Tax Credit Program, and which units will consist of 2, 3 and 4 bedroom apartments with all major appliances, a fitness center, clubhouse, security, playground, and other amenities, accessible units for at least 40% of the development and sensory accessible units for 2% of the total development. At least 47 units will be rented to households at or below 60% AMI and up to 1 unit will be unrestricted (the "Project") and

WHEREAS, the City needs additional low income housing to provide housing for its residents and to support its businesses and industries with available employees; and

WHEREAS, the City supports Overland's application and intends to provide incentives in the form of tax rebates and enterprise zone tax credits, subject to certain conditions;

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

Section 1: That the following are proposed terms of the City's participation, contingent on the conditions in Section 2.

1. City intends to provide total grants up to \$510,000 for a contribution to the Project. Such grants shall be made solely from the incremental property tax revenue produced by the construction of the low-income housing Project by Overland calculated under Iowa Code Section 403.19. Grants will be reduced to the extent residents do not meet the Low and Moderate Income definition of Iowa Code Section 403.17(14) and all grants are limited to a period of fifteen years.

2. City intends to work with the Iowa Economic Development Authority (IEDA) to provide up to \$144,417 of Enterprise Zone Credits as calculated by IEDA which will leverage equity to the project in an approximate amount of \$122,608; as well as allow Overland to receive Enterprise Zone sales tax credits in the amount of \$151,191 or as determined by IEDA.

Section 2: That the terms listed in Section 1 shall be subject to:

a. Overland shall invest at least \$8.5 Million for all costs associated with the acquisition and development of a 48 unit multi-family housing complex within the City of Oskaloosa for tenants who qualify for housing under the federal Section 42 Low-Income Housing Tax Credit Program, at least 47 units

- will be rented to households at or below 60% AMI and up to 1 unit will be unrestricted, and which units will consist of 2, 3 and 4 bedroom apartments with all major appliances, a fitness center, clubhouse, security, playground, and other amenities, accessible units for at least 40% of the development and sensory units for 2% of the total development as will be described in a development agreement to be drafted by the City.
- b. The Project, upon completion, is expected to produce taxes of approximately \$34,000 per year over a fifteen year time period. Overland will maintain such units as low income housing for at least 30 years. Overland agrees not to convert the Project to project based Section 8 housing.
 - c. Overland shall be awarded low income housing tax credits from Iowa Finance Authority and shall build the housing units with similar quality as described in its letters to the City dated November 20, 2013 and as described in Overland's Application to the Iowa Finance Authority. If Overland amends or changes its application to IFA, the City must consent to any such amendment or change prior to the effective date of such amendment or change.
 - d. The City of Oskaloosa will initiate the creation or an amendment to the existing Tax Increment Financing district upon approval of the Project by IFA. The City's contribution is subject to completion of all legislative process (including but not limited to public hearings and public notice, consultation

meetings) required to authorize a new low and moderate income housing urban renewal area and authorize the Project as an urban renewal project under the Iowa Urban Renewal law in effect at the time of entry into a development agreement;

- e. Completion of all legislative process required by the Council to approve a detailed development agreement containing terms and conditions mutually acceptable to Overland and the City,
- f. In no event shall any grants be made in excess of the available incremental property taxes received by the City related to the Project pursuant to Iowa's Urban Renewal Law.
- g. To support this housing project in Oskaloosa, Iowa Overland agrees to also contribute 5% of total project costs, as calculated by IFA, in the form of cash available at closing.

Section 3: That the Clerk is hereby authorized and directed to proceed with the preparation of any necessary documents to support Overland's application to Iowa Finance Authority.

PASSED AND APPROVED this 4th day of December, 2013.

[SIGNATURES TO FOLLOW]

David Krutzfeldt, Mayor

ATTEST:

Amy Miller, City Clerk

November 26, 2013

Michael Schrock
City Manager
220 South Market St
Oskaloosa, IA 52577

Re: Overland Property Group – Family Housing Development

Dear Mr. Schrock:

Overland Property Group (OPG) is proposing a 48-unit development of family housing to be located at approximately 1302/1320 High Avenue West in Oskaloosa. The project will have forty-eight (48) units of two-, three- and four-bedroom apartments, and will feature the following amenities: a clubhouse, a fitness center, a playground, a community garden, in-unit microwave and washer and dryers, and a computer learning center on the campus. At least forty percent of the units will be ADA-accessible. The existing buildings on the site will be demolished as part of the project.

The total project costs are expected to be approximately \$8,500,000. We are applying to the Iowa Finance Authority (IFA) on December 9, 2013, for an allocation of Low Income Housing Tax Credits, which will provide the majority of financing for the project. We are also pleased to report that the Regional Housing Trust Fund has approved a loan on the project in the amount of \$50,000.

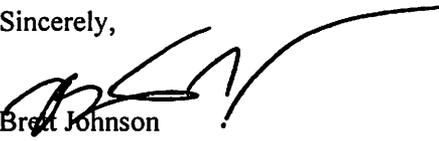
In order to make the project financially feasible, as well as to leverage maximum local contribution points as part of the competitive scoring IFA application, we respectfully request the following City of Oskaloosa support:

- (1) Annual rebate of 83% of property taxes, which will generate \$510,000 for the project over the 15-year compliance period. The project is located in the City of Oskaloosa Urban Renewal District. We arrive at the \$510,000 amount by taking 86% of annual property tax revenue (estimated to be \$34,087 in Year 1, escalating at 3% per year) over 15 years of the life of the project. Please see the attached spreadsheet for the detailed calculation;
- (2) Enterprise Zone Credits of approximately \$144,417, which will leverage equity of \$122,754 to be used for the project, as well as the sales tax rebate benefit of \$151,191 which flows with the Enterprise Zone designation; and
- (3) A 0% interest, 15-year loan from the Local Housing Trust fund in an amount of \$50,000. This loan will be repaid over 15 years.

This total request will provide OPG with the 30 points for local contribution in the IF application, which is the maximum number of points available, and we believe will help us make a successful application.

We thank you for considering this request and look forward to working with the City of Oskaloosa to provide much needed quality, affordable housing to the community.

Sincerely,


Brett Johnson
Overland Property Group

The Reserves at Ironwood Project Overview

Project Name: The Reserves at Ironwood
Address: 1302/1320 High Ave W, Oskaloosa, Iowa, 52577
County: Mahaska County
Project Location Approximately 3.99 acres at the intersection of High Avenue West and SL Street



Project Information

Contact Person: Maggy Tinucci, Lighten-Gale Group, Senior Project Manager
Phone: 312-920-1500 Ext. 107
Email: mtinucci@housingdeveloper.com
39 S. LaSalle, Ste. 39
Chicago, IL 60603

Brett Johnson, Partner, Overland Property Group
Phone: (785) 371-1663
Email: brett@ovpgroup.com
6240 W 135th St. , Suite 200
Overland Park, KS 66223

Basic Information: Land: Currently 2 vacant buildings are on the site; these buildings will be demolished as part of the project.
Site Area: 3.99 acres (173,638 sf)
Building Square Footage (gross): 3 buildings of 16 apartments each and 1 clubhouse building; total square footage is 60,562 sf
Current Zoning: Zoning is acceptable for proposed project

The Reserves at Ironwood Project Overview

Introduction to Project

Overland Property Group is pleased to present to the Oskaloosa Housing Trust Fund the proposed Reserves at Ironwood mixed income project to be located in Oskaloosa, Iowa. According to the *Oskaloosa Housing Needs Assessment – 2012*, prepared for the Oskaloosa Housing Trust Fund by the University of Iowa School of Urban and Regional Planning, the availability of affordable housing is a problem facing the town, as a large number of residents have difficulty obtaining good-quality, reasonably priced ownership and rental housing within the City limits. The Reserves at Ironwood will help the City of Oskaloosa address this problem and increase its stock of high-quality affordable rental housing.

The proposed project is a mixed income, 48-unit, new construction walk-up development consisting of twenty-four (24) two-bedroom units, twelve (12) three bedroom units, and twelve (12) four-bedroom units. All units will have two bathrooms. The overall development will include three identical 16-unit buildings, a community clubhouse and 115 total parking spaces, 7 of which will be handicap accessible. Each residential building will be approximately 19,616 sf and the clubhouse will be approximately 1,714 sf for a total of 60,562 sf. Please see the attached site plan, and building and unit plans for more details on the building design and layout.

Site Description

The proposed site is located at 1302 and 1320 High Ave W in Oskaloosa. The site is in the eastern part of town one block south of A Ave W, which is the primary east-west road through Oskaloosa and well within close proximity of grocery stores, medical services and schools. Currently the property contains two structures that will be demolished. Both buildings are currently vacant. Surrounding land uses are as follows: To the north of the site are a few single-family homes that are generally in poor condition. Directly west is an assisted living facility. Directly east are more single-family homes, also in poor condition. South of the site are a single-family home and a light industrial facility.

Project Amenities

The Reserves at Storm Lake will have hardi-plank siding exterior with stone accents, varied elevation and a pitched asphalt shingle roof. The clubhouse will be accessible to all residents and will include the following amenities: fitness room with 24-hour access, a community room with kitchen, a computer learning center with at least two computers, and a property management office. The development will also include a community garden and bike racks located outside the front entrances of each building. There will also be a gazebo and bbq pit on the site.

Unit Amenities

Unit amenities include central air conditioning, ceiling fans, blinds, vinyl flooring in the bathrooms and kitchens and carpet in the living and bedrooms, a refrigerator, dishwasher, stove/oven, microwave, in-unit washer/dryer, covered patio/balcony, and an additional 20 square feet of storage in addition to standard closets. The Reserves at Ironwood will incorporate green design elements through the construction and design of the building.

Timing

The project will apply to the Iowa Finance Authority for financing in December. If successful in its application, it is expected the project would close on financing and begin construction in Summer 2014. Construction will take approximately 10 months.

Affordability

The building includes two-, three- and four-bedroom units. A total of twenty (20) units will be handicap accessible, and at least one unit will be accessible for those with hearing/vision needs. Forty-seven (47) units will be affordable to families with annual incomes between \$14,800 and \$39,900 and available for households earning between 30-60% of the Area Median Income. One unit will be unrestricted. The unit mix breakdown is as follows:

The Reserves at Ironwood Project Overview

| | Unit Size | 30% AMI | 40% AMI | 60% AMI | Market | Total |
|-------------|-----------|---------|---------|---------|--------|-------|
| 2-BR | 1,023 sf | 1 | 4 | 18 | 1 | 24 |
| 3-BR | 1,200 sf | 1 | 2 | 9 | 0 | 12 |
| 4-BR | 1,355 sf | 1 | 2 | 9 | 0 | 12 |
| | | 3 | 8 | 36 | 1 | 48 |

Rents for the units include trash pick-up and range from \$235-\$550 for the low-income two-bedroom units, from \$265-\$625 for the low-income three bedroom units, and from \$280-\$725 for the low-income four-bedroom units. Tenants will pay electricity, water/sewer, heating (g), cooking (g), and water heating (g). Rents (including utility allowances) are below the Fair Market Rent for the area. The proposed rent breakdown, including utility allowance, is as follows:

| | Utility Allowance | 30% AMI | 40% AMI | 60% AMI | Market |
|------|-------------------|---------|---------|---------|--------|
| 2-BR | 175 | 235 | 375 | 550 | 625 |
| 3-BR | 213 | 265 | 425 | 625 | N/A |
| 4-BR | 249 | 280 | 460 | 725 | N/A |

As part of the IFA program requirement, five units will be set aside for persons with physical or mental, and/or developmental disability which may include persons with brain injury, mental illness, or co-occurring disorder. Services for these residents will be coordinated and/or provided by a local service provider, to be determined after the project is awarded funding. The units will be scattered among the property, depending on the client needs.

Market Need

The *Oskaloosa Housing Needs Assessment – 2012* found that there is a great need for high-quality affordable rental units in Oskaloosa. In fact, the report estimates that approximately 1,203 households will be rent burdened by 2020, which represents about 25% of total households in Oskaloosa. Of this total, there will be 824 cost-burdened renters (vs. owners) under 80% AMI. Additionally, the report found that 48.2% of all renter-occupied households in town are housing cost burdened. This is a significant proportion of the renter population, and higher than the Iowa statewide percentage of 40.3%. Overall, these statistics indicate that the proposed 48 units of affordable housing will be absorbed quickly into the marketplace.

Development Team Experience

Owner / Developer

Overland Property Group

Brett Johnson, Rex Vanier, Ed Keating and Pat Beatty

www.ovpgroup.com

Overland Property Group, LLC was founded in 2002 and has offices in Overland Park, Kansas, Topeka, Kansas, and Dallas, Texas. With more than 10 years in real estate development, Overland Property Group team discovered that their unique skill-sets and their “calculated risk” approach to development are the reasons that their company was finding tremendous success in the affordable housing business. Their remarkable growth and ability to “differentiate” their product from their competition has become the driving force in their company’s success.

From market analysis, site selection, financing, design and construction to marketing and management, OPG has become not only one of the fastest growing firms in the Midwest but also the most sophisticated. Since 2002, OPG has received more tax credits (\$30M) than any other developer in the State of Kansas. This includes a State record allocation for their “mixed-income” facility in Manhattan.

The Reserves at Ironwood Project Overview

OPG is known as a developer that can deliver superior product on-time and under budget. When the City of Olathe, Kansas, asked OPG for help with the arson-damaged and abandoned "Olathe Senior" project, the team put together a first of its kind, mixed-income, independent living facility proposal. The plan was so aggressive and innovative that the City awarded OPG a 10 year / 100% tax abatement for the project along with \$10M in tax exempt bond financing and \$2.5M in tax credit equity from the State. The Gardens at Creekside is now 100% full with over 60 names on a waiting list.

As one of the largest owner/developers in the mid-west, OPG has developed and owns more than 25 developments, totaling over 1,500 units and \$130 million of both "affordable" and "market-rate" apartments. OPG has developed more than 600 tax credit units in 18 developments in the State of Kansas. They also have developed and own 2 developments with more than 330 units through the HUD 221d(4) program, and more than 200 units of conventionally financed apartments in 3 developments. Bee Creek Apartment homes in Branson, MO, Highland Ridge Apartments in Manhattan, KS and The Reserves at Jackson Creek in Independence, MO are all financed via agency programs.

In last year's LIHTC Round of Funding, Overland Property Group was the only developer to receive LIHTC awards for two projects – one in Pella and one in Storm Lake. This success speaks to Overland's capacity and ability to provide high quality affordable housing.

Architect

Jones Gillam Renz, Inc.
Jeff Gillam

www.jonesgillam.com

Jeff Gillam is the President and CEO of Jones Gillam Renz, Inc. and serves as the lead architect for Overland Property Group's developments. Jeff assumes full leadership and responsibility of the design team. He is in charge and coordinates design with Overland Property Group, consultants, general contractor and other related parties. Jeff brings over 25 years of design and architectural knowledge to the team and is licensed in more than 10 states. He has designed over 2,000 apartment units including Section 42 housing, commercial and educational facilities across the Midwest. Jones Gillam has been the architect of record on 14 LIHTC project with Overland, totaling more than 500 units.

General Contractor

Quantum 5, Dolph Woodman

Quantum 5 is a partnership between Woodco, a general contractor, and Overland Property Group. Dolph Woodman has experience in building almost \$88M in Section 42 and other housing in Kansas, Missouri and Oklahoma. Dolph is an accomplished construction management professional with over 25 years of experience in directing project teams comprised of company associates, contractors and subcontractors. His skills include job costing, estimating, team training and expense control; full knowledge of all phases of sales, presentation, project planning and construction processes. Overland has partnered with Woodco because of their well-established reputation for excellent service, they are noted for quality and client satisfaction and adept in streamlining construction processes to maximize efficiency and reduce final cost. Woodco has been the general contractor on 14 LIHTC projects with Overland, totaling more than 500 units.

Property Manager

Weigand-Omega Management, Inc.
Chad Hanson

www.rentourspace.com

The cornerstone of every Weigand-Omega Management (WOM) relationship is trust. WOM works as the pivotal link between property owners and tenants with integrity and dedication. Weigand-Omega currently manages more than 40 apartment communities consisting of approximately 5,000 apartments, approximately half of which are Section 42 properties. They also manage 3,154,286 square feet of office, retail, mini-storage and warehouse space. Weigand-Omega's main office staff includes 15 property managers. Of these 15 staff, half have achieved the Certified Property Manager (CPM) designation, two

The Reserves at Ironwood Project Overview

hold the Real Property Administrator (RPM) designation and one has the Accredited Residential Manager (ARM) designation. Weigand-Omega currently serves as the property manager on 18 LIHTC projects developed and owned by Overland.

Financial Consultant
Lighten-Gale Group
Maggy Tinucci

www.housingdeveloper.com

Lighten-Gale Group (LGG), a consulting firm in business since 1999, has extensive experience in coordinating financing and project management services related to the development of affordable, market rate and mixed income housing. LGG specializes in multi-family affordable housing but also coordinates other creatively financed projects. LGG is coordinating the LIHTC application to IFA for this project.

Tax Accountant
Kennedy and Coe
Dale Heuszal

www.kcoe.com

Founded in 1932, Kennedy and Coe has grown to become a top accounting and consulting firm, ranking nationally as a Top 100 firm. Employing more than 200 professionals, Kennedy and Co provides services to clients across the nation from offices in Kansas and Colorado, offering a "hands on" approach to business. Kennedy and Coe currently serve as the tax accountants on two of Overland's LIHTC projects.

Tax Attorney
Stinson Morrison Hecker, LP
Kip Wiggins

www.stinson.com

Kip Wiggins is the tax attorney for Overland Property Group. Kip is a partner with the firm, as well as is the vice chair of the firm's Corporate Finance Division and chair of its Venture Capital and Private Equity Capital Group. Since 1975, his extensive business practice has included numerous Section 42 deals. He has also been involved with a wide variety of transactions ranging from seed capital/early stage investments up to substantial investments by syndicators of institutional investors. Kip is the attorney for all of Overland's LIHTC deals.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

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.

OSKALOOSA
IOWA



CITY COUNCIL COMMUNICATION

MEETING DATE: December 2, 2013

REQUESTED BY: MAYOR & 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.