



**City of Oskaloosa  
City Council Meeting Regular Session  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa IA, 52577  
Agenda  
March 17, 2014**

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

**1. Invocation: Pastor Tom Boomershine, Central United Methodist Church**

**2. Pledge of Allegiance.**

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

**3. Roll Call**

\_\_\_\_\_ Mayor David Krutzfeldt, Council Members:

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

\_\_\_\_\_ Walling, \_\_\_\_\_ Yates.

Documents: [AGENDA ITEMS 1-3.DOCX](#)

**4. Community Comments.**

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to come and speak before the Mayor and City Council and asked to keep statements brief. Any questions are to be asked of the City Staff, Council Members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.

Documents: [AGENDA ITEM COMMUNITY COMMENTS.DOCX](#)

**5. Consider Adoption of Consent Agenda as Presented or Amended.**

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

Documents: [CONSENT AGENDA SUMMARY.DOCX](#), [AGENDA ITEM CONSENT - BOARD AND COMMISSION MINUTES.DOCX](#)

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

1. March 3, 2014 Regular City Council Meeting Minutes
2. March 17, 2014 Agenda

Documents: [CITY COUNCIL MINUTES MARCH 3, 2014.DOC](#)

**B. Receive and file minutes of Boards and Commissions**

Any recommendations contained in minutes become effective only upon separate

Council action.

1. Water Department Audit Report2. February 10, 2014 Water Board Minutes
3. February 24, 2014 Library Board of Trustees Minutes
4. March 10, 2014 Planning and Zoning Commission Minutes

Documents: [WB MINUTES FEBRUARY 10.DOCX](#), [FEB 2014 MINUTES.DOC](#), [3-10-14 PZ MINUTES.DOC](#)

**C. Consider approval of a renewal application for a Class A Liquor License from Aerie No. 276 Fraternal Order of Eagles dba Fraternal Order of Eagles, 215 High Avenue East.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM-EAGLES RENEWAL.DOC](#)

**D. Consider approval of a renewal application for a Class B Beer Permit with Outdoor Service from Southern Iowa Fair and Exposition, 615 North I Street.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM-SOUTHERN IOWA FAIR.DOC](#)

**E. Consider a motion to receive and file financial reports for February 2014.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMM-FINANCIAL REPORTS.DOC](#), [CITY OF OSKALOOSA TREASURERS REPORT FEB 2014.PDF](#)

**F. Consider a motion authorizing the Mayor to sign a Renewal of Adopt-A-Highway Application.**

Who is submitting this City Clerk/Finance Department item.

Documents: [CITY COMMUNICATION-ADOPT A HIGHWAY.DOC](#), [ADOPTAHIGHWAY APPLICATION.PDF](#)

**G. Consider a resolution to participate in updating of the Mahaska County Multi-Jurisdiction Hazard Mitigation Plan.**

Who is submitting this Fire Department item.

Documents: [CITY COUNCIL COMMUNICATION MITIGATION RESOLUTION.DOCX](#), [HAZARD MITIGATION RESOLUTION.DOC](#)

**H. Consider a resolution to approve the final plat for the Hardee's Subdivision and a request to waive the preliminary plat.**

Who is submitting this Public Works Director

item.

Documents: [ITEM HARDEES SUBDIVISION.DOC](#), [HARDEES RESOLUTION.DOCX](#), [HARDEES SUBDIVISION.PDF](#), [HARDEES LOCATION MAP.PDF](#)

- I. **Consider request from United Way of Mahaska County for use of city streets and the recreation trail for the 6th Annual Live United 5K & Family Day run/walk event.**

Who is submitting this City Manager Department  
item.

Documents: [UNITED WAY REQUEST ITEM.DOCX](#), [ONLINE FORM SUBMITTAL.DOCX](#), [DEAR MAYOR AND CITY COUNCIL2014.DOC](#), [SPECIAL USE REQUEST FORM.PDF](#)

- J. ----- **END OF CONSENT AGENDA** -----

## 6. Regular Agenda

Documents: [AGENDA ITEM - REGULAR ACTION ITEMS.DOCX](#)

- A. **Consider a request from Miranda Cummings, Engagement Lead of Blue Zones Project, to give a presentation regarding the Oskaloosa Blue Zones Launch.**

Who is submitting this Administration  
item.

Documents: [BLUE ZONES PRESENTATION ITEM.DOCX](#)

- B. **Consider appointment to the Civil Service Commission.**

Who is submitting this City Manager Department  
item.

Documents: [CIVIL SERVICE COMMISSION APPOINTMENT ITEM.DOCX](#), [CIVIL SERVICE COMMISSION - JAKAB HUYSER.DOCX](#), [CIVIL SERVICE COMMISSION - MATT MONTAVON.DOCX](#), [CIVIL SERVICE COMMISSION - ROBERT HUBBELL.DOCX](#)

- C. **Consider appointment of Janel Campbell to the Historic Preservation Commission to complete an unexpired term that ends December 31, 2014.**

Who is submitting this City Manager Department  
item.

Documents: [HISTORIC PRESERVATION COMMISSION APPOINTMENT ITEM.DOCX](#), [HISTORIC PRESERVATION COMMISSION - JANEL CAMPBELL.DOCX](#)

- D. **Consider a resolution approving the award of contract for the First Avenue East Sidewalk Project to Steven's Concrete, Inc. in an amount not to exceed \$94,478.00, and authorize the City Manager to utilize an additional ten percent (\$9,500.00) for project contingency.**

Who is submitting this Public Works Director  
item.

Documents: [FIRST AVE SIDEWALK AWARD.DOC](#), [RESOLUTION - AWARD.DOCX](#), [LETTER.PDF](#), [NOTICE OF AWARD.PDF](#), [BILL TABULATION.PDF](#), [1ST AVE E BID COST BREAKDOWN OPTION A.XLSX](#), [1ST AVE FINAL PLANS 01-24-2014.PDF](#)

- E. **Consider a resolution to approve the contract and bond for the First Avenue East Sidewalk Project to Steven's Concrete, Inc. in an amount not to exceed \$94,478.00.**

Who is submitting this Public Works Director  
item.

Documents: [FIRST AVE SIDEWALK CONTRACT BOND.DOC](#), [RESOLUTION - CONTRACT AND BOND.DOCX](#), [BOND.PDF](#), [CONTRACT.PDF](#), [INSURANCE.PDF](#), [LETTER.PDF](#)

- F. **Consider a resolution authorizing staff to submit a grant application with the Mahaska County Community Foundation to provide funding for a Speed Radar Traffic Sign.**

Who is submitting this Oskaloosa Police Department  
item.

Documents: [MCCF REQUEST FOR TRAFFIC SIGN.DOCX](#), [RESOLUTION RE TRAFFIC SIGN.DOCX](#), [MCCF APPLICATION OPD.DOCX](#), [CITY LETTER MCCF GRANT OPD.PDF](#)

- G. **Consider a resolution authorizing staff to submit a grant application with the Mahaska County Community Foundation to provide funding for Edmundson Park Disc Golf Course Improvements.**

Who is submitting this City Manager Department  
item.

Documents: [AGENDA ITEM MCCF DISC GOLF.DOCX](#), [MCCF DISC GOLF RESOLUTION.DOCX](#), [2014 MCCF GRANT OSKALOOSA PARKS.DOCX](#), [DISC GOLF DETAILED BUDGET.PDF](#), [MCCF PARKS CITY PAPER.PDF](#)

- H. **Consider a resolution authorizing staff to submit a grant application with the Mahaska County Community Foundation to provide funding for a fixed-route transit bus system.**

Who is submitting this City Manager Department  
item.

Documents: [MCCF OSKALOOSA RIDES AGENDA ITEM.DOCX](#), [MCCF OSKALOOSA RIDES RESOLUTION.DOCX](#), [2014 MCCF GRANT APPLICATION OSKALOOSA RIDES.DOCX](#), [MCCF OSKALOOSA RIDES CITY PAPER.PDF](#)

## 7. Report on Items from City Staff.

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

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

Documents: [AGENDA ITEM - REPORTS FROM STAFF.DOCX](#)

#### **8. City Council Information**

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

Documents: [AGENDA ITEM - INFORMATION FROM CITY COUNCIL.DOCX](#)

#### **9. Closed Sessions**

Closed session under Iowa Code Section 21.5.1.c. to discuss strategy with counsel on a matter that is presently in litigation or in which litigation is imminent where disclosure would be likely to prejudice or disadvantage the city's position.

Documents: [CLOSED SESSION ITEM.DOCX](#)

#### **10. Adjournment**

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



City Council  
Communication

Meeting Date: March 17, 2014

Requested By: Mayor & City Council

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

1. Invocation: Pastor Tom Boomershine, Central United Methodist 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: March 17, 2014

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 :**

None.

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

- Item A. Minutes and reports from city council meetings.**  
Staff recommends council receive and file these documents.
- Item B. Board and Commission Minutes:**  
Staff recommends council receive and file these documents.
- Item C. Consider approval of a renewal application for a Class A Liquor License from Aerie No. 276 Fraternal Order of Eagles dba Fraternal Order of Eagles, 215 High Avenue East.**  
- No complaints received.
- Item D. Consider approval of a renewal application for a Class B Beer Permit with Outdoor Service from Southern Iowa Fair and Exposition, 615 North I Street.**  
- No complaints received.
- Item E. Consider a motion to receive and file financial reports for February 2014.**
- Item F. Consider a motion authorizing the Mayor to sign a Renewal of Adopt-A-Highway Application.**
- Item G. Consider a resolution to participate in updating the Mahaska County Multi-Jurisdiction Hazard Mitigation Plan of 2015.**
- Item H. Consider a resolution to approve the final plat for the Hardees Subdivision and a request to waive the preliminary plat.**
- Item I. Consider request from United Way of Mahaska County for use of city streets and the recreation trail for the 6<sup>th</sup> Annual Live United 5K & Family Day Run/W alk event.**



## City Council Communication

Meeting Date: March 17, 2014

Requested By: City Manager's Office

### **Item Title: C ONSENT AGENDA**

#### **Explanation :**

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

- A. Approval of Council Minutes and Actions, subject to corrections, as recommended by the City Clerk.
  - 1. February 18, 2014 City Council Regular Meeting Minutes
  - 2. March 3, 2014 Agenda
  
- B. Receive and file the following reports and communications from advisory and operating boards and commissions:
  - 1. Water Department Audit Report
  - 2. February 10, 2014 Water Board Minutes
  - 3. February 24, 2014 Library Board of Trustees Minutes
  - 4. March 10, 2014 Planning and Zoning Commission Minutes

#### **Budget Consideration:**

Not applicable.

#### **Attachments :**

March 3, 2014 City Council Regular Meeting Minutes  
February 10, 2014 Water Board Minutes  
February 24, 2014 Library Board of Trustees Minutes  
March 10, 2014 Planning and Zoning Commission Minutes

OSKALOOSA CITY COUNCIL  
REGULAR MEETING  
March 3, 2014

The Oskaloosa City Council met in regular session on Monday, March 3, 2014, 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 Jimenez, seconded by Ver Steeg to approve the consent agenda:

1. February 18, 2014 City Council Regular Meeting Minutes
2. March 3, 2014 Agenda
3. Claims for February 2014.
4. Application for a 5 day Class A Liquor License (Private Club) from Pheasants Forever dba Mahaska County Pheasants Forever effective March 22, 2014 at the Penn Central Mall.
5. Renewal application for a Special Class C Liquor License with Beer/Wine from Taso's Inc. dba Taso's Steakhouse, 109-111 High Avenue West.
6. Renewal application for a Class E Liquor License with Carryout Wine & Beer from Hy-Vee, Inc. dba Hy-Vee, 110 South D Street.
7. An application for a Class C Beer Permit from RRR Properties, LLC dba Oskaloosa Cenex, 1911 17<sup>th</sup> Avenue East.
8. Approval of a FY2014 Retail Cigarette Permit for Cenex, 1911 17<sup>th</sup> Avenue East.

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. 14-03-15 entitled "RESOLUTION TO CERTIFY ADOPTION OF THE AMENDED AND RESTATED FLEXIBLE SPENDING ACCOUNT PLAN" 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 there were vacancies on the Building Code Board of Appeals, Civil Service Commission, Municipal Housing Agency, Planning and Zoning Commission and Water Board.

City Manager Michael Schrock gave a presentation and discussed the fiscal year 2014 proposed budget amendment and the fiscal year 2014 proposed budget.

The Mayor announced this was the time and place for the public hearing on the Fiscal Year 2014 Budget Amendment and that citizens would now have an opportunity to comment. There were no oral or written comments received. The Mayor declared

said hearing closed.

Moore introduced Resolution No. 14-03-16 entitled "A RESOLUTION AMENDING AND CERTIFYING THE FISCAL YEAR 2014 BUDGET AMENDMENT" and moved its approval. Yates seconded the motion. The roll was called and the vote was:

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

NAYS: None

Whereupon the Mayor declared said resolution duly adopted.

The Mayor announced this was the time and place for the public hearing on the Fiscal Year 2015 Budget and that citizens would now have an opportunity to comment. There were no oral or written comments received. The Mayor declared said hearing closed.

Jimenez introduced Resolution No. 14-03-17 entitled "RESOLUTION ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2015 AND LEVYING TAX" 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.

Yates introduced Resolution No. 14-03-18 entitled "RESOLUTION ESTABLISHING FISCAL YEAR 2015 SALARY SCHEDULE FOR NONUNION EMPLOYEES" 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. 14-03-19 entitled "RESOLUTION ADOPTING A BOARD, COMMISSION AND COMMITTEE APPOINTMENT POLICY FOR 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.

Brian Booy and Alfred Booy addressed City Council regarding Tuscan Village.

It was moved by Van Zetten, seconded by Ver Steeg to waive the site plan sidewalk requirement for Tuscan Village located at 1510 Edmundson Drive until a connectivity plan is in place. The roll was called and the vote was:

AYES: Van Zetten and Ver Steeg

NAYS: Caligiuri, Jimenez, Moore, Walling and Yates

Whereupon the Mayor declared said motion defeated.

It was moved by Moore, seconded by Walling to issue a temporary certificate of occupancy for six months for Tuscany Village located at 1510 Edmundson Drive. 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.

Library Director William Ottens, reported on library activities.

It was moved by Moore, seconded by Ver Steeg that the meeting adjourn.  
Motion carried unanimously. The meeting adjourned at 8:00 p.m.

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David Krutzfeldt, Mayor

ATTEST:

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Amy Miller, City Clerk

**OSKALOOSA WATER BOARD**  
**REGULAR MEETING**  
2/10/14

**Members Present:**

Joe Ryan  
Errin Keltner  
Pete Settimi

**Others Present:**

Chad Coon  
Sheryl Tomlinson  
Aaron Riggs

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

Minutes of the 1/13/14 regular meeting were read. A motion was made by Pete Settimi to approve the minutes. The motion was 2<sup>nd</sup> by Joe Ryan. The motion carried with all members voting yes.

The attached vouchers totaling \$456,275.67 were presented for approval. A motion was made by Pete Settimi to approve the vouchers for payment. The motion was 2<sup>nd</sup> by Errin Keltner. The motion carried with all members voting yes. The Balance Statements were also reviewed. Motion by Joe Ryan and second by Pete Settimi to approve balance statements.

Motion carried with all members voting yes.

1. The first agenda item was Public Hearing for Proposed 10% Water Rate Increase. Motion by Pete Settimi to open the Public Hearing. Ayes all, Public Hearing open at 5:19 PM. Chad informed the Board that he had received no comments either written or oral regarding this matter. With that, Pete Settimi made a motion to close the Public Hearing. Ayes all, Public Hearing closed at 5:19 PM.
2. The next agenda item was Introduction of Resolution #1401, Resolution to Increase Water Rates 10% Effective March 1, 2014. The resolution was introduced by Errin Keltner with a motion to approve. Seconded by Pete Settimi. Ayes all, motion passed.
3. The next agenda item was Customer Forum. Chad informed the Board that there were no items to present at this time.
4. General Manager's Update was next on the agenda. Chad talked to the Board about a variety of different topics. He talked to the Board about the cash reserves that OMWD carries and what level of funding to maintain in those reserves. An email

had been sent out to the Board members showing what other water utilities are doing across the state. Joe commented that he liked what Cedar Falls Utilities was doing. They used a formula that looked at operating and maintenance expenses and what the next year's capital expenses would be. There was discussion about OMWD forecasting what our expenses would be for a number of years and then setting reserves to pay for that, but looking at years with both low and high capital expenses and trying to find an average that would be sufficient. One other idea was for OMWD to look at what 3 months of operating expenses would be along with the projected capital for the next fiscal year and setting an appropriate level. Another topic that was discussed was looking at combined sewer and water utilities that are Board controlled. Chad stated that he has been researching this topic and not finding a lot of information. He said that he would continue to research and let the Board know of his findings. He also discussed his inquiry about billing and collecting that Board driven water departments across the state are doing. He said that he would continue gathering information and discuss it with the Board at a future meeting. The last item that Chad talked to the Board about was meters and the City's participation in funding that expense. Chad provided the Board with a breakdown of expenses for large meter change-outs since the 2011-2012 fiscal year. He stated that two years ago OMWD had asked the City if they would help with the cost of meters as that is also how they get paid. Since that time the City has not helped with the expense of meters. Joe suggested that Chad put together a spreadsheet showing the increased revenue from the change and use this as a tool to demonstrate the effectiveness of changing out the large meters.

5. Miscellaneous was the last agenda item. Chad presented the list of leaks since the last meeting. He also mentioned that there were at least three leaks that had occurred since the list was written the week prior. Joe asked Chad to investigate what our health insurance agent thought about OMWD's single policy coverage and the Affordable Care Act. Pete discussed the upcoming joint meeting with the City Council and what would be discussed at that meeting.

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

ATTEST

Meeting Adjourned 5:53 PM

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Pete Settimi – Chairman

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Errin Keltner – Secretary

# MINUTES

## OSKALOOSA PUBLIC LIBRARY BOARD OF TRUSTEES

### MONDAY – FEBRUARY 24, 2014 -- 4:00 P.M.

The meeting was called to order by Board president Judy Bishop. Roll call was taken by Board secretary Susan Hasso with Trustees Paul Groenenboom, Chris Harbour, Jane Ireland, Sally Posovich, and Candace Slobe present. Also present was Library Director William Ottens.

**Minutes:** Bishop called for a motion to approve the minutes of the January 27, 2014, Board meeting. Motion was made by Groenenboom, seconded by Posovich, to approve the minutes of the January 27, 2014, Board meeting. Motion passed.

**Board Correspondence, Public Input or Friends Report:** There were two items of correspondence. In the Suggestion Box, there was a written comment saying that the library was a good escape and that there were Crisis Intervention flyers. William said that it speaks to the importance of the library to this patron and the resources that are available at the library. The second correspondence was a letter to the Board from a patron who owes a \$13.00 fine. The patron is asking for consideration from the Board as she is unable to pay her fine, but is willing to work it off. The Board is unwilling to set a precedent by allowing a patron to work off a fine. However, through discussion, the Board developed a resolution for this patron's situation. Motion was made by Posovich, seconded by Slobe, to approve the resolution. Motion passed.

**Director's Report:** Library Director William Ottens highlighted some of the items in his report to the Board.

**Programs and Events:** Children's programs have seen a drop in attendance during the winter months, but parents have adjusted well to the small change in the story time's schedules. On February 1, the library celebrated "Bring Your Child to the Library Day" with special Saturday story times. Liz will be giving tours to the Home School group and OES kindergarten classes. Teen programs continue to go well. There was a great turnout for the Anti-Valentine Party. Dungeons and Dragons had a two-page write-up in the Mar-Haskan Life and Times, a local quarterly. In March, the library will celebrate Teen Tech Week, a national week long initiative to get teens involved with technology. This year, daily programs have been planned. A journalist from School Library Journal heard about our plans for Teen Tech Week, and he came to interview Liz and William. Summer Reading will run from June 3 to July 31. This year's themes are Fizz, Boom, Read for children, Find your Fandom for teens, and Jazz up your Summer for adults. Liz and William have sent out 120 letters requesting donations for the Summer Reading program.

**Building and Grounds Update:** William told the Board that Mike C. is working with Shankster Masonry on scheduling a meeting with the Building and Grounds committee to go over options for the staff entrance. William will contact the committee when we have a date. William said that Mike C. brought to his attention the trimming and pruning of the Reading Garden. Mike said that he could add this to his responsibilities, and questions and directions he feels he would need would be answered by Nick Witt, the City arborist. The Kiwanis Key Club will also help with maintenance of the garden.

**State Library of Iowa Standards for Accreditation:** William explained that the library does not meet one of the standards in Tier #2 for accreditation. The standard states that 10% of the library's budget is to be spent on materials. Because of this, the library has a Tier #1 accreditation, which affects the amount of Direct State Aid that the library receives from the State. William said that the last budget was closer to the standard with about 7% of the budget spent on materials. For the next fiscal year, William is asking for \$30,000 in the General Fund and \$45,000 in the Memorial Fund to be budgeted for materials. This would meet the 10% standard. The consensus

of the Board is to keep the library's accreditation with the State Library at the highest level.

**Committee Reports:**

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

**Budget & Finance Committee – Judy Bishop, chair:** None

**Policy & Planning Committee – Candace Slobe, chair:** None

**Technology Committee – Kathy Rothfus, chair:** None.

**Building & Grounds – Michael Collins, chair:** None

**Unfinished Business:** Sally Posovich, who serves as Library Advocate, asked if there were less people using the library. William talked about reasons why there may be less people coming into the library, and he talked about some of the things we are doing to bring people into the library.

**New Business:**

**LibLime annual fee for Koha:** William asked for a motion for approval of payment for the invoice from Progressive Technology Federal Systems for the LibLime annual fee, which is \$2,500. This is the cost of the hosting of our Integrated Library System (the database for all the materials in our catalog), the online public access catalog, and maintenance support. Motion was made by Harbour, seconded by Ireland, to approve payment of the invoice for the LibLime annual fee with funds to come from the General Fund. Motion passed.

**Temporary Internet Access Card:** William talked with the Board about the library's use of guest passes for temporary Internet access for visitors and the use of temporary cards which have a \$25.00 deposit. The library gets requests for Internet access from the residents of a local shelter who are unable to pay the \$25 deposit. William suggested creating and keeping in stock small cards that would have a unique identifier (for privacy for shelter residents). A shelter resident would have to provide proof of residency with the shelter to get a card. We would keep track of the Internet use each day using the unique identifier. This temporary Internet access card would be good for 30 days (an expiration date would be written on the card). After the thirty days, the card holder would need to provide proof of continued residency with the shelter to get another. Motion was made by Ireland, seconded by Posovich, to approve the use of a temporary Internet access card with a unique identifier for shelter residents. Motion passed.

**Website Redesign:** William gave a visual presentation of the library's new website that he is hoping to roll out on March 17<sup>th</sup>. Motion was made by Slobe, seconded by Posovich, to approve the roll out of the redesigned website for March 17, 2014. Motion passed.

**Approval of Claims:** Motion was made by Harbour, seconded by Posovich, to approve payment of the February claims. Motion passed.

**President's Remarks:** None

**Adjournment:** Motion was made by Harbour, seconded by Slobe, to adjourn. Motion passed.

The next regular meeting will be on Monday, March 24, 2014, at 4:00 p.m. in the library meeting room.

Respectfully submitted,

Susan Hasso  
Library Administrative Assistant  
for the Board

CITY OF OSKALOOSA  
MINUTES OF PLANNING & ZONING COMMISSION MEETING  
March 10, 2014

A regularly-scheduled meeting of the Planning and Zoning Commission for the City of Oskaloosa was called to order at 4:34 p.m. on Monday, March 10, 2014, at 220 South Market Street, Oskaloosa, Iowa.

COMMISSION MEMBERS PRESENT: Holden Barnhart, Brian Booy, R. D. Keep (via phone), and Michelle Purdum; COMMISSION MEMBERS ABSENT: Charlie Comfort and Chairman Jon Zobel; CITY STAFF PRESENT: Public Works Director Akhilesh Pal.

Note: During this meeting, R.D. Keep was in attendance via telephone conference call directly to the city council chambers.

Minutes from the January 13, 2014 Planning and Zoning Commission meeting.

Booy moved, Barnhart seconded to approve the minutes from the January 13, 2014 Planning and Zoning Commission meeting. The vote was: YES - Barnhart, Booy, Keep, and Purdum; No - none; Absent - Comfort and Zobel. Abstain: None. Motion carried.

Consider a request to approve the final plat for the Hardee's Subdivision and a request to waive the preliminary plat.

Booy expressed his concern about impacts to the parking lot with the proposed Hardee's site next to JC Penney. All Planning and Zoning Commission members were concerned about the reduction in size of the mall parking lot. Barnhart confirmed with staff that a site plan for the proposed site will be submitted for plan review. Pal indicated that the Hardee's final plat is for a single lot and does not meet the subdivision requirement. Mahaska County is requiring the final plat. Pal also indicated that JC Penney has adequate parking spaces on both sides of its entrances and that the existing Hardee's site may be used for future parking improvements. Barnhart moved, Purdum seconded to approve the final plat and waive the preliminary plat. The vote was: YES - Barnhart, Booy, Keep, and Purdum; No - none; Absent - Comfort and Zobel. Abstain: None. Motion carried.

Consider a request to establish a parking restriction on the west side of South 4th Street between 13th Avenue East and 15th Avenue East and on the east side of South 4th Street from 15th Avenue East to 35 feet north of 15th Avenue East.

Ms. Pamela Tippet, 409 15<sup>th</sup> Avenue East, explained that South 4<sup>th</sup> Street is serving residential traffic that includes pedestrians and bicyclists. She also indicated that the new school bus depot is contributing to heavier vehicle traffic. Ms. Tippet also indicated that most vehicles travel down the center of the road and explained that a parking restriction will not solve the concerns on South 4<sup>th</sup> Street. Planning and Zoning Commission members discussed having a parking restriction only at the intersection approach of South 4<sup>th</sup> Street with 15<sup>th</sup> Avenue. Members also discussed truck routes and wanted input from the School Board to reroute the bus traffic away from South 4<sup>th</sup> Street. Booy expressed that converting South 4<sup>th</sup> Street to a one-way southbound traffic may resolve the concerns. Pal explained that this meeting has been posted for a parking restriction and that a one-way street conversion will require proper notification and input from property owners. Planning and Zoning Commission members agreed to table this item until the next meeting in April. Barnhart moved, Purdum seconded to table this item for future discussion. The vote was: YES - Barnhart, Booy, Keep, and Purdum; No - none; Absent - Comfort and Zobel. Abstain: None. Motion carried to table this item.

Meeting was adjourned at 5:48 PM.

Minutes by Akhilesh Pal



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Class A Liquor License from Aerie No. 276 Fraternal Order of Eagles dba Fraternal Order of Eagles, 215 High Avenue East.

**Explanation:**

The application is complete and in order for approval.

Staff recommends approval.

**Budget Consideration:**

\$390.00 revenue to the General Fund.

**Attachments :**

None



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider approval of a renewal application for a Class B Beer Permit with Outdoor Service from Southern Iowa Fair and Exposition, 615 North I Street.

**Explanation:**

The application is complete and in order for approval.

Staff recommends approval.

**Budget Consideration:**

\$300.00 revenue to the General Fund.

**Attachments :**

None



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider a motion to receive and file financial reports for February 2014.

**Explanation:**

The financial reports for February 2014 are included in your agenda packets. The target percentage for expenses this month is 66.67% except for theseasonal or once-a-year purchases. The amended budget approve by the Oskaloosa City Council will be reflected on the March 2014 financial reports.

The following four funds contain a negative fund balance for February 2014.

- General Fund Insurance Fund - Waiting on tax receipts in April 2014 and due to increased expenses in worker's compensation insurance.
- General Fund Band - Waiting on tax receipts in April 2014.
- IDOT Sewer Extension Project - Waiting on completion of the project and reimbursement from IDOT.
- Airport Storm Sewer Outfall Reconstruction - Waiting on final approval of the project and reimbursement through grant funds.

**Budget Consideration:**

None

**Attachments :**

February 2014 Financial Reports



City of Oskaloosa, IA

# City of Oskaloosa, IA Treasurer's Report

February 1 - 28, 2014

Fund	Beginning Fund Balance	Revenue (+)	Expenses (-)	Change in Pending Payables	Change in Investments	Ending Fund Balance
001: GENERAL FUND	1,821,245.01	126,002.58	309,127.56	5,596.26	(277,334.68)	1,643,716.29
002: GENERAL FUND INSURANCE FUND	(49,763.75)	420.31	0.00	(1,707.00)	0.00	(51,050.44)
003: GENERAL FUND CAPITAL EQUIPMENT	204,492.69	19.29	0.00	0.00	19.29	204,511.98
004: LIBRARY COPIER REVOLVING FUND	6,038.20	556.32	597.49	(60.28)	0.89	5,936.75
005: GENERAL FUND BAND	(4,030.22)	54.70	0.00	0.00	0.00	(3,975.52)
006: GENERAL FUND - LOST	866,601.99	70,386.49	718.24	0.00	69,135.93	936,270.24
007: GENERAL FUND - UTILITY FRANCHISE FEES	703,047.39	103.22	0.00	0.00	92,103.22	703,150.61
110: ROAD USE TAX FUND	622,153.50	109,498.44	83,555.82	(7,274.09)	19,414.04	640,822.03
112: EMPLOYEE BENEFIT FUND	161,170.53	3,521.52	100,690.33	0.00	(97,985.52)	64,001.72
119: EMERGENCY FUND	0.00	86.91	86.91	0.00	0.00	0.00
121: LOCAL OPTION SALES TAX FUND	0.00	87,428.06	87,428.06	0.00	0.00	0.00
127: WEST AREA & IND. PARK TIF	15,249.67	104.57	0.00	0.00	2.21	15,354.24
130: WORLD FOOD PARK TIF FUND	47,261.33	329.62	0.00	0.00	7.24	47,590.95
138: HOUSING DONATED FUNDS	34,740.74	0.00	0.00	0.00	0.00	34,740.74
140: HOUSING FUND	209,694.70	5,781.61	145.94	92.17	5,033.24	215,422.54
144: GRANT & LINCOLN SCHOOL DEVELOPME	21,328.11	0.00	0.00	0.00	0.00	21,328.11
165: RIEFE MEMORIAL FUND	29,858.52	4.16	0.00	(1,975.00)	(1,995.84)	27,887.68
167: LIBRARY MEMORIAL FUND	499,292.38	1,653.27	2,965.36	700.89	(1,398.72)	498,681.18
169: MISCELLANEOUS GIFT FUND	36,749.46	3.03	2,687.01	1,692.01	3.03	35,757.49
172: WOODEN PLAYGROUND MAINT FUND	3,273.43	0.42	0.00	0.00	0.42	3,273.85
177: POLICE FORFEITURE FUND	4,150.43	0.43	0.00	(141.71)	0.43	4,009.15
178: LIBRARY MAINTENANCE FUND	1,182,282.63	2,600.75	0.00	(2,141.05)	600.75	1,182,742.33
180: MISCELLANEOUS GRANTS FUND	15,984.57	402.78	0.00	0.00	2.41	16,387.35
200: DEBT SERVICE FUND	534,787.68	3,007.75	0.00	0.00	3,074.79	537,795.43
301: PARK SHELTER CAPITAL IMPROVEMENT	14,759.22	202.15	0.00	(55.86)	1,002.15	14,905.51
302: CITY HALL IMPROVEMENTS	13,191.07	150.42	12.00	0.00	1.92	13,329.49
325: PAVEMENT MANAGEMENT	0.01	2,450.25	6,116.13	5,397.88	0.01	1,732.01
326: SIDEWALK IMPROVEMENTS PROJECT	13,289.67	1.69	0.00	0.00	1.69	13,291.36
328: PARKING LOT IMPROVEMENTS PHASE II	17,886.27	2.77	0.00	0.00	2.77	17,889.04
600: WATER O&M FUND	1,147,432.07	0.00	0.00	0.00	0.00	1,147,432.07
601: WATER CONSUMER DEPOSIT FUND	85,983.73	0.00	0.00	0.00	0.00	85,983.73

603: WATER SINKING FUND	163,160.66	0.00	0.00	0.00	0.00	163,160.66
604: WATER RESERVE FUND	131,734.99	0.00	0.00	0.00	0.00	131,734.99
610: SANITARY SEWER O&M FUND	36,165.28	77,187.03	55,117.10	(5,143.46)	0.00	53,091.75
611: SANITARY SEWER REVENUE FUND	1,355,626.88	172,577.63	121,272.03	101.00	23,192.03	1,407,033.48
612: SANITARY SEWER SINKING FUND	273,077.75	43,135.00	0.00	0.00	43,000.00	316,212.75
614: SANITARY SEWER IMPROVEMENT FUND	80,664.89	950.00	0.00	0.00	2,000.00	81,614.89
618: IDOT SEWER EXTENSION PROJECT	(179,277.09)	0.00	51,580.94	5,980.18	0.00	(224,877.85)
660: AIRPORT FUND	292,359.94	152.96	7,053.19	(9,381.70)	(15,959.59)	276,078.01
663: AIRPORT STORM SEWER OUTFALL RECONSTR	(9,826.52)	0.00	0.00	0.00	0.00	(9,826.52)
740: STORM WATER UTILITY FUND	609,320.32	22,624.20	6,947.98	6,537.04	22,067.01	631,533.58
750: EDMUNDSON GOLF COURSE FUND	60,369.72	9.25	0.00	(159.29)	9.25	60,219.68
760: RACI MAIN STREET LOAN FUND	16,418.98	166.17	0.00	0.00	1.60	16,585.15
810: COPIER/FAX REVOLVING FUND	2,364.74	491.24	381.59	(27.34)	0.00	2,447.05
820: EMPLOYEE HEALTH SELF-INSURANCE	851,976.38	56,550.66	48,515.32	0.00	8,099.78	860,011.72
830: EMPLOYEE FLEX PLAN FUND	291.45	3,234.72	2,244.94	0.00	0.00	1,281.23
999: POOLED CASH	(5,322.34)	0.00	0.00	6,982.29	0.00	1,659.95



# REVENUE REPORT

## Account Detail

For Fiscal: 2013-2014 Period Ending: 02/28/2014

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 001 - GENERAL FUND</b>					
41 - TAXES	-2,680,940.00	-8,915.82	-1,444,230.09	-1,236,709.91	53.87 %
42 - LICENSES AND PERMITS	-223,750.00	-807.50	-159,027.22	-64,722.78	71.07 %
43 - USE OF MONEY & PROPERTY	-8,350.00	-386.76	-2,965.46	-5,384.54	35.51 %
44 - INTERGOVERNMENTAL	-210,455.00	-4,241.33	-129,542.42	-80,912.58	61.55 %
45 - CHARGES FOR SERVICES	-144,700.00	-1,551.25	-84,277.81	-60,422.19	58.24 %
47 - MISCELLANEOUS REVENUES	-64,050.00	-9,322.68	-104,252.02	40,202.02	162.77 %
48 - OTHER FINANCING SOURCES	-1,178,674.00	-100,777.24	-673,113.84	-505,560.16	57.11 %
<b>Fund 001 Total:</b>	<b>-4,510,919.00</b>	<b>-126,002.58</b>	<b>-2,597,408.86</b>	<b>-1,913,510.14</b>	<b>57.58 %</b>
<b>Fund: 002 - GENERAL FUND INSURANCE FUND</b>					
41 - TAXES	-126,131.00	-420.31	-67,700.58	-58,430.42	53.67 %
<b>Fund 002 Total:</b>	<b>-126,131.00</b>	<b>-420.31</b>	<b>-67,700.58</b>	<b>-58,430.42</b>	<b>53.67 %</b>
<b>Fund: 003 - GENERAL FUND CAPITAL EQUIPMENT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-19.29	-187.77	187.77	
47 - MISCELLANEOUS REVENUES	0.00	0.00	-71.40	71.40	
<b>Fund 003 Total:</b>	<b>0.00</b>	<b>-19.29</b>	<b>-259.17</b>	<b>259.17</b>	
<b>Fund: 004 - LIBRARY COPIER REVOLVING FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.89	-7.43	7.43	
47 - MISCELLANEOUS REVENUES	-6,000.00	-555.43	-4,595.75	-1,404.25	76.60 %
<b>Fund 004 Total:</b>	<b>-6,000.00</b>	<b>-556.32</b>	<b>-4,603.18</b>	<b>-1,396.82</b>	<b>76.72 %</b>
<b>Fund: 005 - GENERAL FUND BAND</b>					
41 - TAXES	-16,399.00	-54.70	-8,880.50	-7,518.50	54.15 %
43 - USE OF MONEY & PROPERTY	0.00	0.00	-0.35	0.35	
<b>Fund 005 Total:</b>	<b>-16,399.00</b>	<b>-54.70</b>	<b>-8,880.85</b>	<b>-7,518.15</b>	<b>54.15 %</b>
<b>Fund: 006 - GENERAL FUND - LOST</b>					
43 - USE OF MONEY & PROPERTY	-1,200.00	-135.93	-1,059.37	-140.63	88.28 %
47 - MISCELLANEOUS REVENUES	-820,406.00	-70,250.56	-640,137.61	-180,268.39	78.03 %
<b>Fund 006 Total:</b>	<b>-821,606.00</b>	<b>-70,386.49</b>	<b>-641,196.98</b>	<b>-180,409.02</b>	<b>78.04 %</b>
<b>Fund: 007 - GENERAL FUND - UTILITY FRANCHISE FEES</b>					
42 - LICENSES AND PERMITS	-396,024.00	0.00	-276,926.68	-119,097.32	69.93 %
43 - USE OF MONEY & PROPERTY	0.00	-103.22	-753.83	753.83	
<b>Fund 007 Total:</b>	<b>-396,024.00</b>	<b>-103.22</b>	<b>-277,680.51</b>	<b>-118,343.49</b>	<b>70.12 %</b>
<b>Fund: 110 - ROAD USE TAX FUND</b>					
44 - INTERGOVERNMENTAL	-1,080,469.00	-109,414.04	-809,225.60	-271,243.40	74.90 %
45 - CHARGES FOR SERVICES	0.00	0.00	-2,216.00	2,216.00	
47 - MISCELLANEOUS REVENUES	0.00	-84.40	-3,714.47	3,714.47	
48 - OTHER FINANCING SOURCES	0.00	0.00	-866.20	866.20	
<b>Fund 110 Total:</b>	<b>-1,080,469.00</b>	<b>-109,498.44</b>	<b>-816,022.27</b>	<b>-264,446.73</b>	<b>75.52 %</b>
<b>Fund: 112 - EMPLOYEE BENEFIT FUND</b>					
41 - TAXES	-1,052,388.00	-3,507.04	-566,762.09	-485,625.91	53.85 %
43 - USE OF MONEY & PROPERTY	0.00	-14.48	-211.20	211.20	
<b>Fund 112 Total:</b>	<b>-1,052,388.00</b>	<b>-3,521.52</b>	<b>-566,973.29</b>	<b>-485,414.71</b>	<b>53.87 %</b>
<b>Fund: 119 - EMERGENCY FUND</b>					
41 - TAXES	-26,077.00	-86.91	-14,570.76	-11,506.24	55.88 %
<b>Fund 119 Total:</b>	<b>-26,077.00</b>	<b>-86.91</b>	<b>-14,570.76</b>	<b>-11,506.24</b>	<b>55.88 %</b>
<b>Fund: 121 - LOCAL OPTION SALES TAX FUND</b>					
41 - TAXES	-1,004,409.00	-87,428.06	-703,983.88	-300,425.12	70.09 %
<b>Fund 121 Total:</b>	<b>-1,004,409.00</b>	<b>-87,428.06</b>	<b>-703,983.88</b>	<b>-300,425.12</b>	<b>70.09 %</b>

REVENUE REPORT

For Fiscal: 2013-2014 Period Ending: 02/28/2014

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND</b>					
41 - TAXES	-115,000.00	0.00	-54,973.85	-60,026.15	47.80 %
<b>Fund 122 Total:</b>	<b>-115,000.00</b>	<b>0.00</b>	<b>-54,973.85</b>	<b>-60,026.15</b>	<b>47.80 %</b>
<b>Fund: 127 - WEST AREA &amp; IND. PARK TIF</b>					
41 - TAXES	-29,206.00	-102.36	-15,785.50	-13,420.50	54.05 %
43 - USE OF MONEY & PROPERTY	0.00	-2.21	-11.44	11.44	
<b>Fund 127 Total:</b>	<b>-29,206.00</b>	<b>-104.57</b>	<b>-15,796.94</b>	<b>-13,409.06</b>	<b>54.09 %</b>
<b>Fund: 130 - WORLD FOOD PARK TIF FUND</b>					
41 - TAXES	-92,001.00	-322.38	-49,719.53	-42,281.47	54.04 %
43 - USE OF MONEY & PROPERTY	0.00	-7.24	-37.11	37.11	
<b>Fund 130 Total:</b>	<b>-92,001.00</b>	<b>-329.62</b>	<b>-49,756.64</b>	<b>-42,244.36</b>	<b>54.08 %</b>
<b>Fund: 140 - HOUSING FUND</b>					
43 - USE OF MONEY & PROPERTY	-900.00	-33.24	-306.99	-593.01	34.11 %
45 - CHARGES FOR SERVICES	-2,100.00	-7.00	-2,214.00	114.00	105.43 %
47 - MISCELLANEOUS REVENUES	-39,000.00	-5,741.37	-62,332.72	23,332.72	159.83 %
<b>Fund 140 Total:</b>	<b>-42,000.00</b>	<b>-5,781.61</b>	<b>-64,853.71</b>	<b>22,853.71</b>	<b>154.41 %</b>
<b>Fund: 165 - RIEFE MEMORIAL FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-4.16	-40.37	40.37	
<b>Fund 165 Total:</b>	<b>0.00</b>	<b>-4.16</b>	<b>-40.37</b>	<b>40.37</b>	
<b>Fund: 167 - LIBRARY MEMORIAL FUND</b>					
43 - USE OF MONEY & PROPERTY	-19,300.00	-601.28	-8,883.09	-10,416.91	46.03 %
45 - CHARGES FOR SERVICES	0.00	-24.74	-241.22	241.22	
47 - MISCELLANEOUS REVENUES	-43,000.00	-912.25	-2,580.87	-40,419.13	6.00 %
48 - OTHER FINANCING SOURCES	0.00	-115.00	-1,215.78	1,215.78	
<b>Fund 167 Total:</b>	<b>-62,300.00</b>	<b>-1,653.27</b>	<b>-12,920.96</b>	<b>-49,379.04</b>	<b>20.74 %</b>
<b>Fund: 169 - MISCELLANEOUS GIFT FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-3.03	-25.86	25.86	
47 - MISCELLANEOUS REVENUES	-20,000.00	0.00	-1,187.00	-18,813.00	5.94 %
<b>Fund 169 Total:</b>	<b>-20,000.00</b>	<b>-3.03</b>	<b>-1,212.86</b>	<b>-18,787.14</b>	<b>6.06 %</b>
<b>Fund: 172 - WOODEN PLAYGROUND MAINT FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.42	-5.11	5.11	
<b>Fund 172 Total:</b>	<b>0.00</b>	<b>-0.42</b>	<b>-5.11</b>	<b>5.11</b>	
<b>Fund: 177 - POLICE FORFEITURE FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.43	-4.95	4.95	
45 - CHARGES FOR SERVICES	0.00	0.00	-2,498.00	2,498.00	
<b>Fund 177 Total:</b>	<b>0.00</b>	<b>-0.43</b>	<b>-2,502.95</b>	<b>2,502.95</b>	
<b>Fund: 178 - LIBRARY MAINTENANCE FUND</b>					
43 - USE OF MONEY & PROPERTY	-45,000.00	-2,600.75	-30,835.90	-14,164.10	68.52 %
<b>Fund 178 Total:</b>	<b>-45,000.00</b>	<b>-2,600.75</b>	<b>-30,835.90</b>	<b>-14,164.10</b>	<b>68.52 %</b>
<b>Fund: 179 - FIRE DEPT FEMA GRANT FUND</b>					
44 - INTERGOVERNMENTAL	-86,450.00	0.00	0.00	-86,450.00	0.00 %
48 - OTHER FINANCING SOURCES	-4,550.00	0.00	0.00	-4,550.00	0.00 %
<b>Fund 179 Total:</b>	<b>-91,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-91,000.00</b>	<b>0.00 %</b>
<b>Fund: 180 - MISCELLANEOUS GRANTS FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.41	-19.72	19.72	
44 - INTERGOVERNMENTAL	0.00	-400.37	-5,206.26	5,206.26	
48 - OTHER FINANCING SOURCES	0.00	0.00	-687.26	687.26	
<b>Fund 180 Total:</b>	<b>0.00</b>	<b>-402.78</b>	<b>-5,913.24</b>	<b>5,913.24</b>	
<b>Fund: 199 - WFP RISE PAYMENT FUND</b>					
47 - MISCELLANEOUS REVENUES	-16,216.00	0.00	0.00	-16,216.00	0.00 %
<b>Fund 199 Total:</b>	<b>-16,216.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-16,216.00</b>	<b>0.00 %</b>
<b>Fund: 200 - DEBT SERVICE FUND</b>					
41 - TAXES	-735,732.00	-2,453.96	-396,735.91	-338,996.09	53.92 %
43 - USE OF MONEY & PROPERTY	-4,200.00	-74.79	-473.34	-3,726.66	11.27 %
46 - SPECIAL ASSESSMENTS	0.00	-479.00	-17,670.00	17,670.00	

## REVENUE REPORT

For Fiscal: 2013-2014 Period Ending: 02/28/2014

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 200 - DEBT SERVICE FUND</b>					
48 - OTHER FINANCING SOURCES	-121,833.00	0.00	-3,990.78	-117,842.22	3.28 %
<b>Fund 200 Total:</b>	<b>-861,765.00</b>	<b>-3,007.75</b>	<b>-418,870.03</b>	<b>-442,894.97</b>	<b>48.61 %</b>
<b>Fund: 301 - PARK SHELTER CAPITAL IMPROVEMENT</b>					
43 - USE OF MONEY & PROPERTY	-4,000.00	-202.15	-1,614.01	-2,385.99	40.35 %
<b>Fund 301 Total:</b>	<b>-4,000.00</b>	<b>-202.15</b>	<b>-1,614.01</b>	<b>-2,385.99</b>	<b>40.35 %</b>
<b>Fund: 302 - CITY HALL IMPROVEMENTS</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.92	-16.30	16.30	
48 - OTHER FINANCING SOURCES	-2,000.00	-148.50	-1,608.75	-391.25	80.44 %
<b>Fund 302 Total:</b>	<b>-2,000.00</b>	<b>-150.42</b>	<b>-1,625.05</b>	<b>-374.95</b>	<b>81.25 %</b>
<b>Fund: 325 - PAVEMENT MANAGEMENT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-0.01	-38.70	38.70	
47 - MISCELLANEOUS REVENUES	0.00	-1,732.00	-25,302.00	25,302.00	
48 - OTHER FINANCING SOURCES	-1,519,772.00	-718.24	-301,742.37	-1,218,029.63	19.85 %
<b>Fund 325 Total:</b>	<b>-1,519,772.00</b>	<b>-2,450.25</b>	<b>-327,083.07</b>	<b>-1,192,688.93</b>	<b>21.52 %</b>
<b>Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.69	-14.73	14.73	
46 - SPECIAL ASSESSMENTS	0.00	0.00	-149.00	149.00	
<b>Fund 326 Total:</b>	<b>0.00</b>	<b>-1.69</b>	<b>-163.73</b>	<b>163.73</b>	
<b>Fund: 328 - PARKING LOT IMPROVEMENTS PHASE II</b>					
43 - USE OF MONEY & PROPERTY	0.00	-2.77	-33.32	33.32	
48 - OTHER FINANCING SOURCES	-50,000.00	0.00	0.00	-50,000.00	0.00 %
<b>Fund 328 Total:</b>	<b>-50,000.00</b>	<b>-2.77</b>	<b>-33.32</b>	<b>-49,966.68</b>	<b>0.07 %</b>
<b>Fund: 600 - WATER O&amp;M FUND</b>					
43 - USE OF MONEY & PROPERTY	-24,727.00	0.00	-11,942.95	-12,784.05	48.30 %
45 - CHARGES FOR SERVICES	-2,089,227.00	0.00	-1,061,276.22	-1,027,950.78	50.80 %
47 - MISCELLANEOUS REVENUES	-6,800.00	0.00	-23,406.24	16,606.24	344.21 %
<b>Fund 600 Total:</b>	<b>-2,120,754.00</b>	<b>0.00</b>	<b>-1,096,625.41</b>	<b>-1,024,128.59</b>	<b>51.71 %</b>
<b>Fund: 601 - WATER CONSUMER DEPOSIT FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	0.00	-343.73	343.73	
<b>Fund 601 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>-343.73</b>	<b>343.73</b>	
<b>Fund: 603 - WATER SINKING FUND</b>					
48 - OTHER FINANCING SOURCES	-418,801.00	0.00	-209,396.28	-209,404.72	50.00 %
<b>Fund 603 Total:</b>	<b>-418,801.00</b>	<b>0.00</b>	<b>-209,396.28</b>	<b>-209,404.72</b>	<b>50.00 %</b>
<b>Fund: 604 - WATER RESERVE FUND</b>					
48 - OTHER FINANCING SOURCES	-36,000.00	0.00	-18,000.00	-18,000.00	50.00 %
<b>Fund 604 Total:</b>	<b>-36,000.00</b>	<b>0.00</b>	<b>-18,000.00</b>	<b>-18,000.00</b>	<b>50.00 %</b>
<b>Fund: 610 - SANITARY SEWER O&amp;M FUND</b>					
48 - OTHER FINANCING SOURCES	-1,137,691.00	-77,187.03	-999,864.84	-137,826.16	87.89 %
<b>Fund 610 Total:</b>	<b>-1,137,691.00</b>	<b>-77,187.03</b>	<b>-999,864.84</b>	<b>-137,826.16</b>	<b>87.89 %</b>
<b>Fund: 611 - SANITARY SEWER REVENUE FUND</b>					
43 - USE OF MONEY & PROPERTY	-4,000.00	-192.03	-1,869.34	-2,130.66	46.73 %
45 - CHARGES FOR SERVICES	-1,780,606.00	-172,385.60	-1,228,099.57	-552,506.43	68.97 %
46 - SPECIAL ASSESSMENTS	0.00	0.00	-6,333.00	6,333.00	
47 - MISCELLANEOUS REVENUES	0.00	0.00	-789.93	789.93	
<b>Fund 611 Total:</b>	<b>-1,784,606.00</b>	<b>-172,577.63</b>	<b>-1,237,091.84</b>	<b>-547,514.16</b>	<b>69.32 %</b>
<b>Fund: 612 - SANITARY SEWER SINKING FUND</b>					
48 - OTHER FINANCING SOURCES	-517,619.00	-43,135.00	-345,079.00	-172,540.00	66.67 %
<b>Fund 612 Total:</b>	<b>-517,619.00</b>	<b>-43,135.00</b>	<b>-345,079.00</b>	<b>-172,540.00</b>	<b>66.67 %</b>
<b>Fund: 614 - SANITARY SEWER IMPROVEMENT FUND</b>					
48 - OTHER FINANCING SOURCES	-11,400.00	-950.00	-7,600.00	-3,800.00	66.67 %
<b>Fund 614 Total:</b>	<b>-11,400.00</b>	<b>-950.00</b>	<b>-7,600.00</b>	<b>-3,800.00</b>	<b>66.67 %</b>
<b>Fund: 618 - IDOT SEWER EXTENSION PROJECT</b>					
44 - INTERGOVERNMENTAL	-295,000.00	0.00	0.00	-295,000.00	0.00 %
<b>Fund 618 Total:</b>	<b>-295,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-295,000.00</b>	<b>0.00 %</b>

## REVENUE REPORT

For Fiscal: 2013-2014 Period Ending: 02/28/2014

ObjectCa...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 660 - AIRPORT FUND</b>					
43 - USE OF MONEY & PROPERTY	-200,016.00	-41.41	-129,318.38	-70,697.62	64.65 %
44 - INTERGOVERNMENTAL	0.00	0.00	-11,240.00	11,240.00	
45 - CHARGES FOR SERVICES	0.00	0.00	-1,070.00	1,070.00	
47 - MISCELLANEOUS REVENUES	-7,000.00	-111.55	-16,337.81	9,337.81	233.40 %
<b>Fund 660 Total:</b>	<b>-207,016.00</b>	<b>-152.96</b>	<b>-157,966.19</b>	<b>-49,049.81</b>	<b>76.31 %</b>
<b>Fund: 663 - AIRPORT STORM SEWER OUTFALL RECONSTRUCTION</b>					
44 - INTERGOVERNMENTAL	-187,200.00	0.00	-111,815.00	-75,385.00	59.73 %
48 - OTHER FINANCING SOURCES	-20,800.00	0.00	-12,425.04	-8,374.96	59.74 %
<b>Fund 663 Total:</b>	<b>-208,000.00</b>	<b>0.00</b>	<b>-124,240.04</b>	<b>-83,759.96</b>	<b>59.73 %</b>
<b>Fund: 740 - STORM WATER UTILITY FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-67.01	-541.21	541.21	
45 - CHARGES FOR SERVICES	-225,000.00	-22,557.19	-154,486.18	-70,513.82	68.66 %
<b>Fund 740 Total:</b>	<b>-225,000.00</b>	<b>-22,624.20</b>	<b>-155,027.39</b>	<b>-69,972.61</b>	<b>68.90 %</b>
<b>Fund: 750 - EDMUNDSON GOLF COURSE FUND</b>					
43 - USE OF MONEY & PROPERTY	-8,500.00	-9.25	-83.99	-8,416.01	0.99 %
47 - MISCELLANEOUS REVENUES	0.00	0.00	-214.65	214.65	
<b>Fund 750 Total:</b>	<b>-8,500.00</b>	<b>-9.25</b>	<b>-298.64</b>	<b>-8,201.36</b>	<b>3.51 %</b>
<b>Fund: 760 - RACI MAIN STREET LOAN FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	-1.60	-14.00	14.00	
47 - MISCELLANEOUS REVENUES	0.00	-164.57	-329.14	329.14	
<b>Fund 760 Total:</b>	<b>0.00</b>	<b>-166.17</b>	<b>-343.14</b>	<b>343.14</b>	
<b>Fund: 810 - COPIER/FAX REVOLVING FUND</b>					
47 - MISCELLANEOUS REVENUES	0.00	-491.24	-4,669.30	4,669.30	
<b>Fund 810 Total:</b>	<b>0.00</b>	<b>-491.24</b>	<b>-4,669.30</b>	<b>4,669.30</b>	
<b>Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE</b>					
43 - USE OF MONEY & PROPERTY	0.00	-100.04	-869.99	869.99	
47 - MISCELLANEOUS REVENUES	0.00	-56,450.62	-487,055.14	487,055.14	
<b>Fund 820 Total:</b>	<b>0.00</b>	<b>-56,550.66</b>	<b>-487,925.13</b>	<b>487,925.13</b>	
<b>Fund: 830 - EMPLOYEE FLEX PLAN FUND</b>					
43 - USE OF MONEY & PROPERTY	0.00	0.00	-0.76	0.76	
45 - CHARGES FOR SERVICES	0.00	-52.00	-440.00	440.00	
47 - MISCELLANEOUS REVENUES	0.00	-3,182.72	-31,448.53	31,448.53	
<b>Fund 830 Total:</b>	<b>0.00</b>	<b>-3,234.72</b>	<b>-31,889.29</b>	<b>31,889.29</b>	
<b>Report Total:</b>	<b>-18,961,069.00</b>	<b>-791,852.37</b>	<b>-11,563,842.29</b>	<b>-7,397,226.71</b>	<b>60.99 %</b>



Fund	Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
001 - GENERAL FUND	-4,510,919.00	-126,002.58	-2,597,408.86	-1,913,510.14	57.58 %
002 - GENERAL FUND INSURANCE I	-126,131.00	-420.31	-67,700.58	-58,430.42	53.67 %
003 - GENERAL FUND CAPITAL EQL	0.00	-19.29	-259.17	259.17	
004 - LIBRARY COPIER REVOLVING	-6,000.00	-556.32	-4,603.18	-1,396.82	76.72 %
005 - GENERAL FUND BAND	-16,399.00	-54.70	-8,880.85	-7,518.15	54.15 %
006 - GENERAL FUND - LOST	-821,606.00	-70,386.49	-641,196.98	-180,409.02	78.04 %
007 - GENERAL FUND - UTILITY FRA	-396,024.00	-103.22	-277,680.51	-118,343.49	70.12 %
110 - ROAD USE TAX FUND	-1,080,469.00	-109,498.44	-816,022.27	-264,446.73	75.52 %
112 - EMPLOYEE BENEFIT FUND	-1,052,388.00	-3,521.52	-566,973.29	-485,414.71	53.87 %
119 - EMERGENCY FUND	-26,077.00	-86.91	-14,570.76	-11,506.24	55.88 %
121 - LOCAL OPTION SALES TAX FU	-1,004,409.00	-87,428.06	-703,983.88	-300,425.12	70.09 %
122 - HOTEL/MOTEL TAX REVENUE	-115,000.00	0.00	-54,973.85	-60,026.15	47.80 %
127 - WEST AREA & IND. PARK TIF	-29,206.00	-104.57	-15,796.94	-13,409.06	54.09 %
130 - WORLD FOOD PARK TIF FUNI	-92,001.00	-329.62	-49,756.64	-42,244.36	54.08 %
140 - HOUSING FUND	-42,000.00	-5,781.61	-64,853.71	22,853.71	154.41 %
165 - RIEFE MEMORIAL FUND	0.00	-4.16	-40.37	40.37	
167 - LIBRARY MEMORIAL FUND	-62,300.00	-1,653.27	-12,920.96	-49,379.04	20.74 %
169 - MISCELLANEOUS GIFT FUND	-20,000.00	-3.03	-1,212.86	-18,787.14	6.06 %
172 - WOODEN PLAYGROUND MAI	0.00	-0.42	-5.11	5.11	
177 - POLICE FORFEITURE FUND	0.00	-0.43	-2,502.95	2,502.95	
178 - LIBRARY MAINTENANCE FUN	-45,000.00	-2,600.75	-30,835.90	-14,164.10	68.52 %
179 - FIRE DEPT FEMA GRANT FUN	-91,000.00	0.00	0.00	-91,000.00	0.00 %
180 - MISCELLANEOUS GRANTS FU	0.00	-402.78	-5,913.24	5,913.24	
199 - WFP RISE PAYMENT FUND	-16,216.00	0.00	0.00	-16,216.00	0.00 %
200 - DEBT SERVICE FUND	-861,765.00	-3,007.75	-418,870.03	-442,894.97	48.61 %
301 - PARK SHELTER CAPITAL IMPR	-4,000.00	-202.15	-1,614.01	-2,385.99	40.35 %
302 - CITY HALL IMPROVEMENTS	-2,000.00	-150.42	-1,625.05	-374.95	81.25 %
325 - PAVEMENT MANAGEMENT	-1,519,772.00	-2,450.25	-327,083.07	-1,192,688.93	21.52 %
326 - SIDEWALK IMPROVEMENTS F	0.00	-1.69	-163.73	163.73	
328 - PARKING LOT IMPROVEMEN	-50,000.00	-2.77	-33.32	-49,966.68	0.07 %
600 - WATER O&M FUND	-2,120,754.00	0.00	-1,096,625.41	-1,024,128.59	51.71 %
601 - WATER CONSUMER DEPOSIT	0.00	0.00	-343.73	343.73	
603 - WATER SINKING FUND	-418,801.00	0.00	-209,396.28	-209,404.72	50.00 %
604 - WATER RESERVE FUND	-36,000.00	0.00	-18,000.00	-18,000.00	50.00 %
610 - SANITARY SEWER O&M FUNI	-1,137,691.00	-77,187.03	-999,864.84	-137,826.16	87.89 %
611 - SANITARY SEWER REVENUE F	-1,784,606.00	-172,577.63	-1,237,091.84	-547,514.16	69.32 %
612 - SANITARY SEWER SINKING FL	-517,619.00	-43,135.00	-345,079.00	-172,540.00	66.67 %
614 - SANITARY SEWER IMPROVEN	-11,400.00	-950.00	-7,600.00	-3,800.00	66.67 %
618 - IDOT SEWER EXTENSION PRC	-295,000.00	0.00	0.00	-295,000.00	0.00 %
660 - AIRPORT FUND	-207,016.00	-152.96	-157,966.19	-49,049.81	76.31 %
663 - AIRPORT STORM SEWER OUT	-208,000.00	0.00	-124,240.04	-83,759.96	59.73 %
740 - STORM WATER UTILITY FUNI	-225,000.00	-22,624.20	-155,027.39	-69,972.61	68.90 %
750 - EDMUNDSON GOLF COURSE	-8,500.00	-9.25	-298.64	-8,201.36	3.51 %
760 - RACI MAIN STREET LOAN FUJ	0.00	-166.17	-343.14	343.14	
810 - COPIER/FAX REVOLVING FUN	0.00	-491.24	-4,669.30	4,669.30	
820 - EMPLOYEE HEALTH SELF-INSI	0.00	-56,550.66	-487,925.13	487,925.13	
830 - EMPLOYEE FLEX PLAN FUND	0.00	-3,234.72	-31,889.29	31,889.29	
<b>Report Total:</b>	<b>-18,961,069.00</b>	<b>-791,852.37</b>	<b>-11,563,842.29</b>	<b>-7,397,226.71</b>	<b>60.99 %</b>



# EXPENSE TRIAL BALANCE

## Account Detail

For Fiscal: 2013-2014 Period Ending: 02/28/2014

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 001 - GENERAL FUND</b>					
1010 - POLICE OPERATIONS	1,735,341.00	120,238.16	1,165,612.89	569,728.11	67.17 %
1030 - EMERGENCY MANAGEMENT	7,806.00	0.00	5,964.85	1,841.15	76.41 %
1050 - FIRE DEPARTMENT	849,544.00	64,195.29	624,555.06	224,988.94	73.52 %
1055 - RENTAL INSPECTIONS	2,500.00	0.00	0.00	2,500.00	0.00 %
1070 - BUILDING INSPECTIONS	113,466.00	6,217.23	60,045.00	53,421.00	52.92 %
1090 - ANIMAL CONTROL	93,000.00	0.00	21,500.00	71,500.00	23.12 %
1900 - 911 DISPATCH	137,203.00	0.00	102,902.25	34,300.75	75.00 %
2010 - ROADS, BRIDGES, SIDEWALKS	20,000.00	0.00	0.00	20,000.00	0.00 %
2030 - STREET LIGHTING	99,000.00	9,772.69	90,273.91	8,726.09	91.19 %
2080 - AIRPORT	0.00	9,414.38	19,514.71	-19,514.71	
4010 - LIBRARY SERVICES	556,002.00	43,108.41	385,022.37	170,979.63	69.25 %
4030 - PARKS	164,554.00	10,565.96	106,036.29	58,517.71	64.44 %
4031 - POOL	126,044.00	755.42	84,253.42	41,790.58	66.84 %
5020 - ECONOMIC DEVELOPMENT	32,500.00	0.00	22,500.00	10,000.00	69.23 %
5030 - HOUSING & URBAN RENEWAL	1,275.00	0.00	0.46	1,274.54	0.04 %
5040 - PLANNING & ZONING	1,250.00	1,061.09	1,955.57	-705.57	156.45 %
6010 - CITY MANAGER	318,367.00	19,868.82	174,402.67	143,964.33	54.78 %
6011 - CITY COUNCIL & MAYOR	138,176.00	1,050.56	34,303.44	103,872.56	24.83 %
6020 - CLERK, TREAS. & FINANCIAL ADMIN	273,833.00	19,760.68	189,644.40	84,188.60	69.26 %
6030 - ELECTIONS	7,500.00	0.00	8,855.89	-1,355.89	118.08 %
6040 - LEGAL SERVICES & CITY ATTORNEY	88,900.00	6,425.70	49,061.62	39,838.38	55.19 %
6050 - CITY HALL & GENERAL BUILDINGS	75,359.00	4,092.69	34,835.94	40,523.06	46.23 %
9500 - ENGINEERING (ALLOCATED)	0.00	-7,399.52	23,705.20	-23,705.20	
<b>Fund 001 Total:</b>	<b>4,841,620.00</b>	<b>309,127.56</b>	<b>3,204,945.94</b>	<b>1,636,674.06</b>	<b>66.20 %</b>
<b>Fund: 002 - GENERAL FUND INSURANCE FUND</b>					
6060 - TORT LIABILITY	112,729.00	0.00	105,798.42	6,930.58	93.85 %
<b>Fund 002 Total:</b>	<b>112,729.00</b>	<b>0.00</b>	<b>105,798.42</b>	<b>6,930.58</b>	<b>93.85 %</b>
<b>Fund: 003 - GENERAL FUND CAPITAL EQUIPMENT</b>					
6050 - CITY HALL & GENERAL BUILDINGS	61,500.00	0.00	31,054.21	30,445.79	50.49 %
<b>Fund 003 Total:</b>	<b>61,500.00</b>	<b>0.00</b>	<b>31,054.21</b>	<b>30,445.79</b>	<b>50.49 %</b>
<b>Fund: 004 - LIBRARY COPIER REVOLVING FUND</b>					
4010 - LIBRARY SERVICES	5,300.00	597.49	4,192.29	1,107.71	79.10 %
<b>Fund 004 Total:</b>	<b>5,300.00</b>	<b>597.49</b>	<b>4,192.29</b>	<b>1,107.71</b>	<b>79.10 %</b>
<b>Fund: 005 - GENERAL FUND BAND</b>					
4020 - BAND	22,311.00	0.00	19,202.70	3,108.30	86.07 %
<b>Fund 005 Total:</b>	<b>22,311.00</b>	<b>0.00</b>	<b>19,202.70</b>	<b>3,108.30</b>	<b>86.07 %</b>
<b>Fund: 006 - GENERAL FUND - LOST</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	939,772.00	718.24	301,742.37	638,029.63	32.11 %
<b>Fund 006 Total:</b>	<b>939,772.00</b>	<b>718.24</b>	<b>301,742.37</b>	<b>638,029.63</b>	<b>32.11 %</b>
<b>Fund: 007 - GENERAL FUND - UTILITY FRANCHISE FEES</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	665,000.00	0.00	35,000.00	630,000.00	5.26 %
<b>Fund 007 Total:</b>	<b>665,000.00</b>	<b>0.00</b>	<b>35,000.00</b>	<b>630,000.00</b>	<b>5.26 %</b>
<b>Fund: 110 - ROAD USE TAX FUND</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	1,031,942.00	52,901.79	754,502.13	277,439.87	73.11 %
2030 - STREET LIGHTING	45,150.00	2,215.61	2,215.61	42,934.39	4.91 %
2040 - TRAFFIC CONTROL & SAFETY	32,956.00	1,583.64	13,470.20	19,485.80	40.87 %
2050 - SNOW REMOVAL	88,913.00	26,854.78	62,696.93	26,216.07	70.51 %
2070 - STREET CLEANING	41,180.00	0.00	19,817.40	21,362.60	48.12 %
<b>Fund 110 Total:</b>	<b>1,240,141.00</b>	<b>83,555.82</b>	<b>852,702.27</b>	<b>387,438.73</b>	<b>68.76 %</b>

## EXPENSE TRIAL BALANCE

For Fiscal: 2013-2014 Period Ending: 02/28/2014

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 112 - EMPLOYEE BENEFIT FUND</b>					
9100 - TRANSFER OUT	1,126,298.00	100,690.33	631,489.76	494,808.24	56.07 %
<b>Fund 112 Total:</b>	<b>1,126,298.00</b>	<b>100,690.33</b>	<b>631,489.76</b>	<b>494,808.24</b>	<b>56.07 %</b>
<b>Fund: 119 - EMERGENCY FUND</b>					
9100 - TRANSFER OUT	26,077.00	86.91	14,570.76	11,506.24	55.88 %
<b>Fund 119 Total:</b>	<b>26,077.00</b>	<b>86.91</b>	<b>14,570.76</b>	<b>11,506.24</b>	<b>55.88 %</b>
<b>Fund: 121 - LOCAL OPTION SALES TAX FUND</b>					
5900 - COMMUNITY SCHOOLS	1,004,409.00	87,428.06	703,983.88	300,425.12	70.09 %
<b>Fund 121 Total:</b>	<b>1,004,409.00</b>	<b>87,428.06</b>	<b>703,983.88</b>	<b>300,425.12</b>	<b>70.09 %</b>
<b>Fund: 122 - HOTEL/MOTEL TAX REVENUE FUND</b>					
4040 - RECREATION	115,000.00	0.00	54,973.85	60,026.15	47.80 %
<b>Fund 122 Total:</b>	<b>115,000.00</b>	<b>0.00</b>	<b>54,973.85</b>	<b>60,026.15</b>	<b>47.80 %</b>
<b>Fund: 127 - WEST AREA &amp; IND. PARK TIF</b>					
5020 - ECONOMIC DEVELOPMENT	29,558.00	0.00	978.74	28,579.26	3.31 %
<b>Fund 127 Total:</b>	<b>29,558.00</b>	<b>0.00</b>	<b>978.74</b>	<b>28,579.26</b>	<b>3.31 %</b>
<b>Fund: 130 - WORLD FOOD PARK TIF FUND</b>					
5020 - ECONOMIC DEVELOPMENT	92,275.00	0.00	3,012.04	89,262.96	3.26 %
<b>Fund 130 Total:</b>	<b>92,275.00</b>	<b>0.00</b>	<b>3,012.04</b>	<b>89,262.96</b>	<b>3.26 %</b>
<b>Fund: 138 - HOUSING DONATED FUNDS</b>					
5030 - HOUSING & URBAN RENEWAL	17,621.00	0.00	0.00	17,621.00	0.00 %
<b>Fund 138 Total:</b>	<b>17,621.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,621.00</b>	<b>0.00 %</b>
<b>Fund: 140 - HOUSING FUND</b>					
5030 - HOUSING & URBAN RENEWAL	99,650.00	145.94	82,931.47	16,718.53	83.22 %
<b>Fund 140 Total:</b>	<b>99,650.00</b>	<b>145.94</b>	<b>82,931.47</b>	<b>16,718.53</b>	<b>83.22 %</b>
<b>Fund: 144 - GRANT &amp; LINCOLN SCHOOL DEVELOPME</b>					
5030 - HOUSING & URBAN RENEWAL	12,259.00	0.00	0.00	12,259.00	0.00 %
<b>Fund 144 Total:</b>	<b>12,259.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,259.00</b>	<b>0.00 %</b>
<b>Fund: 165 - RIEFE MEMORIAL FUND</b>					
4010 - LIBRARY SERVICES	10,000.00	0.00	5,927.50	4,072.50	59.28 %
<b>Fund 165 Total:</b>	<b>10,000.00</b>	<b>0.00</b>	<b>5,927.50</b>	<b>4,072.50</b>	<b>59.28 %</b>
<b>Fund: 167 - LIBRARY MEMORIAL FUND</b>					
4010 - LIBRARY SERVICES	42,000.00	2,965.36	21,924.50	20,075.50	52.20 %
<b>Fund 167 Total:</b>	<b>42,000.00</b>	<b>2,965.36</b>	<b>21,924.50</b>	<b>20,075.50</b>	<b>52.20 %</b>
<b>Fund: 169 - MISCELLANEOUS GIFT FUND</b>					
1010 - POLICE OPERATIONS	20,000.00	2,687.01	2,712.01	17,287.99	13.56 %
1050 - FIRE DEPARTMENT	0.00	0.00	1,544.86	-1,544.86	
<b>Fund 169 Total:</b>	<b>20,000.00</b>	<b>2,687.01</b>	<b>4,256.87</b>	<b>15,743.13</b>	<b>21.28 %</b>
<b>Fund: 172 - WOODEN PLAYGROUND MAINT FUND</b>					
4030 - PARKS	4,712.00	0.00	1,449.46	3,262.54	30.76 %
<b>Fund 172 Total:</b>	<b>4,712.00</b>	<b>0.00</b>	<b>1,449.46</b>	<b>3,262.54</b>	<b>30.76 %</b>
<b>Fund: 177 - POLICE FORFEITURE FUND</b>					
1010 - POLICE OPERATIONS	0.00	0.00	8,704.69	-8,704.69	
<b>Fund 177 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>8,704.69</b>	<b>-8,704.69</b>	
<b>Fund: 178 - LIBRARY MAINTENANCE FUND</b>					
4010 - LIBRARY SERVICES	52,122.00	0.00	17,451.29	34,670.71	33.48 %
<b>Fund 178 Total:</b>	<b>52,122.00</b>	<b>0.00</b>	<b>17,451.29</b>	<b>34,670.71</b>	<b>33.48 %</b>
<b>Fund: 179 - FIRE DEPT FEMA GRANT FUND</b>					
1050 - FIRE DEPARTMENT	91,000.00	0.00	0.00	91,000.00	0.00 %
<b>Fund 179 Total:</b>	<b>91,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91,000.00</b>	<b>0.00 %</b>
<b>Fund: 180 - MISCELLANEOUS GRANTS FUND</b>					
1010 - POLICE OPERATIONS	0.00	0.00	4,188.79	-4,188.79	
<b>Fund 180 Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>4,188.79</b>	<b>-4,188.79</b>	

## EXPENSE TRIAL BALANCE

For Fiscal: 2013-2014 Period Ending: 02/28/2014

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 199 - WFP RISE PAYMENT FUND</b>					
5020 - ECONOMIC DEVELOPMENT	16,216.00	0.00	16,216.00	0.00	
<b>Fund 199 Total:</b>	<b>16,216.00</b>	<b>0.00</b>	<b>16,216.00</b>	<b>0.00</b>	
<b>Fund: 200 - DEBT SERVICE FUND</b>					
7010 - DEBT SERVICE	935,564.00	0.00	72,781.25	862,782.75	7.78 %
<b>Fund 200 Total:</b>	<b>935,564.00</b>	<b>0.00</b>	<b>72,781.25</b>	<b>862,782.75</b>	<b>7.78 %</b>
<b>Fund: 301 - PARK SHELTER CAPITAL IMPROVEMENT</b>					
4030 - PARKS	4,000.00	0.00	515.06	3,484.94	12.88 %
<b>Fund 301 Total:</b>	<b>4,000.00</b>	<b>0.00</b>	<b>515.06</b>	<b>3,484.94</b>	<b>12.88 %</b>
<b>Fund: 302 - CITY HALL IMPROVEMENTS</b>					
6050 - CITY HALL & GENERAL BUILDINGS	2,000.00	12.00	96.27	1,903.73	4.81 %
<b>Fund 302 Total:</b>	<b>2,000.00</b>	<b>12.00</b>	<b>96.27</b>	<b>1,903.73</b>	<b>4.81 %</b>
<b>Fund: 325 - PAVEMENT MANAGEMENT</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	1,519,772.00	6,116.13	573,970.02	945,801.98	37.77 %
<b>Fund 325 Total:</b>	<b>1,519,772.00</b>	<b>6,116.13</b>	<b>573,970.02</b>	<b>945,801.98</b>	<b>37.77 %</b>
<b>Fund: 326 - SIDEWALK IMPROVEMENTS PROJECT</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	13,090.00	0.00	0.00	13,090.00	0.00 %
<b>Fund 326 Total:</b>	<b>13,090.00</b>	<b>0.00</b>	<b>0.00</b>	<b>13,090.00</b>	<b>0.00 %</b>
<b>Fund: 328 - PARKING LOT IMPROVEMENTS PHASE II</b>					
2010 - ROADS, BRIDGES, SIDEWALKS	50,000.00	0.00	126,169.56	-76,169.56	252.34 %
<b>Fund 328 Total:</b>	<b>50,000.00</b>	<b>0.00</b>	<b>126,169.56</b>	<b>-76,169.56</b>	<b>252.34 %</b>
<b>Fund: 600 - WATER O&amp;M FUND</b>					
8000 - WATER PLANT OPERATIONS	577,855.00	0.00	235,866.92	341,988.08	40.82 %
8001 - WATER DISTRIBUTION	997,358.00	0.00	763,975.62	233,382.38	76.60 %
8006 - WATER OFFICE	701,597.00	0.00	312,594.14	389,002.86	44.55 %
<b>Fund 600 Total:</b>	<b>2,276,810.00</b>	<b>0.00</b>	<b>1,312,436.68</b>	<b>964,373.32</b>	<b>57.64 %</b>
<b>Fund: 603 - WATER SINKING FUND</b>					
8001 - WATER DISTRIBUTION	418,793.00	0.00	81,135.00	337,658.00	19.37 %
<b>Fund 603 Total:</b>	<b>418,793.00</b>	<b>0.00</b>	<b>81,135.00</b>	<b>337,658.00</b>	<b>19.37 %</b>
<b>Fund: 604 - WATER RESERVE FUND</b>					
8001 - WATER DISTRIBUTION	100,000.00	0.00	25,000.00	75,000.00	25.00 %
<b>Fund 604 Total:</b>	<b>100,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>75,000.00</b>	<b>25.00 %</b>
<b>Fund: 610 - SANITARY SEWER O&amp;M FUND</b>					
8015 - SANITARY SEWER-TREATMENT	698,439.00	35,824.20	733,836.90	-35,397.90	105.07 %
8016 - SANITARY SEWER-COLLECTION	439,252.00	19,292.90	226,345.04	212,906.96	51.53 %
<b>Fund 610 Total:</b>	<b>1,137,691.00</b>	<b>55,117.10</b>	<b>960,181.94</b>	<b>177,509.06</b>	<b>84.40 %</b>
<b>Fund: 611 - SANITARY SEWER REVENUE FUND</b>					
8015 - SANITARY SEWER-TREATMENT	1,666,710.00	121,272.03	1,352,543.84	314,166.16	81.15 %
<b>Fund 611 Total:</b>	<b>1,666,710.00</b>	<b>121,272.03</b>	<b>1,352,543.84</b>	<b>314,166.16</b>	<b>81.15 %</b>
<b>Fund: 612 - SANITARY SEWER SINKING FUND</b>					
8015 - SANITARY SEWER-TREATMENT	517,619.00	0.00	28,866.25	488,752.75	5.58 %
<b>Fund 612 Total:</b>	<b>517,619.00</b>	<b>0.00</b>	<b>28,866.25</b>	<b>488,752.75</b>	<b>5.58 %</b>
<b>Fund: 618 - IDOT SEWER EXTENSION PROJECT</b>					
8016 - SANITARY SEWER-COLLECTION	520,470.00	51,580.94	465,655.80	54,814.20	89.47 %
<b>Fund 618 Total:</b>	<b>520,470.00</b>	<b>51,580.94</b>	<b>465,655.80</b>	<b>54,814.20</b>	<b>89.47 %</b>
<b>Fund: 660 - AIRPORT FUND</b>					
8035 - AIRPORT	171,906.00	7,053.19	164,392.68	7,513.32	95.63 %
<b>Fund 660 Total:</b>	<b>171,906.00</b>	<b>7,053.19</b>	<b>164,392.68</b>	<b>7,513.32</b>	<b>95.63 %</b>
<b>Fund: 663 - AIRPORT STORM SEWER OUTFALL RECONSTRUCTION</b>					
8035 - AIRPORT	208,000.00	0.00	134,066.56	73,933.44	64.46 %
<b>Fund 663 Total:</b>	<b>208,000.00</b>	<b>0.00</b>	<b>134,066.56</b>	<b>73,933.44</b>	<b>64.46 %</b>
<b>Fund: 740 - STORM WATER UTILITY FUND</b>					
8065 - STORM WATER	262,299.00	6,947.98	106,839.71	155,459.29	40.73 %
<b>Fund 740 Total:</b>	<b>262,299.00</b>	<b>6,947.98</b>	<b>106,839.71</b>	<b>155,459.29</b>	<b>40.73 %</b>

## EXPENSE TRIAL BALANCE

For Fiscal: 2013-2014 Period Ending: 02/28/2014

Activit...	Total Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
<b>Fund: 750 - EDMUNDSON GOLF COURSE FUND</b>					
8071 - GOLF PRO SHOP	22,905.00	0.00	6,078.06	16,826.94	26.54 %
<b>Fund 750 Total:</b>	<b>22,905.00</b>	<b>0.00</b>	<b>6,078.06</b>	<b>16,826.94</b>	<b>26.54 %</b>
<b>Fund: 760 - RACI MAIN STREET LOAN FUND</b>					
8060 - HOUSING & URBAN RENEWAL	8,114.00	0.00	0.00	8,114.00	0.00 %
<b>Fund 760 Total:</b>	<b>8,114.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,114.00</b>	<b>0.00 %</b>
<b>Fund: 810 - COPIER/FAX REVOLVING FUND</b>					
9310 - COPIER REVOLVING	0.00	381.59	3,327.14	-3,327.14	
<b>Fund 810 Total:</b>	<b>0.00</b>	<b>381.59</b>	<b>3,327.14</b>	<b>-3,327.14</b>	
<b>Fund: 820 - EMPLOYEE HEALTH SELF-INSURANCE</b>					
9320 - EMPLOYEE HEALTH SELF-INSURANCE	0.00	48,515.32	487,062.46	-487,062.46	
<b>Fund 820 Total:</b>	<b>0.00</b>	<b>48,515.32</b>	<b>487,062.46</b>	<b>-487,062.46</b>	
<b>Fund: 830 - EMPLOYEE FLEX PLAN FUND</b>					
9330 - EMPLOYEE FLEX PLAN	0.00	2,244.94	37,102.87	-37,102.87	
<b>Fund 830 Total:</b>	<b>0.00</b>	<b>2,244.94</b>	<b>37,102.87</b>	<b>-37,102.87</b>	
<b>Report Total:</b>	<b>20,483,313.00</b>	<b>887,243.94</b>	<b>12,064,918.95</b>	<b>8,418,394.05</b>	<b>58.90 %</b>



# EXPENSE TRIAL BALANCE

Fund Summary  
For 2013-2014, February

Fund	Budget	Period Activity	Fiscal Activity	Budget Remaining	Actual %
001 - GENERAL FUND	4,841,620.00	309,127.56	3,204,945.94	1,636,674.06	66.20 %
002 - GENERAL FUND INSURANCE I	112,729.00	0.00	105,798.42	6,930.58	93.85 %
003 - GENERAL FUND CAPITAL EQL	61,500.00	0.00	31,054.21	30,445.79	50.49 %
004 - LIBRARY COPIER REVOLVING	5,300.00	597.49	4,192.29	1,107.71	79.10 %
005 - GENERAL FUND BAND	22,311.00	0.00	19,202.70	3,108.30	86.07 %
006 - GENERAL FUND - LOST	939,772.00	718.24	301,742.37	638,029.63	32.11 %
007 - GENERAL FUND - UTILITY FRA	665,000.00	0.00	35,000.00	630,000.00	5.26 %
110 - ROAD USE TAX FUND	1,240,141.00	83,555.82	852,702.27	387,438.73	68.76 %
112 - EMPLOYEE BENEFIT FUND	1,126,298.00	100,690.33	631,489.76	494,808.24	56.07 %
119 - EMERGENCY FUND	26,077.00	86.91	14,570.76	11,506.24	55.88 %
121 - LOCAL OPTION SALES TAX FU	1,004,409.00	87,428.06	703,983.88	300,425.12	70.09 %
122 - HOTEL/MOTEL TAX REVENUE	115,000.00	0.00	54,973.85	60,026.15	47.80 %
127 - WEST AREA & IND. PARK TIF	29,558.00	0.00	978.74	28,579.26	3.31 %
130 - WORLD FOOD PARK TIF FUNI	92,275.00	0.00	3,012.04	89,262.96	3.26 %
138 - HOUSING DONATED FUNDS	17,621.00	0.00	0.00	17,621.00	0.00 %
140 - HOUSING FUND	99,650.00	145.94	82,931.47	16,718.53	83.22 %
144 - GRANT & LINCOLN SCHOOL C	12,259.00	0.00	0.00	12,259.00	0.00 %
165 - RIEFE MEMORIAL FUND	10,000.00	0.00	5,927.50	4,072.50	59.28 %
167 - LIBRARY MEMORIAL FUND	42,000.00	2,965.36	21,924.50	20,075.50	52.20 %
169 - MISCELLANEOUS GIFT FUND	20,000.00	2,687.01	4,256.87	15,743.13	21.28 %
172 - WOODEN PLAYGROUND MAI	4,712.00	0.00	1,449.46	3,262.54	30.76 %
177 - POLICE FORFEITURE FUND	0.00	0.00	8,704.69	-8,704.69	
178 - LIBRARY MAINTENANCE FUN	52,122.00	0.00	17,451.29	34,670.71	33.48 %
179 - FIRE DEPT FEMA GRANT FUN	91,000.00	0.00	0.00	91,000.00	0.00 %
180 - MISCELLANEOUS GRANTS FU	0.00	0.00	4,188.79	-4,188.79	
199 - WFP RISE PAYMENT FUND	16,216.00	0.00	16,216.00	0.00	
200 - DEBT SERVICE FUND	935,564.00	0.00	72,781.25	862,782.75	7.78 %
301 - PARK SHELTER CAPITAL IMPR	4,000.00	0.00	515.06	3,484.94	12.88 %
302 - CITY HALL IMPROVEMENTS	2,000.00	12.00	96.27	1,903.73	4.81 %
325 - PAVEMENT MANAGEMENT	1,519,772.00	6,116.13	573,970.02	945,801.98	37.77 %
326 - SIDEWALK IMPROVEMENTS F	13,090.00	0.00	0.00	13,090.00	0.00 %
328 - PARKING LOT IMPROVEMEN	50,000.00	0.00	126,169.56	-76,169.56	252.34 %
600 - WATER O&M FUND	2,276,810.00	0.00	1,312,436.68	964,373.32	57.64 %
603 - WATER SINKING FUND	418,793.00	0.00	81,135.00	337,658.00	19.37 %
604 - WATER RESERVE FUND	100,000.00	0.00	25,000.00	75,000.00	25.00 %
610 - SANITARY SEWER O&M FUNI	1,137,691.00	55,117.10	960,181.94	177,509.06	84.40 %
611 - SANITARY SEWER REVENUE F	1,666,710.00	121,272.03	1,352,543.84	314,166.16	81.15 %
612 - SANITARY SEWER SINKING FL	517,619.00	0.00	28,866.25	488,752.75	5.58 %
618 - IDOT SEWER EXTENSION PRC	520,470.00	51,580.94	465,655.80	54,814.20	89.47 %
660 - AIRPORT FUND	171,906.00	7,053.19	164,392.68	7,513.32	95.63 %
663 - AIRPORT STORM SEWER OUT	208,000.00	0.00	134,066.56	73,933.44	64.46 %
740 - STORM WATER UTILITY FUNI	262,299.00	6,947.98	106,839.71	155,459.29	40.73 %
750 - EDMUNDSON GOLF COURSE	22,905.00	0.00	6,078.06	16,826.94	26.54 %
760 - RACI MAIN STREET LOAN FUJ	8,114.00	0.00	0.00	8,114.00	0.00 %
810 - COPIER/FAX REVOLVING FUN	0.00	381.59	3,327.14	-3,327.14	
820 - EMPLOYEE HEALTH SELF-INSI	0.00	48,515.32	487,062.46	-487,062.46	
830 - EMPLOYEE FLEX PLAN FUND	0.00	2,244.94	37,102.87	-37,102.87	
<b>Report Total:</b>	<b>20,483,313.00</b>	<b>887,243.94</b>	<b>12,064,918.95</b>	<b>8,418,394.05</b>	<b>58.90 %</b>



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: City Clerk/Finance

**Item Title: CONSENT AGENDA**

Consider a motion authorizing the Mayor to sign a Renewal of Adopt-A-Highway Application.

**Explanation:**

The Mahaska Ruritan Club has submitted a Renewal of Adopt-A-Highway Application for the Mayor's signature. This addendum remains in force until June 1, 2016. The Mahaska Ruritan Club has adopted the highway from milepost 179.6 to milepost 182.28. When proposed work is within an incorporated city, the Council must grant approval.

Staff recommends the approval of this item as presented.

**Budget Consideration:**

None

**Attachments :**

Renewal of Adopt-A-Highway Application



RENEWAL OF ADOPT-A-HIGHWAY APPLICATION

Addendum to Permit Number 62-5662-015

Highway No.: IA 92

County: Mahaska

From Milepost: 179.6 to Milepost: 182.28

This addendum shall remain in force from June 1, 2014

to June 1, 2016

Ruritan Club- Mahaska  
Sponsor (please print or type)

James Sandholdt  
Contact person (please print or type)

1601 Carbonado Road  
Address (Contact person)

Oskaloosa IA 52577  
City State ZIP Code

Address (Bldg. No., Apt. No., Unit) E-mail Address

(641)673-0658 (Days) (641)673-0658 (Evenings)  
Telephone No. (Contact person)

James M Sandholdt  
Signature of applicant/contact person

Date February 25, 2014

Approval of City (if proposed work is within an incorporated town or city, the Council of said town must grant approval of this request prior to Department taking final approval action.)

By \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

Janet Sutter  
District AAH Representative

Date February 17, 2014



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: Fire Department

**Item Title: CONSENT AGENDA**

Consider a resolution to participate in updating of the Mahaska County Multi-Jurisdiction Hazard Mitigation Plan.

**Explanation :**

The Mahaska County Board of Supervisors has contracted with Area 15 Regional Planning Commission to update the Mahaska County Multi-Jurisdiction Hazard Mitigation Plan. The purpose of this plan is to analyze potential hazards facing the county and identify relevant measures to reduce the effects of such hazards. By completing this plan, opportunities open up for mitigation funding. Typical funding would include, but is not limited to, community safe rooms or storm water runoff.

Communities and other governmental agencies must have a FEMA-approved mitigation plan for both the mitigation money and/or federal reimbursement during a declared disaster. The current plan is only two (2) years old but the process takes time to assemble the required information for proper completion and to get final approval of the submitted plan through FEMA Region VII.

Money received to mitigate hazards is a seventy-five percent (75%) federal, ten percent (10%) state (due to local EMA keeping other plans updated as required), and fifteen percent (15%) covered by Mahaska County if enough soft match money is not available. Soft match money is calculated based on volunteer hours used towards any particular hazard mitigation or declared disaster response.

**Budget Consideration:**

No capital outlay. Possible future funding for hazard mitigation or reimbursement from a declared disaster.

**Attachments :**

Resolution

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

A RESOLUTION TO PARTICIPATE IN THE MAHASKA COUNTY MULTI-JURISDICTION HAZARD MITIGATION PLAN OF 2015

WHEREAS, the Robert T. Stafford Act, Section 404 provides post-hazard mitigation assistance through the Hazard Mitigation Grant Program; and

WHEREAS, the Disaster Mitigation Act of 2000 amended the Stafford Act to require communities to have a Hazard Mitigation Plan (Plan) approved in order to receive funds available through the HMGP as of November 2004; and

WHEREAS, the Iowa Homeland Security and Emergency Management Division (IHSEMD) is implementing the federal requirements through an agreement with Mahaska County; and

WHEREAS, Mahaska County has been awarded funding to assist in the preparation of the Mahaska County Multi-Jurisdiction Hazard Mitigation Plan; and

WHEREAS, the City of Oskaloosa desires to actively participate in the planning process of the plan and provide information and data for the multi-jurisdiction planning elements required by the Federal Emergency Management Administration (FEMA);

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Oskaloosa hereby agrees to:

1. Provide assistance and necessary data to the planning effort,
2. Assist in the coordination of community meetings with the assistance of the planning team,
3. Assist the planning team in the development of plan goals and implementation strategies,
4. Coordinate, as necessary, with other City departments, public agencies, and stakeholders during plan development, and
5. Prepare for plan consideration, adoption, or approval by the City, County, Federal Emergency Management Administration (FEMA), and Iowa Homeland Security and Emergency Management Division (IHSEMD).

PASSED AND APPROVED this 17th day of March 2014.

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

ATTEST:

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



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: Public Works Dept.

**Item Title: CONSENT AGENDA**

Consider a resolution to approve the final plat for the Hardee's Subdivision and a request to waive the preliminary plat.

**Explanation:**

Staff is requesting approval of the final plat of the Hardee's Subdivision of 0.72 acres into one lot. The proposed use of this parcel is for the purpose of opening a Hardee's restaurant. The subject property is zoned CC (Community Commercial) with a PUD (Planned Unit Development) overlay. This parcel of land is located on the south side of A Avenue West between North A Street and North D Street.

All utility service extensions and development can be reviewed by staff as a part of site development review. The proposed lot has the ability to connect to existing utility services. Therefore, staff is requesting to waive the preliminary plat.

The Planning and Zoning Commission considered this item at their meeting on March 10, 2014 and recommended by a vote of 4 to 0 to approve the resolution and waive the preliminary plat.

**Budget Consideration:**

Not Applicable.

**Attachments :**

Resolution, Location Map, and Final Plat.

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

**RESOLUTION APPROVING THE FINAL PLAT OF THE HARDEE'S SUBDIVISION**

WHEREAS, the Planning and Zoning Commission of the City of Oskaloosa, Iowa, has reviewed and recommended waiving the requirement for a preliminary plat and approval of the final plat of the Hardee's Subdivision of Part of Lots 2, 3, 4, 5, 6, and 7 of Block 10 of the Original Plat of Oskaloosa, Iowa, including part of the north-south and east-west alley therein and also part of former North C Street right-of-way; and,

WHEREAS, the City Council of Oskaloosa, Iowa, has approved waiving the requirement for a preliminary plat for the Hardee's Subdivision of Part of Lots 2, 3, 4, 5, 6, and 7 of Block 10 of the Original Plat of Oskaloosa, Iowa, including part of the north-south and east-west alley therein and also part of former North C Street right-of-way.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa that the final plat of the Hardee's Subdivision, be, and the same hereby approved subject to the requirement that the developed lot connects to sanitary sewer and water mains in this area and pays applicable fees.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oskaloosa, Iowa, that the final plat of the Hardee's Subdivision of Part of Lots 2, 3, 4, 5, 6, and 7 of Block 10 of the Original Plat of Oskaloosa, Iowa, including part of the north-south and east-west alley therein and also part of former North C Street right-of-way, be, and the same hereby approved subject to the requirement that the developed lot connects to sanitary sewer and water mains in this area, obtains site development plan approval, meets the zoning regulations, and pays all applicable fees.

PASSED AND APPROVED this \_\_\_\_\_ day of March, 2014.

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

ATTEST:

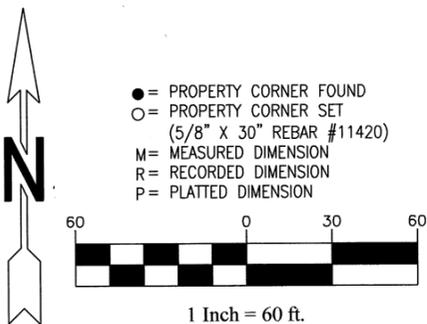
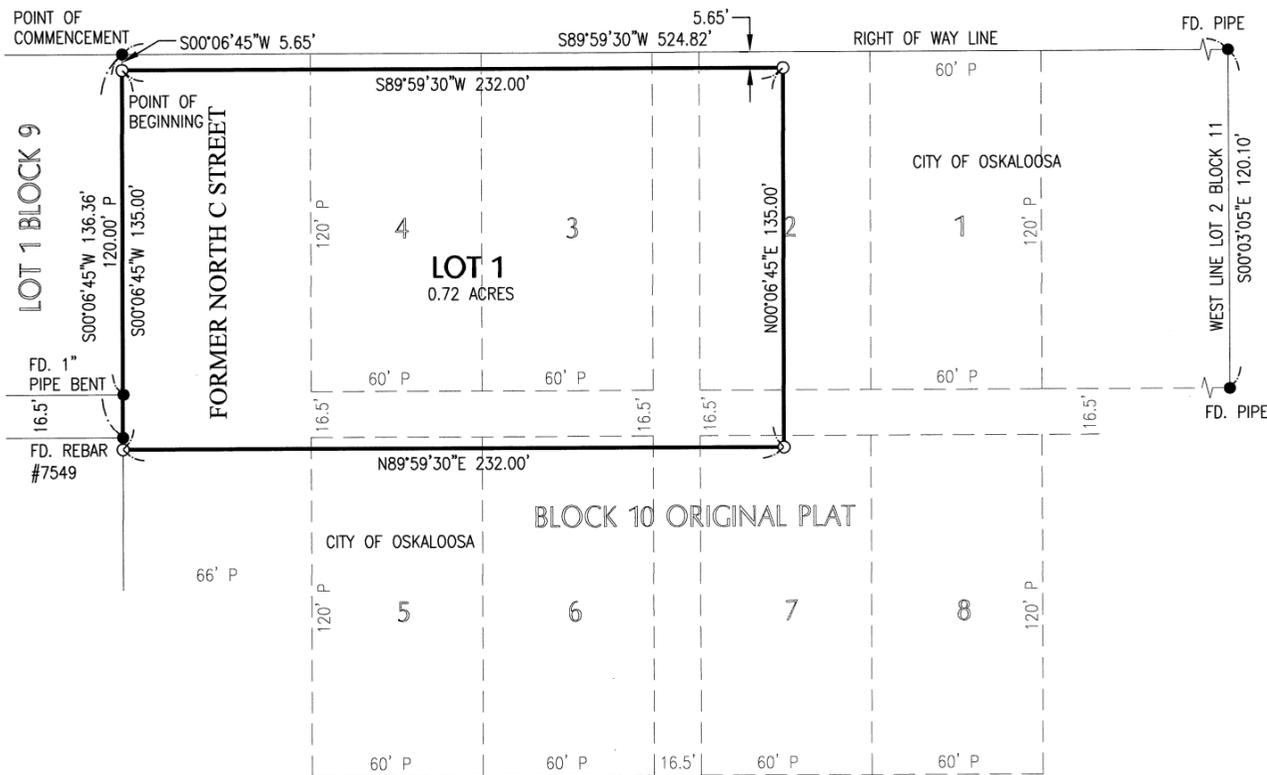
\_\_\_\_\_  
Amy Miller, City Clerk

**HARDEE'S SUB-DIVISION OF PART OF BLOCK 10 AND ADJACENT STREET,  
ORIGINAL PLAT OF OSKALOOSA, IOWA**

The SE 1/4 of Section 13 Township 75 North, Range 16 West of the 5th P.M.

A part of Lots 2, 3, 4, 5, 6 and 7 of Block 10 of the Original Plat of Oskaloosa, Mahaska County, Iowa including part of the North-South and East-West alleys therein and also part of former North "C" Street right of way, and more particularly described as follows: commencing at the Northeast corner of Lot 1 of Block 9 Original Plat of Oskaloosa, thence South 00°06'45" West 5.65 feet along the East line of said Lot 1 to the point of beginning; thence continuing South 00°06'45" West 135.00 feet along the East line of said Block 9; thence North 89°59'30" East 232.00 feet; thence North 00°06'45" East 135.00 feet to a point 5.65 feet South of the North line of said Block 10; thence South 89°59'30" West 232.00 feet parallel with and 5.65 feet South of said North line of Block 10 and extension West to the point of beginning, containing 0.72 acres and subject to existing public and private utilities which lay within the former streets and alleys.

A AVENUE WEST / IOWA HIGHWAY #92



- = PROPERTY CORNER FOUND
- = PROPERTY CORNER SET (5/8" X 30" REBAR #11420)
- M = MEASURED DIMENSION
- R = RECORDED DIMENSION
- P = PLATTED DIMENSION

G&A PROJECT NO. 6013259  
SURVEYED NOV. 2013 AT THE REQUEST OF THE CITY OF OSKALOOSA, PROPRIETOR



I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.  
*Gary Wayne Keith* 10 Feb 2014  
 Gary Wayne Keith, P.L.S. Date  
 License number: 11420  
 My license renewal date is December 31, 2014  
 Pages or sheets covered by this seal: 1 of 1

FILED FOR RECORD \_\_\_\_\_  
 at \_\_\_\_\_ o'clock \_\_\_\_\_ M.  
 No. \_\_\_\_\_ FEE \_\_\_\_\_  
 Auditor's Fee \_\_\_\_\_  
 Recorder \_\_\_\_\_

Entered for taxation this \_\_\_\_\_  
 day of \_\_\_\_\_  
 \_\_\_\_\_  
 County Auditor \_\_\_\_\_

STATE OF IOWA, MAHASKA COUNTY -- ss  
 I hereby certify the forgoing survey and plat to be correct, to be the best of my knowledge and belief.  
 Date 10 Feb 2014  
*Gary Wayne Keith* PLS #11420  
 Mahaska County, Iowa

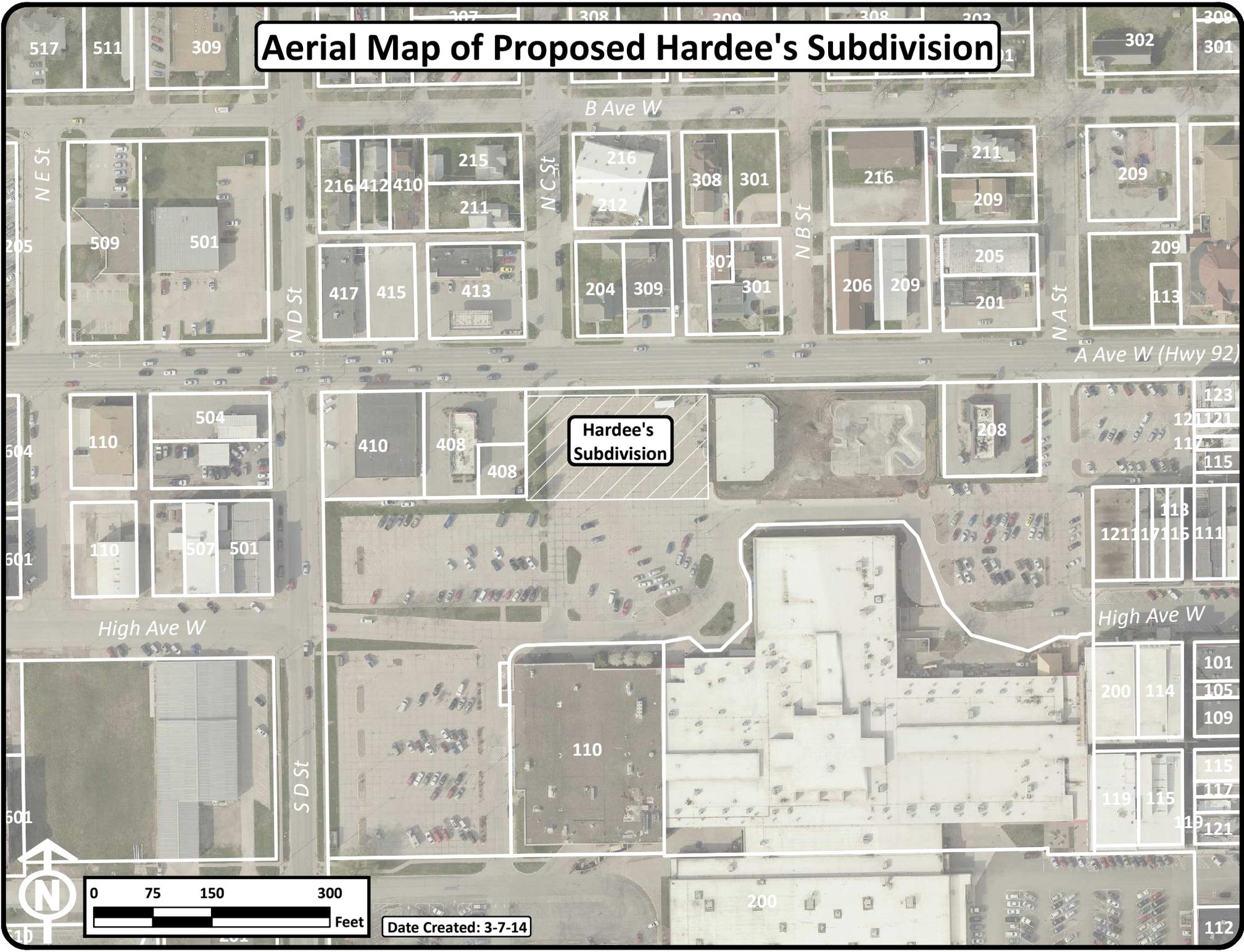
\_\_\_\_\_ hereby certify \_\_\_\_\_ of Section \_\_\_\_\_  
 Township \_\_\_\_\_ North, Range \_\_\_\_\_ West of 5th P.M. as appears on this plat, is with the free consent and in accordance with the desire of the undersigned owner \_\_\_\_\_ and proprietor \_\_\_\_\_ thereof.  
 Dated \_\_\_\_\_ A.D., \_\_\_\_\_

STATE OF IOWA, MAHASKA COUNTY, ss.  
 On this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_, before me a Notary Public in and for said County appeared \_\_\_\_\_  
 to me personally known to be the identical person \_\_\_\_\_ whose name \_\_\_\_\_ affixed to the foregoing instrument and acknowledged the execution of the same be \_\_\_\_\_ voluntary act and deed.  
 Witness my hand and seal the date above written.

\_\_\_\_\_  
 Notary Public

(SEAL)

# Aerial Map of Proposed Hardee's Subdivision



Date Created: 3-7-14



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: City Manager Dept.

**Item Title: CONSENT AGENDA**

Consider request from United Way of Mahaska County for use of city streets and the recreation trail for the 6<sup>th</sup> Annual Live United 5K & Family Day run/walk event.

**Explanation :**

United Way of Mahaska County would like to have a 5K run/walk in Oskaloosa on Saturday, April 26, 2014, from 9:00 a.m. until 10:30 a.m. on the route on the attached map as part of the 6<sup>th</sup> Annual Live United 5K & Family Day. Staff members have approved the route which is the same route as last year.

Staff recommends approval of this request subject to receipt of a \$1,000,000 liability insurance certificate naming the city as an additional insured.

**Budget Consideration:**

No financial impact is anticipated with this item.

**Attachments :**

United Way 5K Run/Walk Form Submittal  
Letter from United Way volunteer with map  
Special Use Request Form

## Contact me - Executive Assistant

The following form was submitted via your website: Contact me - Executive Assistant

From (Name):: Stacy McFarland

Reply to (Email address):: [smcfarland@vermeer.com](mailto:smcfarland@vermeer.com)

Subject:: United Way 5K Run/Walk

Attachment:: Special Use Request Form.pdf (Please login to view the uploaded file)

Type email here:: Marilyn,

Please place this onto the April 17 agenda. It is time for the 6th Annual United Way 5K event. I have contacted Jake (Police) and we are using the same course route as last year. We have recieved approval from William Penn and the Lacey (MCRF) stadium staff.

Amy Langdon from the United Way will be sending you an updated Insurance document if you do not have a current file.

Please let me know if the will not be placed on next weeks agenda.

Thanks,

Stacy  
641-895-0157

### Additional Information:

Form submitted on: 3/12/2014 8:13:34 AM

Submitted from IP Address: 199.184.228.20

Referrer Page: <http://www.oskaloosaiowa.org/directory.aspx?EID=34>

Form Address: <http://www.oskaloosaiowa.org/Forms.aspx?FID=64>

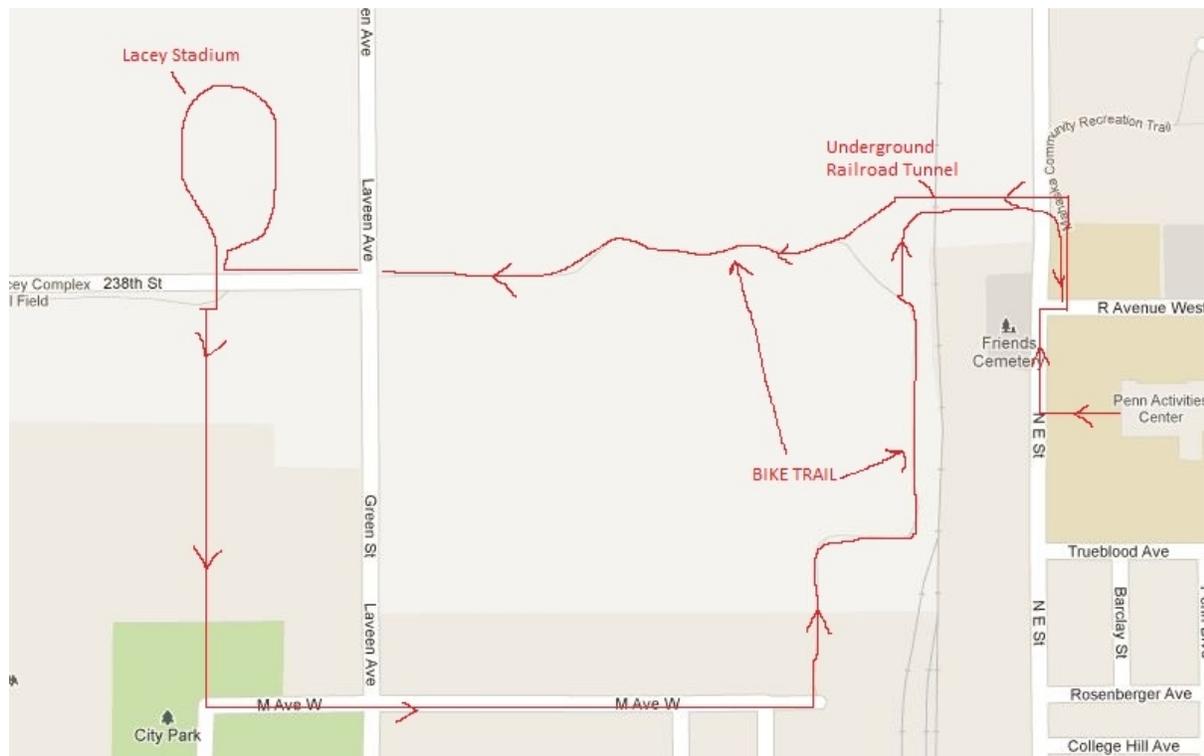
Dear Mayor and City Council,

The United Way of Mahaska County is looking to hold its 6<sup>th</sup> annual 5K run/walk in Oskaloosa. The event will begin and end at the William Penn PAC Center on April 26<sup>th</sup>, 2014. The race committee is asking for access to local streets (View Map) from 9:00 am until 10:30 am to allow runners/walkers the right of entry through the streets of Oskaloosa. The United Way would appreciate the councils support as we provide the community with a socially friendly morning filled with fun, laughter, and a relaxing stroll through Mahaska County. The purpose of this event is to help raise awareness of the support being offered through local non-profit agencies and promote healthy living.

If you have questions prior to the United Way agenda request for March 19<sup>th</sup>, please call me at 641-895-0157 or Amy Langdon (United Way) at 641-673-6043.

Thank you,

Mr. Stacy McFarland  
United Way Volunteer  
Race Committee Member



## SPECIAL USE REQUEST

### SPECIAL USE TERMS AND CONDITIONS

1. All Special Use Requests are accepted on a first-come, first-request basis. City of Oskaloosa sponsored events take priority over all other Special Use Requests.
2. You must be 21 years of age to rent any facility. Proof of age is required. Certain rentals subject to police background check.
3. Conflicts in scheduling shall be resolved in accordance with the Department's Special use Policy. The City reserves the right to deny a request in the intent of the Special Use Policy and the best interest of the general public.
4. All functions conducted on city facilities must be in accordance with the Special Use Policy as set forth in the ordinance providing for the issuance of permits for use of City facilities.
5. Unless specifically stated on the Special Use Request, it is understood that the event is not a benefit function, no admission will be charged or tickets sold. The sale of alcoholic beverages is strictly prohibited.
6. Authorization may be issued for consumption of beer/wine in designated parks. Authorization will require user to secure host insurance for event and provide the City a copy of the host insurance policy. Alcoholic beverages are strictly prohibited without the proper host insurance documentation. Individuals making request must be at least 21 years of age and will be required to present authorized proof of age. Absolutely no individuals below the age of 21 are allowed to possess or drink beer/wine/alcoholic beverages on public park property.
7. The right to grant or deny beer/wine consumption shall lie solely with the City and requests for such must be made at the time of request.
8. City of Oskaloosa facilities are non-smoking facilities. Please check policy for individual facility prior to making reservation.
9. The requesting party shall assume complete responsibility for damages, clean-up, breakage or loss. Use of tacks, staples, nails, screws are not permitted. If tape is used, it must be the blue painters tape and shall be completely removed at the end of the event.
10. Any requests for installation or placement of equipment, signs, decorations. Lighting, concessions of any type, and other structure or object must be included on the Special Use Request approved by the Department.
11. Parties with special use requests shall abide by all City and State codes, and shall assume responsibility for their actions or omissions. Any damage or misuse may result in a charge for restoration and/or denial of future privileges.
12. The undersigned applicant/sponsoring party agrees to defend, indemnify and hold the City of Oskaloosa Iowa and its agents and employees harmless from any claims for injuries or damages arising from or out of the applicant/sponsoring party's use of the premises.

I have read and understand the Terms and Conditions set forth above.

Print name: Stacy McFarland

Birthdate: 10/12/78

Signature: Stacy McFarland

Date: 3/12/78

**Special Use Request**

City of Oskaloosa Parks  
220 South Market Street  
Oskaloosa, Iowa 52577  
Phone (641) 673-9431

1. Park/Facility Requested William Penn PAC Center, Lacey Football Stadium
2. Date(s) Requested April 26<sup>th</sup>, 2014
3. User Name United Way of Mahaska County  
(Organization or Individual)  
Address 500 High Ave West City Oskaloosa State IA Zip 52577  
Contact Person Amy Langdon  
Phone: (Day) 641-673-6043 (Evening) \_\_\_\_\_ (Cell) \_\_\_\_\_  
(Email) unitedway@mahaska.org
4. Event/Description  
5K and Healthy Kids Day. We offer a 5K Run/walk and Activities inside the PAC Center
5. Beer or Wine Consumption?  Yes  No
6. Are you requesting permission to install or place equipment, signs, decorations, lighting, tents, concessions or other structures or objects? Prior approval must be granted by the City of Oskaloosa, Iowa.  
If yes, please explain use of City Streets (see Map), the William Penn PAC center, & Lacey Stadium

I understand and agree to the terms of this request, accept responsibility for adherence to the Special Use Policy Guidelines (on reverse), and I am authorized to sign below. This Special Use Request must be carried and presented upon request during all special use activities.

Stacy McFarland Stacy McFarland 3/12/14  
Print Name Signature Date



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: Mayor/City  
Council/Staff

**Item Title: REGULAR AGENDA**

**Explanation :**

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

**Budget Consideration:**

Not applicable.

**Attachments :**

None.



City Council  
Communication

Meeting Date: March 17, 2014

Requested By: City Manager  
Department

**Item Title:**

Consider a request from Miranda Cummings, Engagement Lead of Blue Zones Project, to give a presentation regarding the Oskaloosa Blue Zones Launch.

**Explanation :**

The Blue Zones Project™ is a community well-being improvement initiative designed to make healthy choices easier through permanent changes to environment, policy, and social networks. Oskaloosa Blue Zones will be hosting a Blue Zones Launch Monday, April 14, at the Oskaloosa High School with doors opening at 5:00 pm.

**Budget Consideration:**

Not applicable.

**Attachments :**

None.



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: Mayor & City  
Council

**Item Title:**

Consider appointment to the Civil Service Commission.

**Explanation :**

The term of Jakab Huyser on the Civil Service Commission ends March 31, 2014. Mr. Huyser has indicated a willingness to accept reappointment to the commission. Applications have also been received from Matt Montavon and Robert Hubbell. Appointments to the Civil Service Commission are for four years and are made by the Mayor with City Council approval. This is a three member board with three males currently serving.

**Budget Consideration:**

Not applicable.

**Attachments :**

Applications from Jakab Huyser, Matt Montavon and Robert Hubbell.

## Application for Board or Commission

The following form was submitted via your website: Application for Board or Commission

Board or commission applying for (choose one from list):: Civil Service Commission

Board or commission not listed above::

Name of applicant:: Jakab D Huyser

Address of Applicant: 902 N B St

Phone number (day): 641-660-3819

Phone number (evening):

Email address:: [jhuyser@dfsfeed.com](mailto:jhuyser@dfsfeed.com)

Would you like to be interviewed for this position?: Yes

Why are you interested in this position?: Currently serving on Commission

Your experience that would be beneficial to the board or commission:: Currently serving on Commission

Other civic experience::

### Additional Information:

Form submitted on: 12/19/2013 2:28:13 PM

Submitted from IP Address: 208.126.107.197

Referrer Page: <http://www.oskaloosaiowa.org/index.aspx?nid=158>

Form Address: <http://www.oskaloosaiowa.org/Forms.aspx?FID=71>

## Application for Board or Commission

The following form was submitted via your website: Application for Board or Commission

Board or commission applying for (choose one from list):: Civil Service Commission

Board or commission not listed above::

Name of applicant:: Matt Montavon

Address of Applicant: 1704 Kemble Dr.  
Oskaloosa, IA 52577

Phone number (day): 515-210-1793

Phone number (evening):

Email address:: [matt.montavon@yhoo.com](mailto:matt.montavon@yhoo.com)

Would you like to be interviewed for this position?: Yes

Why are you interested in this position?: To help make educated decisions for local governmental departments when the Civil Service Commission is requested. In doing so, making the local governmental departments strong and more prepared for the future.

Your experience that would be beneficial to the board or commission:: I was a certified police officer for approximately 6 years. I have surrounded myself in the law enforcement and firefighter community my whole life. Not only having great insight as to what is expected for new applicants and promotions but what can also be detrimental to a department and the community they serve.

Other civic experience::

Additional Information:

Form submitted on: 1/31/2014 8:02:53 AM

Submitted from IP Address: 207.199.221.52

Referrer Page: <http://www.oskaloosaiowa.org/index.aspx?NID=158>

Form Address: <http://www.oskaloosaiowa.org/Forms.aspx?FID=71>

## Application for Board or Commission

The following form was submitted via your website: Application for Board or Commission

Board or commission applying for (choose one from list):: Civil Service Commission

Board or commission not listed above::

Name of applicant:: Robert Hubbell

Address of Applicant: 110 11th Ave East  
Oskaloosa, Iowa

Phone number (day): 2953481

Phone number (evening): 2953481

Email address:: [rehubbellsr@yahoo.com](mailto:rehubbellsr@yahoo.com)

Would you like to be interviewed for this position?: Yes

Why are you interested in this position?: i want good officers chosen. ones with respect to the community and can do their jobs

Your experience that would be beneficial to the board or commission:: i have been chief of police for two communities. i know what good law enforcement should be.

Other civic experience::

### Additional Information:

Form submitted on: 1/28/2014 12:01:12 AM

Submitted from IP Address: 207.199.229.114

Referrer Page: <http://oskaloosaiowa.org/index.aspx?nid=153>

Form Address: <http://ia-oskaloosa.civicplus.com/Forms.aspx?FID=71>



## City Council Communication

Meeting Date: March 17, 2014

Requested By: Mayor & City Council

**Item Title:**

Consider appointment of Janel Campbell to the Historic Preservation Commission to complete an unexpired term that ends December 31, 2014.

**Explanation :**

James Hansen resigned from the Historic Preservation Commission in February. An application has been received from Janel Campbell. This is a seven member board. Currently one male and five females serve on the commission. Appointments to the Historic Preservation Commission are made by the City Council.

**Budget Consideration:**

Not applicable.

**Attachments :**

Applications from Janel Campbell.

## Application for Board or Commission

The following form was submitted via your website: Application for Board or Commission

Board or commission applying for (choose one from list):: Historic Preservation Committee

Board or commission not listed above::

Name of applicant:: Janel Campbell

Address of Applicant: 1204 Oakview Drive  
Oskaloosa IA 52577

moving on Saturday to 818 High Ave. E  
Oskaloosa, IA 52577

Phone number (day): 314-568-6698

Phone number (evening): same as above

Email address:: [janel@interiorsbyval.com](mailto:janel@interiorsbyval.com)

Would you like to be interviewed for this position?: No

Why are you interested in this position?: I have a passion for restoring, preserving and keeping historical assets in the community. I would like to be involved in keeping Oskaloosa beautiful. I also enjoy serving the community & wish to use my interior design/housing knowledge & background.

Your experience that would be beneficial to the board or commission:: Degree in Housing & Interior Design from Missouri State & currently an interior designer at Interiors By Val.  
I'm not opposed to being interviewed for this position if needed.

Other civic experience::

Additional Information:

Form submitted on: 11/12/2013 3:20:34 PM

Submitted from IP Address: 207.199.222.192

Referrer Page: <http://ia-oskaloosa.civicplus.com/Forms.aspx?FCID=7>

Form Address: <http://ia-oskaloosa.civicplus.com/Forms.aspx?FID=71>



## City Council Communication

Meeting Date: March 17, 2014

Requested By: Public Works Dept.

### **Item Title:**

Consider a resolution approving the award of contract for the First Avenue East Sidewalk Project to Steven's Concrete, Inc. in an amount not to exceed \$94,478.00; and authorize the City Manager to utilize an additional ten percent (\$9,500.00) for project contingency.

### **Explanation:**

The First Avenue East Sidewalk Project was advertised for improvements on First Avenue East and North 2<sup>nd</sup> Street. The scope of this project includes new 10 foot wide concrete sidewalk, ADA ramps, new curb and gutter, composite pavement, new street lights with underground electric connections, intakes, storm drains and other miscellaneous improvements along the north side of 1st Avenue East from North 1<sup>st</sup> Street to North 2<sup>nd</sup> Street and along the west side of North 2<sup>nd</sup> Street from 1<sup>st</sup> Avenue East to the Law Enforcement Center parking lot.

Bids were received and publicly read on February 12, 2014, with four contractors responding. The low bidder was Steven's Concrete, Inc., as indicated in the attached tabulation of bids, with a total base bid of \$94,478.00. The low bid received is within our budget estimates. Adopting Staff's recommendations will authorize staff to utilize 10% of the contract amount (\$9,500.00) as a construction contingency for unforeseen circumstances. The contractor will however need to submit a change order for City Council approval if they exceed the contract price of \$94,478.00. If the project is awarded, construction is proposed to commence from April to May depending on the weather. The anticipated work completion time is 30 working days.

The construction cost of \$94,478.00 and the design cost of \$30,600.00 will bring the total project cost to \$125,078.00. The total cost of this project will be shared by the City and the property owners. The city's share is approximately \$82,788.00 for the new curb and gutter, street lights, ADA ramps, and pavement. The property owner's share will be approximately \$42,290.00 for the new sidewalk and any necessary improvements beneath the sidewalk. All property owners paid their share of the cost; hence staff is presenting a resolution to the City Council to award and approve the contract with Steven's Concrete.

There will be an additional cost to the City for an amount of \$11,372.00 to install four new street light poles that are of the same type as the existing poles in the

downtown area. This will bring the total cost of the City's share to \$94,160.00 which will be within the budgeted amount.

**Recommended Action:**

Staff recommends that the bid be awarded to Steven's Concrete, Inc. for the Total Base Bid Price in the amount of \$94,478.00; authorize purchase of 4 new street light poles for an amount of \$11,372.00; and authorize a total construction contingency budget of \$9,500.00 for this project to be administered by the Public Works Director under the supervision of City Manager.

**Budget Consideration:**

Funds are available to complete this construction project in the FY2013-2014 budget. Account #321-2010-6490 has \$30,600.00 budgeted for the design fees and account #325-2010-6761 has \$112,036.00 budgeted for construction.

**Attachments :**

Resolution, Letter of recommendation from Garden & Associates, Notice of Award, Bid Tabulation, Cost breakdown, and Final Plans and Specifications.

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

**A RESOLUTION TO APPROVE AWARD OF CONTRACT TO STEVEN'S CONCRETE INC. FOR AN AMOUNT NOT TO EXCEED \$ 94,478.00 AND APPROVE A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$ 9,500.00 FOR THE FIRST AVENUE EAST SIDEWALK PROJECT .**

WHEREAS, the City Council of the City of Oskaloosa, Iowa, has heretofore deemed it necessary and desirable for improvements on First Avenue East Sidewalk Project, (will be known as the "Project"); and

WHEREAS, the bids for the aforementioned Project were received, opened and tabulated as per published notice; and

WHEREAS, the bid from Steven's Concrete Inc. with a total base bid of \$94,478.00 was the lowest responsive, responsible bid; and

WHEREAS, the City desires to authorize the City Manager to allow a ten percent (\$9,500.00) contingency of the award amount for unforeseen construction circumstances,

WHEREAS, the Engineer has heretofore reviewed the bids and recommended that the City Council approve and accept the aforementioned bid for said Project

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

1. The bid of Steven's Concrete Inc. with a total base bid of \$94,478.00 is hereby accepted and approved. Furthermore, the Construction Contract is therefore awarded to Steven's Concrete Inc. for the aforementioned bid amount.
2. The City Council authorizes the City Manager a construction contingency of \$9,500.00 for the project to be administered by the Public Works Director during construction as necessary in order to complete this project.

PASSED AND APPROVED this \_\_\_\_\_ day of March, 2014.

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

ATTEST:

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



# GARDEN & ASSOCIATES, LTD.

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

Phone: 641.672.2526 • Fax: 641.672.2091

February 12, 2014

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

Re: First Avenue East Sidewalk Project  
Oskaloosa, Iowa  
G&A #5013200

Dear Akhilesh:

Bids for the referenced project were received on February 12, 2014. The low bid was received from Steven's Concrete Limited from Oskaloosa, Iowa, in the amount of \$94,478.00.

We have reviewed the bids, and based on our review of the bids received, we recommend award of the contract to Steven's Concrete Limited contingent upon your approval. If awarded, please sign and date all three copies of the enclosed Notice of Award and send one to the Contractor, return one to us and keep the other for your files.

Also enclosed are the original bids and a copy of the bid tabulation for the project for your files.

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

Sincerely,  
**GARDEN & ASSOCIATES, LTD.**

Robert A. Nielsen, P.E.

Encs: Bid Tabulation and Original Bids

RAN/ng

**NOTICE OF AWARD**

Dated \_\_\_\_\_

TO: Steven's Concrete Limited  
(BIDDER)

ADDRESS: 1912 17<sup>th</sup> Avenue East, Oskaloosa, Iowa 52577

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

Project: First Avenue East Sidewalk Project – Oskaloosa, Iowa

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

You are notified that your Bid dated February 12, 2014 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a Contract for First Avenue East Sidewalk Project – Oskaloosa, Iowa

The Contract Price of your Contract is Ninety Four Thousand Four Hundred Seventy Eight Dollars and no Cents (\$ 94,478.00).

3 copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award. 3 sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within 15 days of the date you receive this Notice of Award.

1. Deliver to the "Jurisdiction" three (3) fully executed counterparts of the Contract Documents. [Each of the Contract Documents must bear your signature.]
2. Deliver with the executed Contract Documents the Contract security (Bonds) as specified in the Notice to Bidders and Public Hearing and General Provisions and Covenants.



**BID TAB SHEET**

**First Avenue East Sidewalk Project  
Oskaloosa, IA**

Bids received February 12, 2014  
G&A # 5013200

No.	Item	Unit	Estimated Quantity	Steven's Concrete 1912 17th Ave East Oskaloosa, IA 52577		DeLong Construction PO Box 488 Washington, IA 52353		Blommers Const, Inc. 1117 222nd Ave Pella, IA 50219		TK Concrete, Inc 1608 Field Rd Pella, IA 50219		Engineer's Opinion of Cost	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Mobilization	LS	-XXXX	XXXX	\$6,000.00	XXXX	\$5,000.00	XXXX	\$2,000.00	XXXX	\$8,500.00	XXXX	\$5,000.00
2	Clearing and Grubbing	LS	XXXX	XXXX	\$3,000.00	XXXX	\$2,800.00	XXXX	\$2,000.00	XXXX	\$2,250.00	XXXX	\$500.00
3	Excavation, Class 10	CY	110	\$15.00	\$1,650.00	\$45.00	\$4,950.00	\$18.00	\$1,980.00	\$15.00	\$1,650.00	\$12.00	\$1,320.00
4	Granular Subbase, 4" Thick Class 'A' Crushed Stone	SY	373	\$8.00	\$2,984.00	\$6.80	\$2,536.40	\$8.00	\$2,984.00	\$6.00	\$2,238.00	\$7.00	\$2,611.00
5	Granular Subbase, 6" Thick Class 'A' Crushed Stone	SY	280	\$9.00	\$2,520.00	\$10.00	\$2,800.00	\$10.00	\$2,800.00	\$8.50	\$2,380.00	\$10.00	\$2,800.00
6	Storm Sewer, Trenched, PVC, 3"	LF	13	\$40.00	\$520.00	\$100.00	\$1,300.00	\$30.00	\$390.00	\$105.00	\$1,365.00	\$25.00	\$325.00
7	Storm Sewer, Trenched, RCP, 15"	LF	232	\$45.00	\$10,440.00	\$60.00	\$13,920.00	\$47.00	\$10,904.00	\$44.00	\$10,208.00	\$50.00	\$11,600.00
8	SW-401 Manhole, 48" Dia.	EA	1	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00	\$3,200.00	\$3,200.00
9	SW-501 Single Grate Intake	EA	2	\$2,500.00	\$5,000.00	\$3,300.00	\$6,600.00	\$1,000.00	\$2,000.00	\$2,500.00	\$5,000.00	\$3,500.00	\$7,000.00
10	Pavement, PCC, 7" Thick	SY	280	\$45.00	\$12,600.00	\$45.50	\$12,740.00	\$42.50	\$11,900.00	\$45.00	\$12,600.00	\$60.00	\$16,800.00
11	PCC Pavement Samples and Testing	LS	1	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,750.00	\$2,750.00	\$1,200.00	\$1,200.00
12	Removal of Sidewalk	SY	378	\$8.00	\$3,024.00	\$4.00	\$1,512.00	\$10.50	\$3,969.00	\$9.00	\$3,402.00	\$10.00	\$3,780.00
13	Sidewalk, PCC, 5" Thick	SY	373	\$40.00	\$14,920.00	\$36.00	\$13,428.00	\$44.00	\$16,412.00	\$36.00	\$13,428.00	\$50.00	\$18,650.00
14	Detectable Warning	SF	30	\$30.00	\$900.00	\$34.00	\$1,020.00	\$35.00	\$1,050.00	\$35.00	\$1,050.00	\$30.00	\$900.00
15	Driveway, Paved PCC, 7" Thick	SY	25	\$45.00	\$1,125.00	\$55.00	\$1,375.00	\$55.00	\$1,375.00	\$50.00	\$1,250.00	\$60.00	\$1,500.00
16	Pavement Removal	SY	280	\$9.00	\$2,520.00	\$15.00	\$4,200.00	\$15.00	\$4,200.00	\$15.00	\$4,200.00	\$10.00	\$2,800.00
17	Concrete Wall Curb	LF	35	\$25.00	\$875.00	\$40.00	\$1,400.00	\$60.00	\$2,100.00	\$130.00	\$4,550.00	\$50.00	\$1,750.00
18	Painted Pavement Markings and Symbols, Waterborne or Solvent Based	LS	1	XXXX	\$1,500.00	XXXX	\$3,725.00	XXXX	\$4,000.00	XXXX	\$4,275.00	XXXX	\$1,000.00
19	Traffic Control	LS	1	XXXX	\$4,000.00	XXXX	\$3,250.00	XXXX	\$4,000.00	XXXX	\$3,750.00	XXXX	\$2,500.00
20	Abandon Rooms Under Walks	EA	1	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00	\$6,000.00	\$6,000.00
21	Light Pole Bases	EA	4	\$450.00	\$1,800.00	\$600.00	\$2,400.00	\$1,950.00	\$7,800.00	\$1,500.00	\$6,000.00	\$750.00	\$3,000.00
22	Remove and Reinstall Pole and Light Fixture	EA	4	\$150.00	\$600.00	\$750.00	\$3,000.00	\$1,950.00	\$7,800.00	\$1,400.00	\$5,600.00	\$1,250.00	\$5,000.00
23	Furnish and Install Below Ground Electric Power Circuits in Conduit	LF	420	\$30.00	\$12,600.00	\$7.50	\$3,150.00	\$30.00	\$12,600.00	\$25.25	\$10,605.00	\$25.00	\$10,500.00
24	Modify Electric Service, Including Grounding and New Panel	LS	XXXX	XXXX	\$400.00	XXXX	\$1,000.00	XXXX	\$5,150.00	XXXX	\$6,150.00	XXXX	\$2,300.00
<b>TOTAL BASE BID \$</b>					\$94,478.00		\$102,106.40		\$115,914.00		\$128,201.00		\$112,036.00

I hereby state that the aforementioned bid tabulation is a fair representation of those bids received February 12, 2014 for First Avenue East Sidewalk Project, Oskaloosa, Iowa.

*Robert A. Nielsen*  
Robert A. Nielsen, P.E.

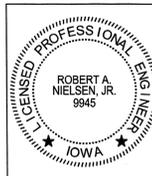
*2/12/14*  
License No. 9945 (Renewal Date: 12/31/15)





# FIRST AVENUE EAST SIDEWALK PROJECT OSKALOOSA, IOWA 2014

SHEET INDEX	
SHEET NO.	DESCRIPTION
A.01	TITLE SHEET
A.02	LEGEND, GENERAL NOTES, LOCATION MAP AND QUANTITY TABULATION
B.01	TYPICAL SECTIONS AND DETAILS
D.01	REMOVALS
D.02	FIRST AVENUE EAST PLAN AND PROFILE
D.03	SOUTH SECOND STREET PLAN AND PROFILE
E.01	ELECTRICAL PLAN
W.01	CROSS SECTIONS - FIRST AVE. EAST
W.02	CROSS SECTIONS - SOUTH SECOND ST.
9	TOTAL SHEETS


 I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.  
 Robert A. Nielsen, Jr., P.E. Date: 1/24/14  
 License number: 9945  
 My license renewal date is December 31, 2015  
 Pages or sheets covered by this seal:  
 A.01, A.02, B.01, D.01, D.02, D.03, W.01, W.02



**GARDEN & ASSOCIATES, LTD.**  
**ENGINEERS & SURVEYORS**  
 500 E. Taylor, Suite C  
 P.O. Box 631  
 Creston, Iowa 50801  
 641.782.4005 Phone  
 641.782.4118 Fax  
 email@gardenassociates.net

1701 3rd Avenue East, Suite 1  
 P.O. Box 451  
 Oskaloosa, Iowa 52577  
 641.672.2526 Phone  
 641.672.2091 Fax  
 800.491.2524 Iowa Toll Free

SHEET TITLE  
 TITLE SHEET

SCALE:  
 NO SCALE

FIELD BOOK:  
 NA

DRAWN BY:  
 KJR

APPROVED:  
 RAN

REVISIONS:

DATE:  
 JAN. 24, 2014

PROJECT NO.:  
 5013200

SHEET NO.:  
 A.01

G:\Projects\011200 - Oskaloosa - First Ave East Sidewalk\Drawings\Title - Rev. 01.dwg (1/24/14)

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 48 hours  
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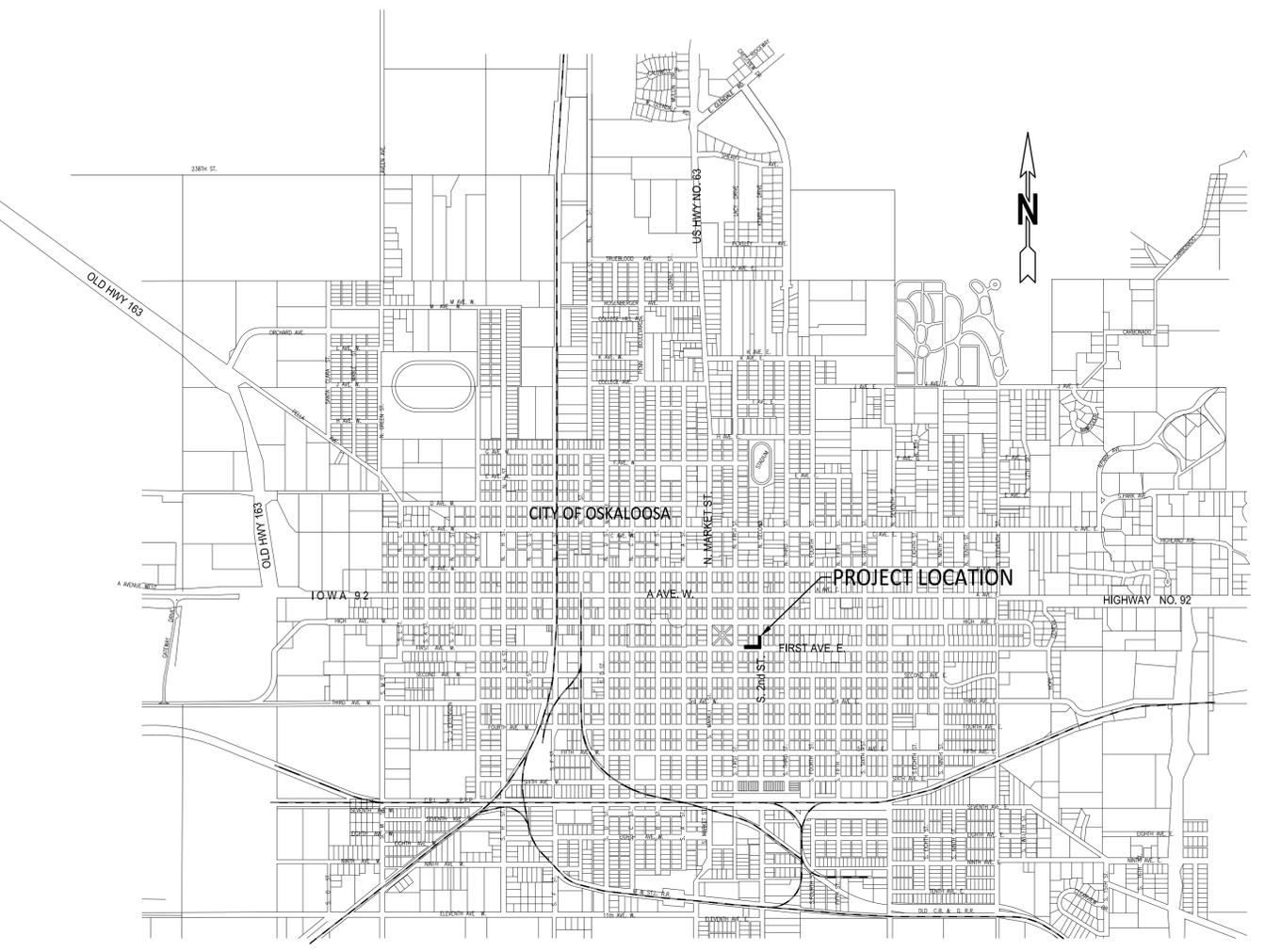
GENERAL SYMBOLS LEGEND	
●	PROPERTY CORNER FOUND
▲	SECTION CORNER FOUND
—000—	EXISTING GROUND CONTOUR LINE
— —	EXISTING WATER LINE (SIZE VARIES)
—X—	EXISTING FIRE HYDRANT
—V—	EXISTING WATER VALVE
—S—	EXISTING WATER SERVICE SHUTOFF
—P—	EXISTING WATER METER PIT
—W—	EXISTING WATER WELL
—M—	WATER METER
—ST—	EXISTING STORM SEWER LINE (SIZE VARIES)
—A—	EXISTING STORM SEWER ACCESS
—S—	EXISTING SEPTIC TANK
—S—	EXISTING SANITARY SEWER ACCESS
—SS—	EXISTING SANITARY SEWER MAIN (SIZE VARIES)
—C—	CLEANOUT
—E—	ELECTRIC MANHOLE
—OE—	OVERHEAD ELECTRIC LINE
—UE—	UNDERGROUND ELECTRIC LINE
—EM—	ELECTRIC METER
—FO—	FIBEROPTIC LINE
—TM—	TELEPHONE MANHOLE
—TELE PED—	TELEPHONE PEDESTAL
—UT—	TELEPHONE LINE
—TELE PED—	TELEVISION PEDESTAL
—TV—	TELEVISION LINE
—GM—	GAS METER
—GV—	GAS VALVE
—G—	EXISTING GAS LINE
—U—	UTILITY POLE
—GUY—	GUY WIRE
—L—	LUMINAIRE
—T—	TRANSFORMER
—	SIGN
—	BOLLARD
—	RAILROAD GATE OR SIGNAL
—	MAILBOX
—	FLAGPOLE
—	TREE OR SHRUB
—	STUMP
—	FIELD FENCELINE
—	CHAIN LINK FENCELINE
—	WOOD FENCELINE
—	SILT FENCE
—	BENCHMARK OR ELEVATION MARKER
—	PROPERTY CORNER SET
—	SECTION CORNER SET
—	PROPOSED WATER MAIN (SIZE VARIES)
—	PROPOSED FIRE HYDRANT
—	PROPOSED WATER VALVE
—	PROPOSED WATER SHUTOFF
—	PROPOSED SANITARY SEWER MANHOLE
—	PROPOSED SANITARY SEWER END LINE CLEANOUT
—	PROPOSED SANITARY SEWER DOUBLE CLEANOUT
—	PROPOSED SANITARY SEWER MAIN (SIZE VARIES)
—	PROPOSED LIFT STATION
—FM—	PROPOSED SANITARY SEWER FORCE MAIN
—	PROPOSED STORM SEWER ACCESS
—	PROPOSED STORM SEWER MAIN
—SST—	PROPOSED SECONDARY STORM SEWER
—	PROPOSED GROUND CONTOUR LINE
—	SURFACING REMOVAL
—	CONCRETE SURFACING REPLACEMENT
—	FINISH GRADE ELEVATION MARKER

GENERAL ABBREVIATIONS LEGEND	
R/W	RIGHT OF WAY
R.O.W.	RIGHT OF WAY
P.C.	POINT OF CURVATURE
P.I.	POINT OF INTERSECTION
P.T.	POINT OF TANGENCY
CL	CENTERLINE
TC	TOP OF CURB
GU	GUTTER
FL	FLOW LINE
SB	SOIL BORING
R	RADIUS
BTM	BOTTOM
HWL	HIGH WATER LEVEL
LWL	LOW WATER LEVEL
EA	EACH
GPM	GALLONS PER MINUTE
IN.	INCHES
FT	FOOT OR FEET
SF	SQUARE FEET
LF	LINEAR FOOT
SY	SQUARE YARD
CY	CUBIC YARD
MJ	MECHANICAL JOINT
PE	PLAIN END JOINT
FE	FLANGED JOINT
UT	UNION TITE JOINT
S.S.	STAINLESS STEEL
ON C.	ON CENTER
I.D.	INSIDE DIAMETER
O.D.	OUTSIDE DIAMETER
#	DIAMETER
DIA.	DIAMETER
#	NUMBER
TYP	TYPICAL
INV	INVERT
PVC	POLYVINYL CHLORIDE PIPE
DIP	DUCTILE IRON PIPE
CIP	CAST IRON PIPE
CMP	CORRUGATED METAL PIPE
RCP	REINFORCED CONCRETE PIPE

UTILITY CONTACT INFORMATION		
UTILITY	ORGANIZATION/REPRESENTATIVE	PHONE
SANITARY SEWER	CITY OF OSKALOOSA WASTERWATER - DAVE NEUBERT	641-660-8325
STORM SEWER	CITY OF OSKALOOSA PUBLIC WORKS - AKHILESH PAL	641-673-7472
WATER	OSKALOOSA MUNICIPAL WATER DEPT. - CHAD COON	641-660-5555
NATURAL GAS (DISTRIBUTION)	MID AMERICAN - JEFF FERGUSON	641-660-3068
ELECTRIC	MID AMERICAN - KYLE PLUMB	641-660-7217
COMMUNICATIONS	MCG - BRAD BOENDER	641-295-7166
TELEVISION	MEDIACOM - BRIAN MORROW	641-455-6841
PHONE	CENTURY LINK - PHIL WILLIAMS	811 or 515-865-6129

**GENERAL CONSTRUCTION NOTES**

- THIS PROJECT INCLUDES ALL WORK ASSOCIATED WITH THE INSTALLATION OF STORM SEWER PIPE AND STRUCTURES, TRENCH EXCAVATION AND BACKFILL, GRADING, ABANDONING ROOMS UNDER SIDEWALK, PORTLAND CEMENT CONCRETE PAVEMENT AND SIDEWALKS, AND ASSOCIATED MISCELLANEOUS WORK.
- ALL WORK SHALL BE IN ACCORDANCE WITH THE SUDAS STANDARD SPECIFICATIONS, 2014 EDITION. SPECIFICATION MANUALS CAN BE ORDERED FROM THE INSTITUTE FOR TRANSPORTATION (FORMERLY CTRE) - ATTN: BETH RICHARDS, 2711 SOUTH LOOP DRIVE, SUITE 4700, AMES, IOWA 50010-8664, PHONE: 515-294-2869. SPECIFICATIONS CAN ALSO BE VIEWED AT THE SUDAS WEB SITE (WWW.IOWASUDAS.ORG)
- NOTIFY AKHILESH PAL, PUBLIC WORKS DIRECTOR, CITY OF OSKALOOSA AT 641-673-7472 TWO WEEKS PRIOR TO COMMENCING WORK.
- COORDINATE WORK AND COOPERATE WITH CITY STAFF AND ENGINEER.
- LOCATION OF EXISTING UTILITIES IS APPROXIMATE. VERIFY LOCATION OF EXISTING UTILITIES IN LINE OF CONSTRUCTION PRIOR TO BEGINNING CONSTRUCTION BY EXCAVATING AHEAD OF WORK. CONTRACTOR IS RESPONSIBLE FOR NOTIFYING ALL UTILITY COMPANIES IN SERVICE DURING CONSTRUCTION.
- PROTECT ALL UTILITIES FROM DAMAGE DURING CONSTRUCTION UNLESS OTHERWISE SHOWN ON PLANS.
- THERE MAY BE BURIED UTILITIES NOT SHOWN ON PLANS THAT ARE IN LINE OF CONSTRUCTION.
- NOTIFY PROPERTY OWNERS 48 HOURS IN ADVANCE IF ACCESS TO PROPERTY WILL BE INTERRUPTED. ACCESS SHALL BE MAINTAINED AT ALL TIMES FOR EMERGENCY VEHICLES.
- CONTRACTOR SHALL PRESERVE ALL MONUMENTS, STAKES, REFERENCE POINTS AND BENCHMARKS. IN CASE OF DESTRUCTION BY CONTRACTOR'S NEGLIGENCE OR CARELESSNESS, THEY WILL BE CHARGED WITH RESULTING EXPENSE OF REPLACEMENT AND RESPONSIBILITY FOR ANY MISTAKES OR LOSS OF TIME CAUSED THEREBY.
- CONTRACTOR SHALL PREVENT ENTRY OF MUD, DIRT, DEBRIS AND OTHER MATERIAL INTO NEW SEWER AND EXISTING SEWERS. SHOULD MUD, DIRT, DEBRIS, OR OTHER MATERIAL ENTER THE NEW SEWER CONSTRUCTION OR EXISTING SEWERS, THE CONTRACTOR SHALL CLEAN AT NO COST TO OWNER.
- DISPOSE OF MATERIALS NOT SUITABLE FOR TRENCH BACKFILL, SURFACE RESTORATION AND EXCESS EXCAVATED MATERIAL. DISPOSAL IS INCIDENTAL TO CONSTRUCTION.
- RCP STORM SEWER PIPE SHALL BE MINIMUM CLASS 2000D UNLESS SHOWN OTHERWISE. ALL STORM SEWER SHALL HAVE RUBBER O-RING OR PROFILE GASKETED JOINTS COMPLYING WITH ASTM C443.
- CONCRETE MIX SHALL BE IDOT C-3WR-C OR C-4WR-C FOR ALL PAVEMENT, DRIVEWAYS, AND SIDEWALKS. COARSE AGGREGATE SHALL BE CLASS 3 DURABILITY. USE OF FLY ASH AND GROUND GRANULATED BLAST FURNACE SLAG (GGBS) SHALL BE IN ACCORDANCE WITH SECTION 7010.202C OF THE SPECIFICATIONS.
- METHOD OF ACCEPTANCE FOR AGGREGATES, PORTLAND CEMENT, FLY ASH, CURING COMPOUND AND JOINT SEALER SHALL BE BY QUALITY CERTIFICATION FURNISHED BY THE CONTRACTOR. CONTRACTOR SHALL BE RESPONSIBLE FOR THE FOLLOWING TESTS ON THE PLASTIC CONCRETE: AIR CONTENT, SLUMP AND CYLINDERS IN ACCORDANCE WITH THE SPECIFICATIONS. NO TESTS WILL BE PERFORMED ON THE HARDENED CONCRETE UNLESS TEST RESULTS FOR PLASTIC CONCRETE ARE DEFICIENT. ALL TESTING AND RE-TESTING IS THE RESPONSIBILITY OF THE CONTRACTOR.
- THE CONTRACTOR SHALL ENSURE THAT ALL SIDEWALKS, SIDEWALK LETDOWNS, CURB RAMPS AND DETECTABLE WARNINGS SHALL BE CONSTRUCTED IN ACCORDANCE WITH SECTION 7030 OF THE SUDAS SPECIFICATIONS AND AMERICAN DISABILITY ACT REQUIREMENTS.
- ADJUST EXISTING FIXTURES INCLUDING WATER SERVICE CURB STOP BOXES AND MANHOLES TO MATCH ELEVATION OF NEW PAVEMENT. FIXTURE ADJUSTMENT IS INCIDENTAL TO CONSTRUCTION.
- CONTRACTOR SHALL REMOVE AND SALVAGE ALL SIGNS REQUIRED TO CONSTRUCT NEW SIDEWALKS. REMOVED SIGNS SHALL REMAIN PROPERTY OF THE OWNER. OWNER WILL INSTALL NEW SIGNS. WORK IS INCIDENTAL TO CONSTRUCTION.
- PROVIDE TEMPORARY ACCESS TO BUILDING AND STORE FRONTS DURING CONSTRUCTION WHEN SIDEWALK IS REMOVED. PLACE GRANULAR SURFACING, WOOD PLANKS, OR PLYWOOD AS REQUIRED TO MAINTAIN ACCESS. WORK IS INCIDENTAL TO CONSTRUCTION.



**PROJECT LOCATION MAP**  
APPROX. SCALE: 1" = 1000'

ESTIMATED PROJECT QUANTITIES					
Item No.	Bid Item Description No.	Bid Item Description	Unit	Estimated Quantity	Remarks
1	1090-105-D	Mobilization	LS	1	
2	2010-108-C-0	Clearing and Grubbing	LS	1	
3	2010-108-E-0	Excavation, Class 10	CY	110	
4	2010-108-I-0	Granular Subbase, 4" Thick Class 'A' Crushed Stone	SY	373	
5	2010-108-I-0	Granular Subbase, 6" Thick Class 'A' Crushed Stone	SY	280	
6	4020-108-A-1	Storm Sewer, Trenched, PVC, 3"	LF	13	
7	4020-108-A-1	Storm Sewer, Trenched, RCP, 15"	LF	232	
8	6010-108-A-0	SW-401 Manhole, 48" Dia.	EA	1	
9	6010-108-B-0	SW-501 Single Grate Intake	EA	2	
10	7010-108-A-0	Pavement, PCC, 7" Thick	SY	280	
11	7010-108-I-0	PCC Pavement Samples and Testing	LS	1	
12	7030-108-A-0	Removal of Sidewalk	SY	378	
13	7030-108-E-0	Sidewalk, PCC, 5" Thick	SY	373	
14	7030-108-G-0	Detectable Warning	SF	30	
15	7030-108-H-1	Driveway, Paved PCC, 7" Thick	SY	25	
16	7040-108-H-0	Pavement Removal	SY	280	
17	XXX-XXX-X-X	Concrete Wall Curb	LF	35	See Detailed Specifications for description.
18	XXX-XXX-X-X	Painted Pavement Markings and Symbols, Waterborne or Solvent Based	LS	1	
19	XXX-XXX-X-X	Traffic Control	LS	1	
20	XXX-XXX-X-X	Abandon Rooms Under Walks	EA	1	See Detailed Specifications for description.
21	Division 16	Light Pole Bases	EA	4	
22	Division 16	Remove and Reinstall Pole and Light Fixture	EA	4	
23	Division 16	Furnish and Install Below Ground Electric Power Circuits in Conduit	LF	420	
24	Division 16	Modify Electric Service, Including Ground and New Panel	LS	1	

**GARDEN & ASSOCIATES, LTD.**  
ENGINEERS & SURVEYORS

707 3rd Avenue East, Suite C  
500 E. Taylor, Suite C  
P.O. Box 6311 50801  
Oskaloosa, Iowa 52577  
641.672.2526 Phone  
641.672.2091 Fax  
641.782.4118 Fax  
800.491.2524 Iowa Toll Free  
email@gardenassociates.net

**FIRST AVENUE EAST  
SIDEWALK PROJECT  
OSKALOOSA, IOWA**

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SHEET TITLE  
**LEGEND, GENERAL  
NOTES, LOCATION  
MAP AND QTY TAB**

SCALE:  
NO SCALE

FIELD BOOK:  
NA

DRAWN BY:  
KJR

APPROVED:  
RAN

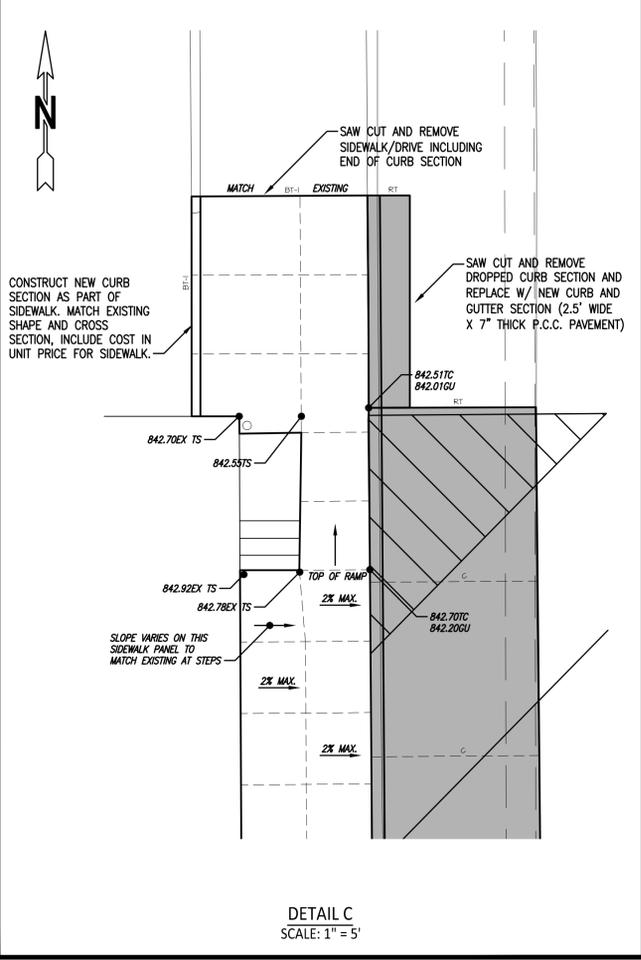
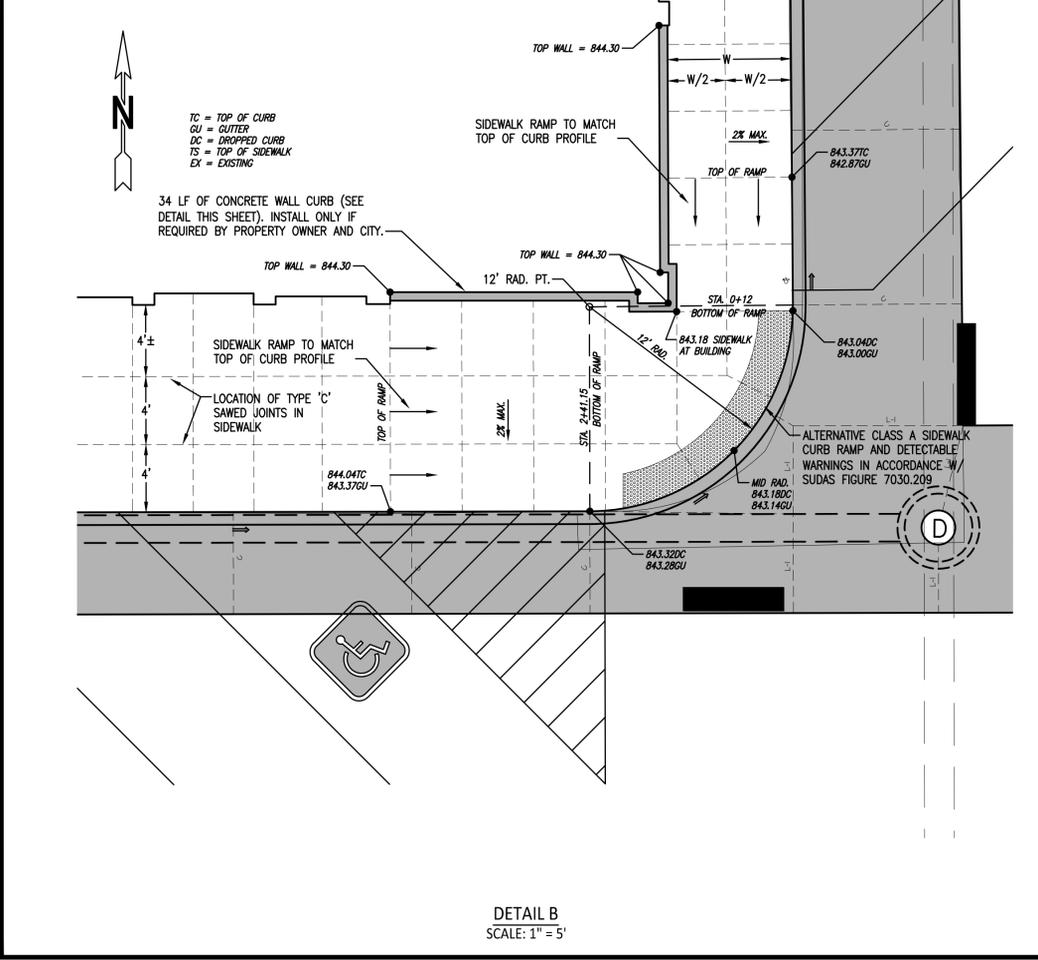
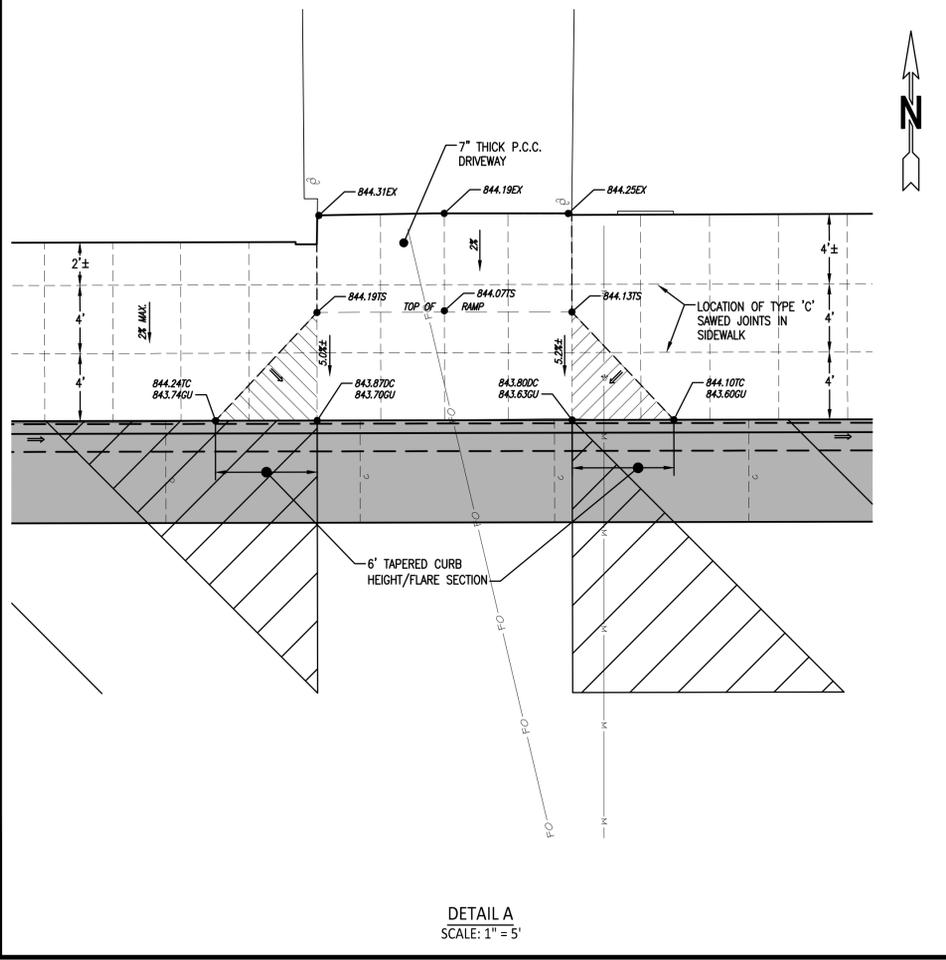
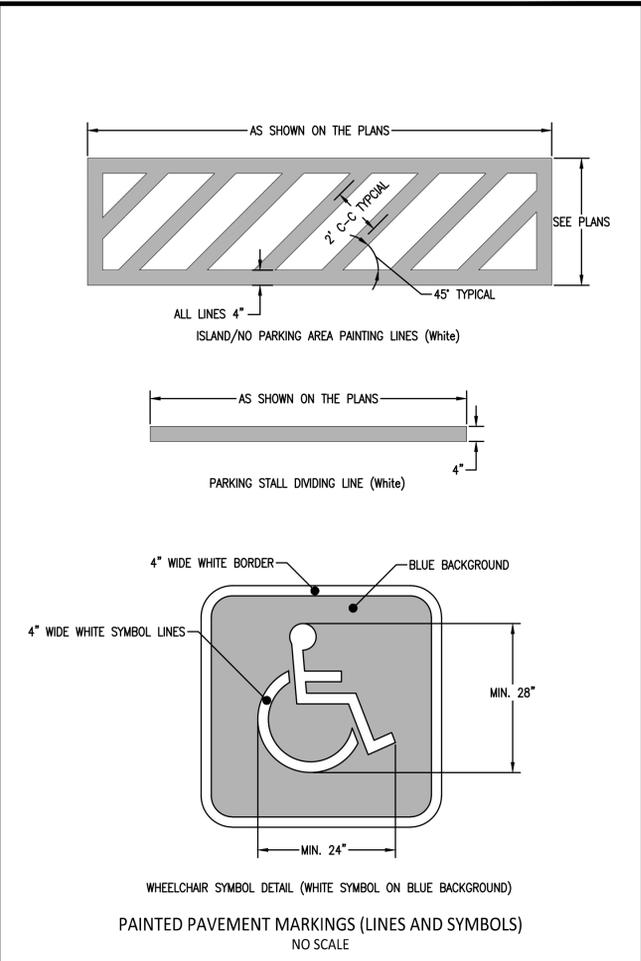
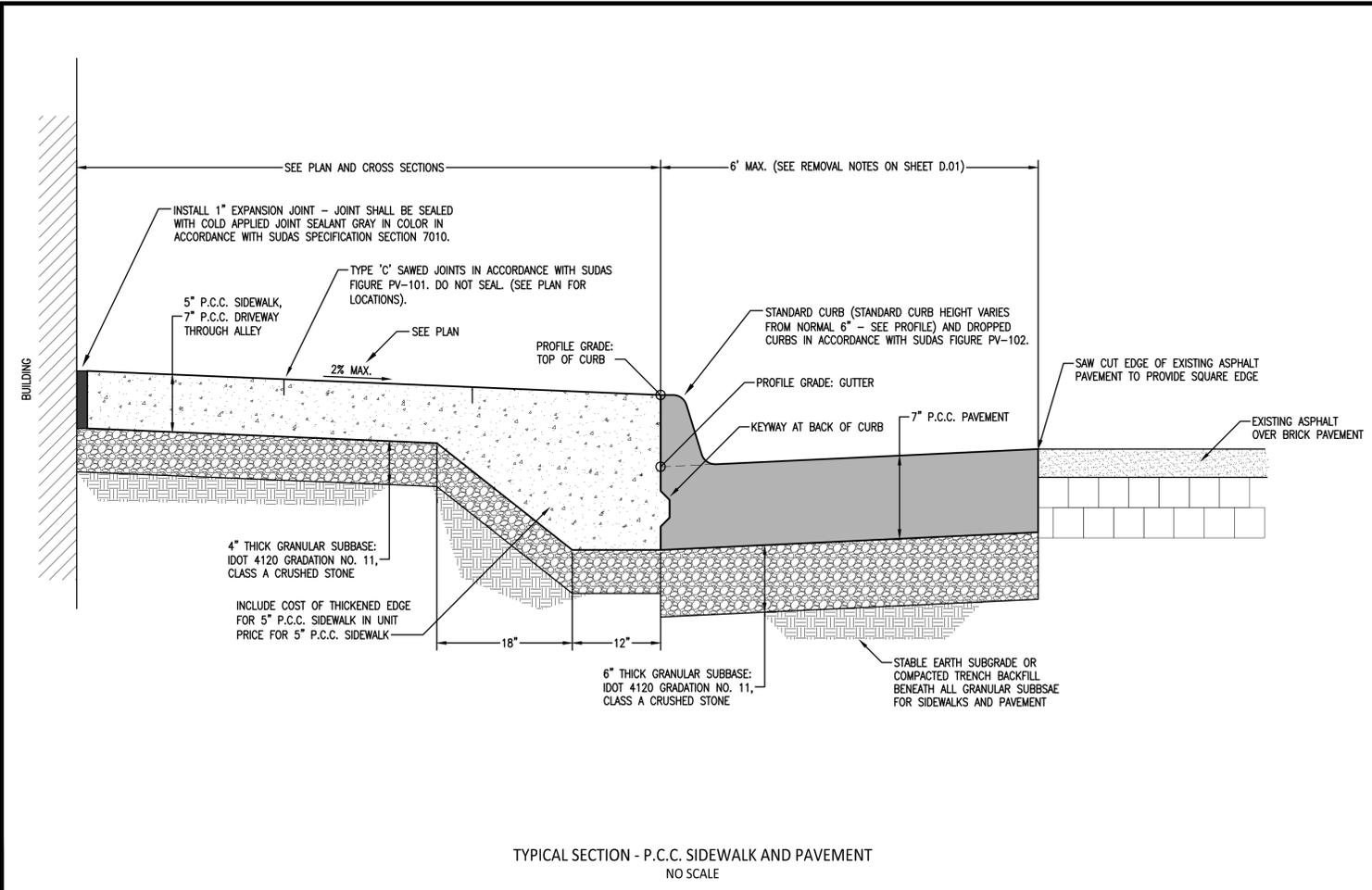
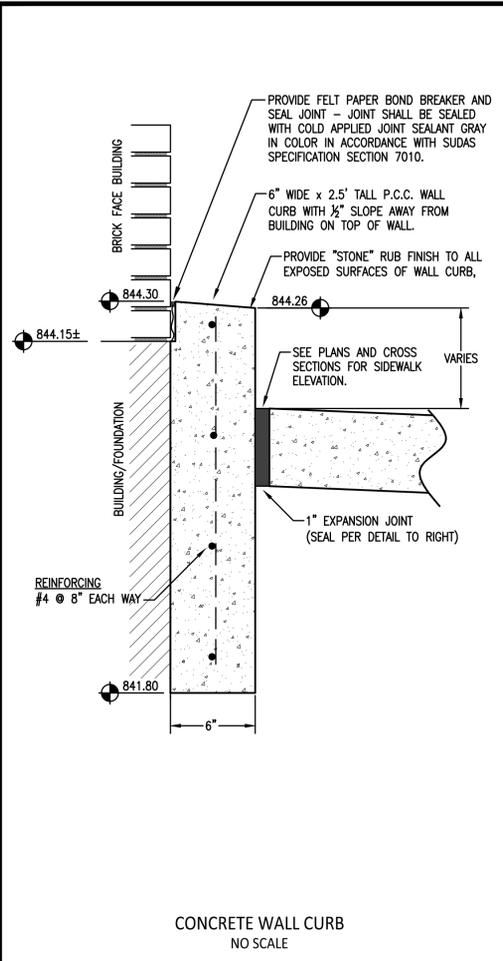
REVISIONS:

DATE:  
JAN. 24, 2014

PROJECT NO.:  
5013200

SHEET NO.:  
A.02

© Project: W013200 - Oskaloosa - First Ave East Sidewalk (During) (04\_30) (Rev. Drawing) (Cons. From 1013200.dwg)



**GARDEN & ASSOCIATES, LTD.**  
ENGINEERS & SURVEYORS

500 E. Taylor, Suite C  
Oskaloosa, Iowa 52577  
641.782.4005 Phone  
641.782.4118 Fax  
email@gardenassociates.net

FIRST AVENUE EAST  
SIDEWALK PROJECT  
OSKALOOSA, IOWA

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SHEET TITLE  
TYPICAL SECTIONS  
AND DETAILS

SCALE:  
AS NOTED

FIELD BOOK:  
NA

DRAWN BY:  
KJR

APPROVED:  
RAN

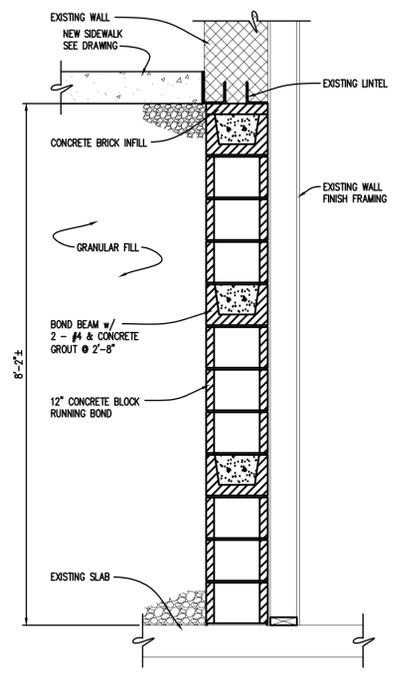
REVISIONS:

DATE:  
JAN. 24, 2014

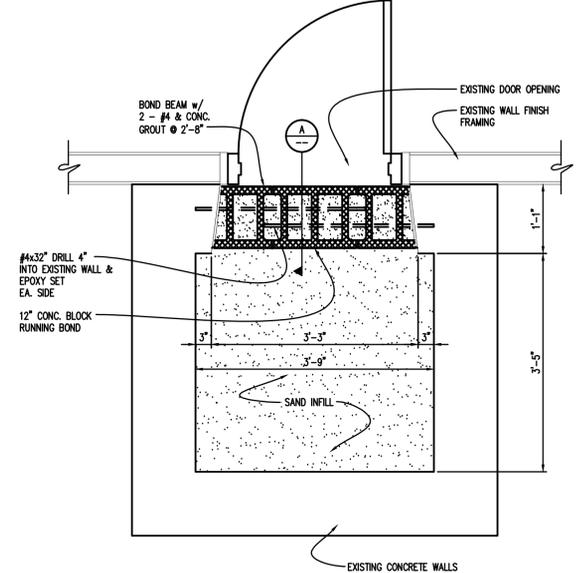
PROJECT NO.:  
5013200

SHEET NO.:  
B.01

© Project: W013200 - Oskaloosa - First Ave East Sidewalk (Drawing) (Scale: 30 Feet Drawing) (Date: 10/13/2014)



**A AREAWAY SECTION**  
SCALE: 3/4" = 1'-0"



**METER AREAWAY PLAN**  
SCALE: 3/4" = 1'-0"

**GENERAL NOTES**

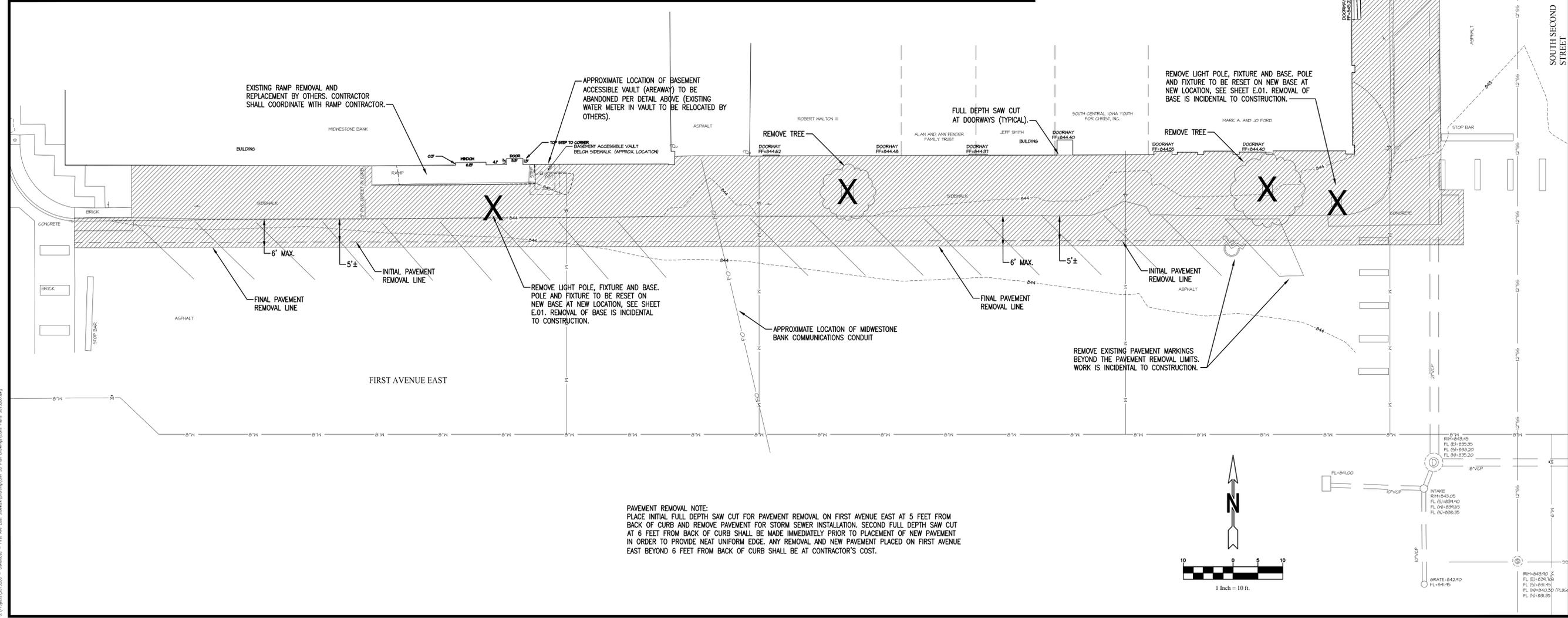
REMOVE ALL EXTERIOR SIDEWALK WELL WALLS TO 6" BELOW FINISHED SIDEWALK ELEVATION

BUILDING CODES:  
IBC -2009 EDITION

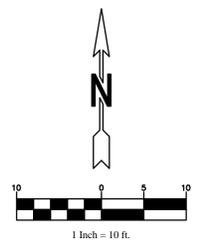
ALL DIMENSIONS TO, OF, AND IN EXISTING BUILDINGS SHALL BE VERIFIED PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES OR INCONSISTENCIES.

MASONRY:  
HOLLOW CONCRETE UNITS: F'm = 1500 PSI  
REINFORCING: ASTM A615 GRADE 60  
#9 TRUSS TYPE HORIZONTAL  
LAP SPLICES FOR REINFORCING MINIMUM 2'-0"  
MORTAR AND GROUT PER THE LATEST EDITIONS OF ASTM C150, TYPE 1; C207 TYPE 5; C144, C404 AND C270.  
MASONRY GROUT: 3000 PSI W/ 8" SLUMP

GRANULAR FILL SHALL BE IDOT CLASS A ROAD STONE (GRADATION #11)



**PAVEMENT REMOVAL NOTE:**  
PLACE INITIAL FULL DEPTH SAW CUT FOR PAVEMENT REMOVAL ON FIRST AVENUE EAST AT 5 FEET FROM BACK OF CURB AND REMOVE PAVEMENT FOR STORM SEWER INSTALLATION. SECOND FULL DEPTH SAW CUT AT 6 FEET FROM BACK OF CURB SHALL BE MADE IMMEDIATELY PRIOR TO PLACEMENT OF NEW PAVEMENT IN ORDER TO PROVIDE NEAT UNIFORM EDGE. ANY REMOVAL AND NEW PAVEMENT PLACED ON FIRST AVENUE EAST BEYOND 6 FEET FROM BACK OF CURB SHALL BE AT CONTRACTOR'S COST.



**GARDEN & ASSOCIATES, LTD.**  
**ENGINEERS & SURVEYORS**

500 E. Taylor, Suite C  
P.O. Box 6311  
Oskaloosa, Iowa 52577  
641.782.4005 Phone  
641.672.2091 Fax  
800.491.2524 Iowa Toll Free  
email@gardenassociates.net

**FIRST AVENUE EAST  
SIDEWALK PROJECT  
OSKALOOSA, IOWA**

© COPYRIGHT 2014 GARDEN & ASSOCIATES, LTD.

SHEET TITLE  
**REMOVALS**

SCALE:  
1" = 10'

FIELD BOOK:  
NA

DRAWN BY:  
KJR

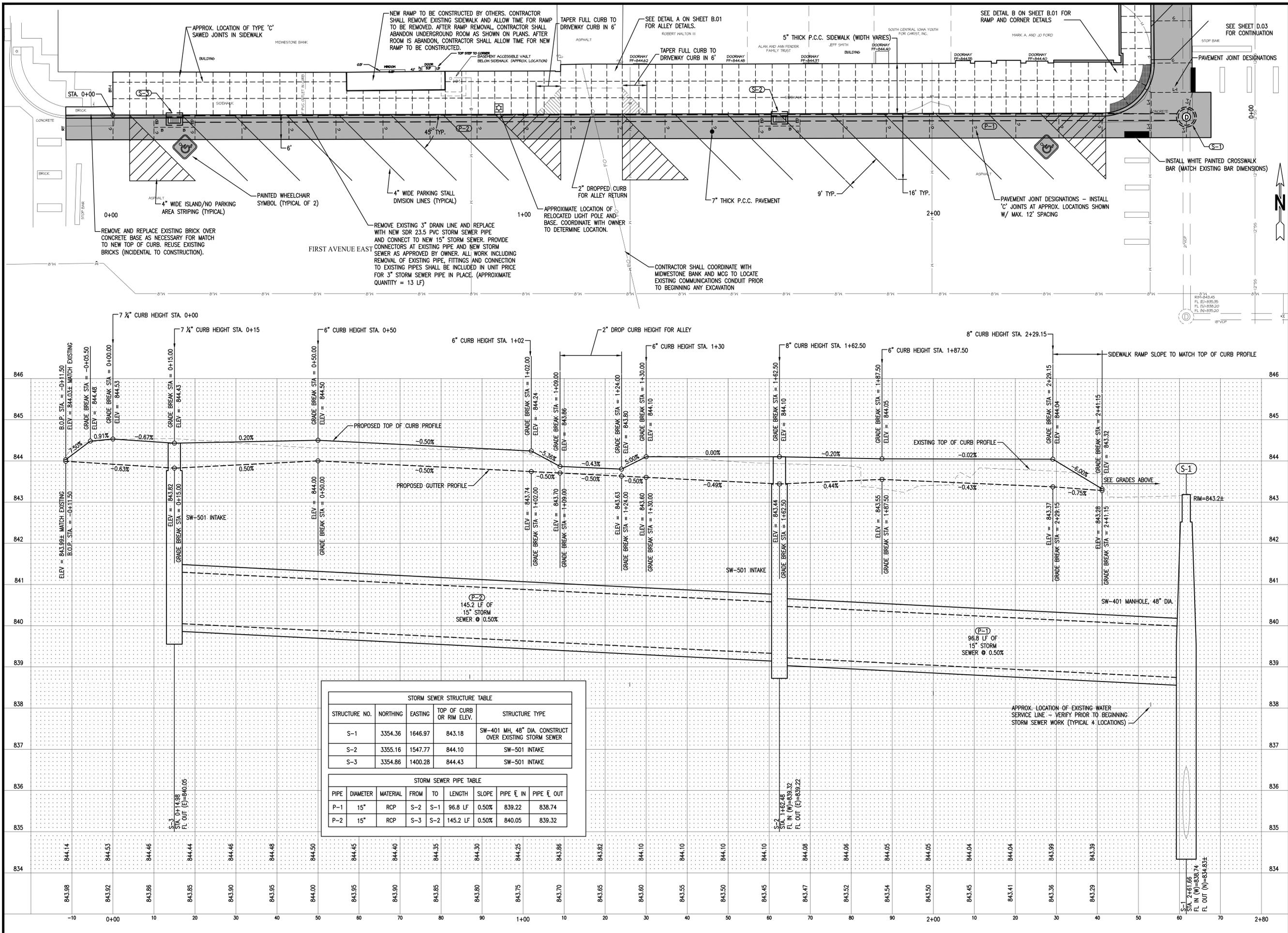
APPROVED:  
RAN

REVISIONS:

DATE:  
JAN. 24, 2014

PROJECT NO.:  
5013200

SHEET NO.:  
**D.01**



STORM SEWER STRUCTURE TABLE				
STRUCTURE NO.	NORTHING	EASTING	TOP OF CURB OR RIM ELEV.	STRUCTURE TYPE
S-1	3354.36	1646.97	843.18	SW-401 MH, 48" DIA. CONSTRUCT OVER EXISTING STORM SEWER
S-2	3355.16	1547.77	844.10	SW-501 INTAKE
S-3	3354.86	1400.28	844.43	SW-501 INTAKE

STORM SEWER PIPE TABLE								
PIPE	DIAMETER	MATERIAL	FROM	TO	LENGTH	SLOPE	PIPE E IN	PIPE E OUT
P-1	15"	RCP	S-2	S-1	96.8 LF	0.50%	839.22	838.74
P-2	15"	RCP	S-3	S-2	145.2 LF	0.50%	840.05	839.32

**GARDEN & ASSOCIATES, LTD.**  
**ENGINEERS & SURVEYORS**

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 641.672.2091 Fax  
 800.491.2524 Iowa Toll Free  
 email@gardenassociates.net

**FIRST AVENUE EAST  
 SIDEWALK PROJECT  
 OSKALOOSA, IOWA**

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SHEET TITLE  
**FIRST AVE. EAST  
 PLAN AND PROFILE**

SCALE:  
 1" = 10' HOR. 1" = 1' VERT.

FIELD BOOK:  
 NA

DRAWN BY:  
 KJR

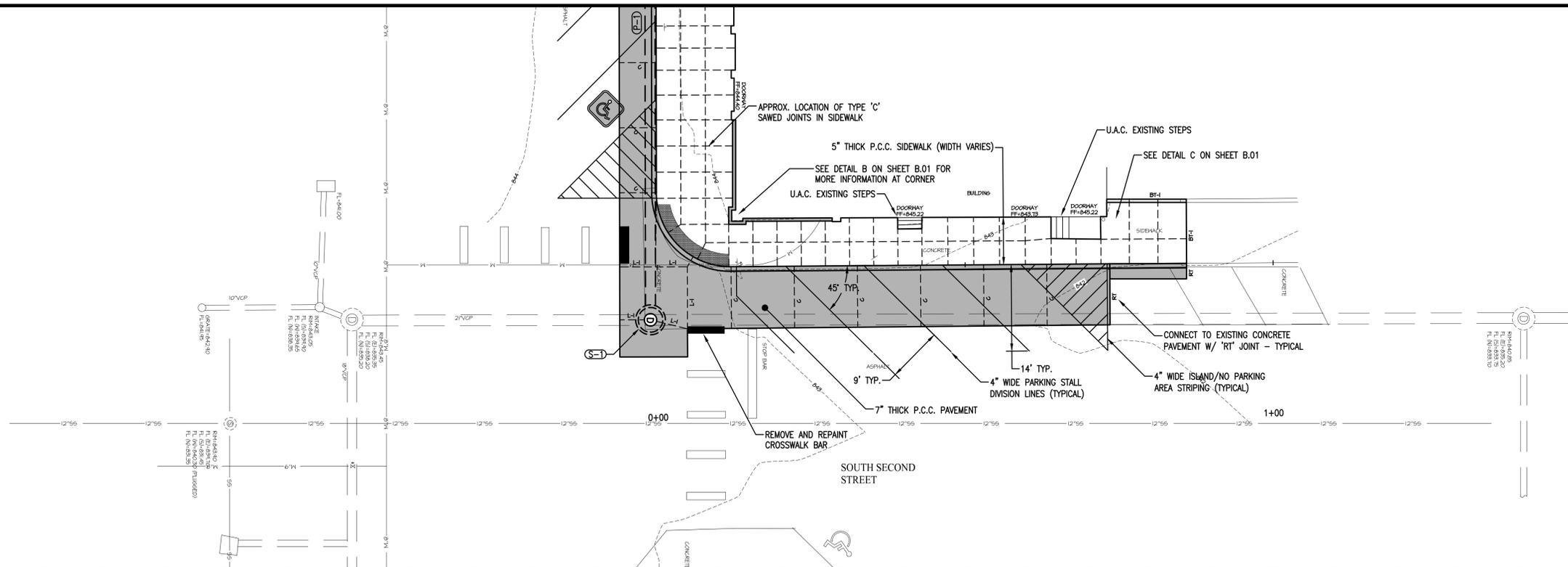
APPROVED:  
 RAN

REVISIONS:

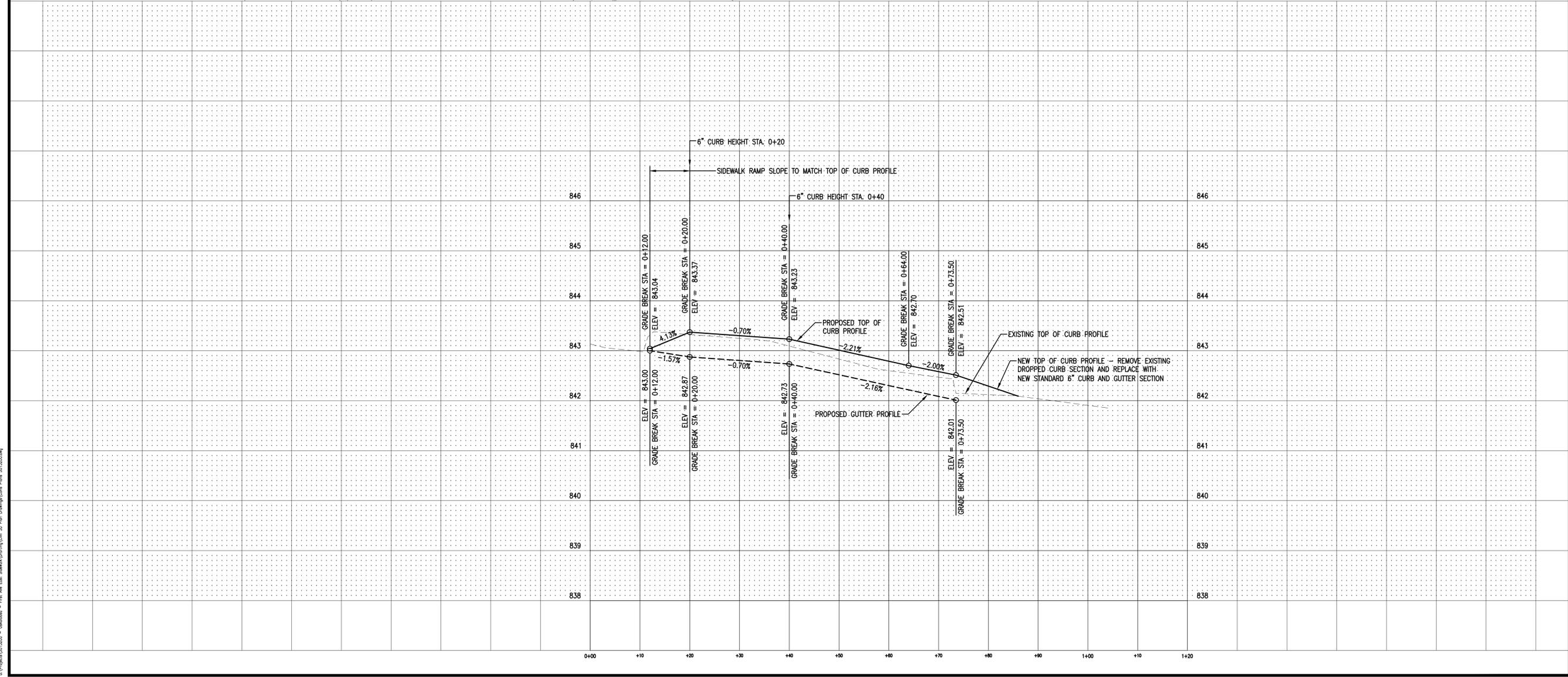
DATE:  
 JAN. 24, 2014

PROJECT NO.:  
 5013200

SHEET NO.:  
**D.02**



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**GARDEN & ASSOCIATES, LTD.**  
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**FIRST AVENUE EAST  
 SIDEWALK PROJECT  
 OSKALOOSA, IOWA**  
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SHEET TITLE  
**SOUTH SECOND ST.  
 PLAN AND PROFILE**

SCALE:  
 1" = 10' HOR. 1" = 1' VERT.

FIELD BOOK:  
 NA

DRAWN BY:  
 KJR

APPROVED:  
 RAN

REVISIONS:

DATE:  
 JAN. 24, 2014

PROJECT NO.:  
 5013200

SHEET NO.:  
**D.03**

### ELECTRICAL DEMOLITION NOTES - GENERAL

CAREFULLY REMOVE EXISTING LIGHTING POLES AND FIXTURES AND STORE FOR RE-INSTALLATION. DEMOLISH EXISTING POLE BASES. DEMOLISH OVERHEAD ELECTRIC LIGHTING CIRCUIT INCLUDING CONDUCTORS, BRACKETS, SUPPORTS, INSULATORS, AND ALL MISC. MATERIALS ASSOCIATED WITH THESE CIRCUITS. LEAVE THE POLES CLEAN OF EXTRANEOUS HARDWARE. REFER TO SHEETS D.01 & E.01 FOR EXTENT OF DEMOLITION WORK.

INCLUDE IN REMOVAL OF CIRCUITS: WIRING, BOXES, CONDUITS, STRAPS, AND OTHER MISCELLANEOUS MATERIALS BACK TO DISCONNECT SWITCH.

COORDINATE WITH CITY REGARDING DAY & TIME OF WORK TO MINIMIZE DISRUPTION TO NORMAL STREET ACTIVITIES.

### POWER & LIGHTING SYMBOLS

- POLE MOUNTED EXTERIOR ROADWAY LIGHT FIXTURE
- OE- OVERHEAD ELECTRICAL
- UE- UNDERGROUND ELECTRICAL
- ① NOTE REFERENCE
- ① PAGE NUMBER REFERENCE

### ELECTRICAL NOTES - GENERAL

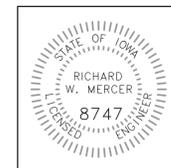
ALL WORK SHALL COMPLY WITH APPLICABLE REQUIREMENTS OF THE 2011 NATIONAL ELECTRIC CODE (NEC).

DETERMINE EXISTING CONDITIONS THAT MAY AFFECT THIS WORK, BY ON-SITE INSPECTION PRIOR TO BIDDING.

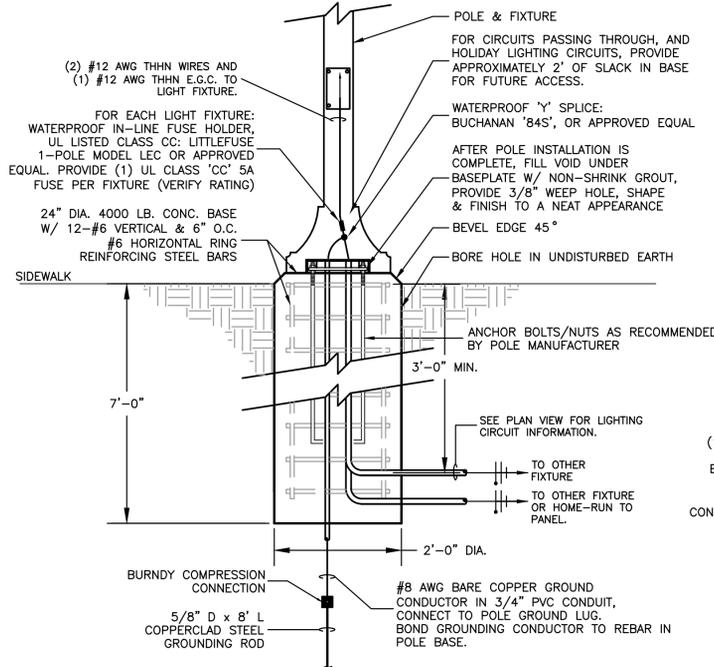
VERIFY THE NEW LOCATIONS OF EACH POLE/FIXTURE AND POLES WITH OWNER PRIOR TO STARTING WORK.

### KEYED ELECTRIC NOTES

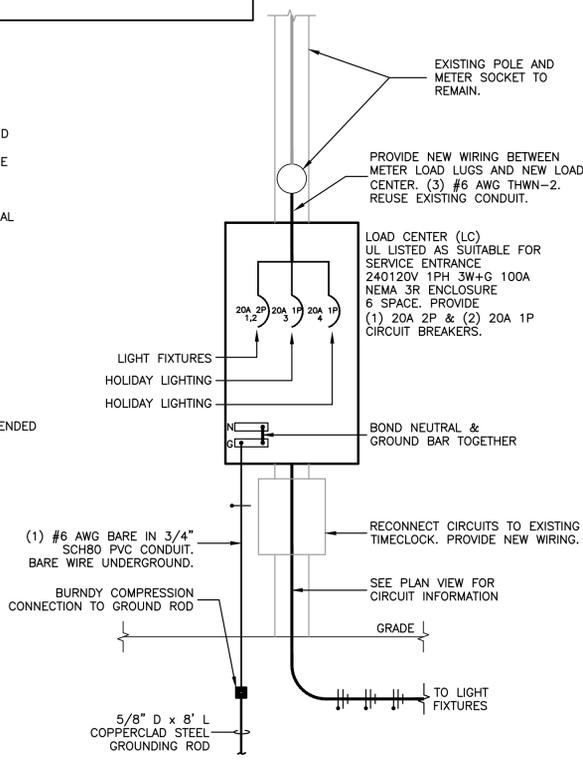
- ① DEMOLISH EXISTING OVERHEAD ELECTRIC LINE. REFER TO GENERAL DEMOLITION NOTES FOR MORE INFORMATION.
- ② REMOVE EXISTING LIGHT FIXTURE, POLE, AND POLE BASE. EXISTING LIGHT FIXTURE TO BE INSTALLED IN SAME LOCATION ON NEW POLE BASE. REFER TO GENERAL DEMOLITION NOTES AND ELECTRICAL SITE PLAN FOR MORE INFORMATION.
- ③ REMOVE EXISTING LIGHT FIXTURE, POLE, AND POLE BASE. EXISTING LIGHT FIXTURE TO BE RELOCATED ON NEW POLE BASE. REFER TO GENERAL DEMOLITION NOTES AND ELECTRICAL SITE PLAN FOR MORE INFORMATION AND NEW LOCATION.
- ④ RELOCATE EXISTING FIXTURE & PROVIDE NEW BASE AND POWER CIRCUIT.
- ⑤ REINSTALL EXISTING FIXTURE AT EXISTING LOCATION. PROVIDE NEW BASE & POWER CIRCUIT.
- ⑥ EXISTING POWER POLE. REUSE EXISTING SERVICE DROP & PROVIDE NEW LOAD CENTER, GROUNDING, AND POWER CIRCUIT TO LIGHTING FIXTURES. REFER TO DETAILS 1/E.01 & 2/E.01.
- ⑦ TRENCH TO INSTALL NEW CIRCUIT. VERIFY LOCATION OF EXISTING UNDERGROUND UTILITIES PRIOR TO DIGGING. HAND DIG AS REQUIRED IN RESTRICTED SPACES.
- ⑧ DRAWING SHOWS GENERAL ROUTE OF BORING FOR NEW LIGHTING CIRCUITS. VERIFY LOCATION OF EXISTING UNDERGROUND UTILITIES PRIOR TO STARTING BORING OPERATIONS. CONTRACTOR MAY PROPOSE ALTERNATE ROUTES IF THERE IS A COST OR SCHEDULING ADVANTAGE.



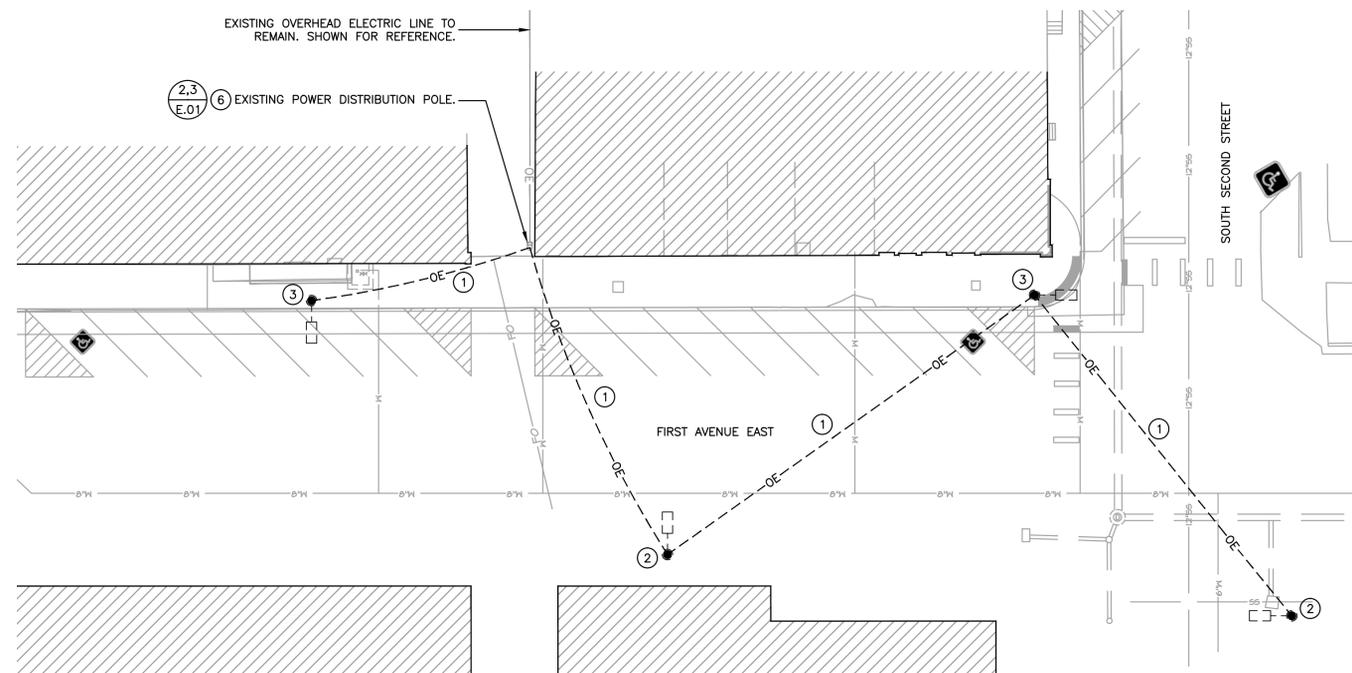
I hereby certify that these drawings were prepared by me or under my direct personal supervision and responsible charge. I am a duly licensed Professional Engineer under the laws of the State of Iowa. My license renewal date is December 31, 2015.  
**Richard Mercer**  
 Richard Mercer, P.E. 8747  
 Date Issued: January 22, 2015  
 Sheet covered by this seal: E.01



① POLE BASE DETAIL  
NOT TO SCALE

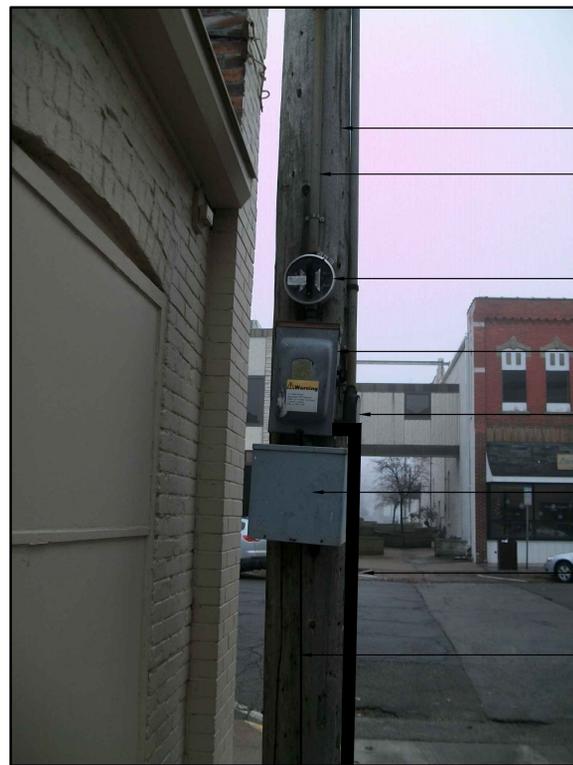


② POWER POLE/LOAD CENTER DETAIL  
NO SCALE



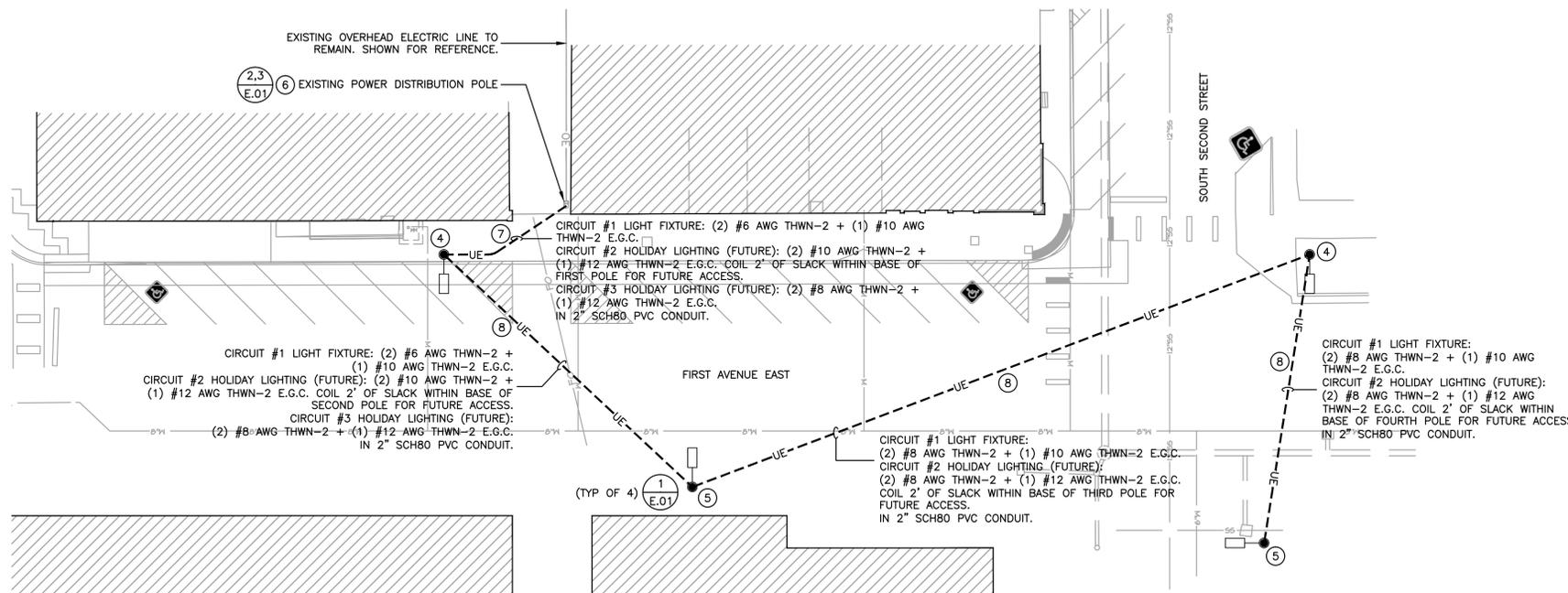
### ELECTRICAL DEMOLITION PLAN

SCALE: 1" = 20'-0"



③ POWER DISTRIBUTION POLE DETAIL  
NOT TO SCALE

- EXISTING POWER DISTRIBUTION POLE TO REMAIN.
- EXISTING OVERHEAD SERVICE; INSPECT FOR CONDITION OF EXISTING SERVICE, INCLUDING WEATHERHEAD, AND COORDINATE WITH LOCAL UTILITY COMPANY IF REPLACEMENT IS REQUIRED.
- EXISTING METER SOCKET TO REMAIN
- EXISTING DISCONNECT SWITCH. REMOVE AND REPLACE WITH NEW LOAD CENTER IN EXISTING LOCATION. SEE DETAIL 2/E.01.
- DEMOLISH EXISTING LB FITTING AND OVERHEAD ELECTRICAL CIRCUITS. SEE PLAN VIEW & GENERAL DEMOLITION NOTES.
- EXISTING TIMECLOCK TO REMAIN. REMOVE TO INSTALL NEW WORK. RECONNECT EXISTING CIRCUITS. PROVIDE NEW WIRING.
- EXTEND NEW UNDERGROUND LIGHTING CIRCUITS DOWN POLE. PROVIDE STRAPS & FASTENERS AS REQUIRED.
- GROUNDING ELECTRODE CONDUCTOR: #6 AWG THWN IN 3/4" SCH80 PVC CONDUIT. EXTEND UNDERGROUND TO NEW GROUNDING ELECTRODE. EXTEND FROM GROUND LUG IN NEW LOAD CENTER TO GROUNDING ELECTRODE. SEE DETAIL 2/E.01.



### ELECTRICAL SITE PLAN

SCALE: 1" = 20'-0"



**MERCER ENGINEERING, P.C.**  
 P.O. BOX 883  
 AMES, IOWA 50010  
 515-360-5995  
 RMERCER@MERCERENG.COM  
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 MERCER ENGINEERING, P.C.

**FIRST AVENUE EAST  
 SIDEWALK PROJECT  
 OSKALOOSA, IA**

SHEET TITLE  
**ELECTRICAL  
 PLAN**

SCALE:  
 AS NOTED

REVIEW COPY

DRAWN BY:  
 M.C., R.M.

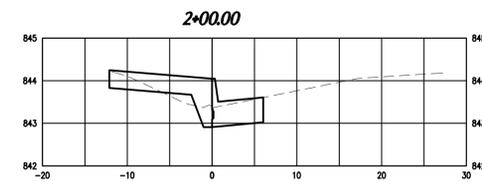
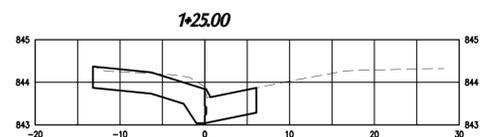
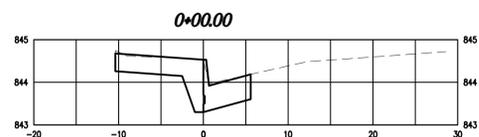
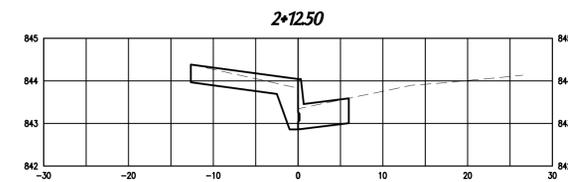
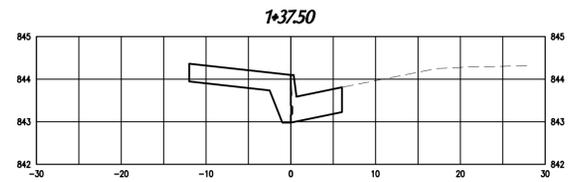
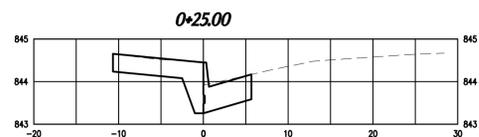
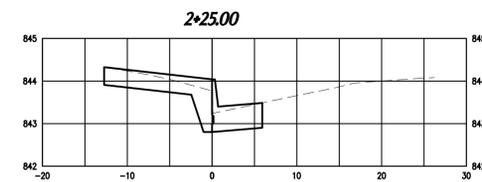
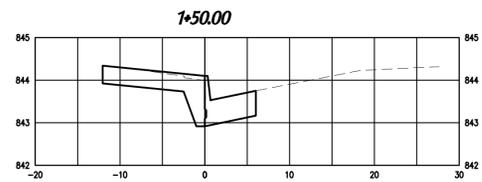
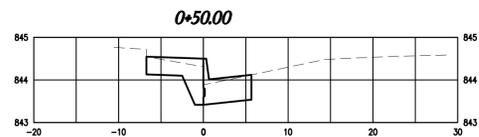
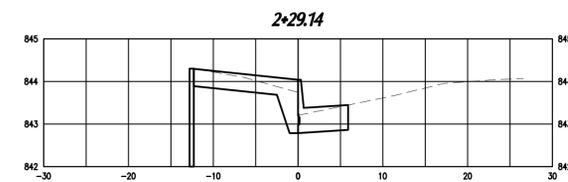
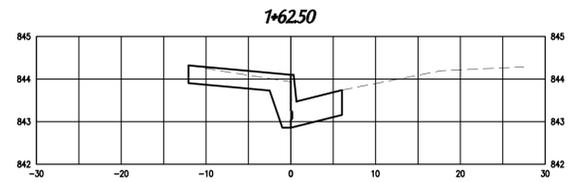
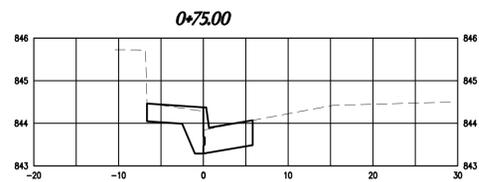
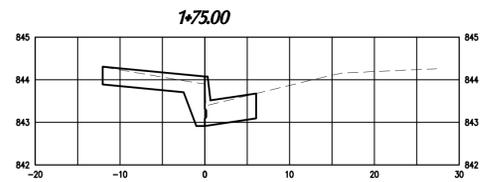
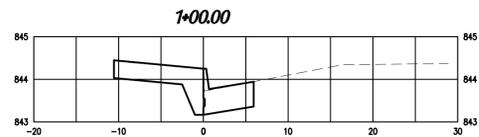
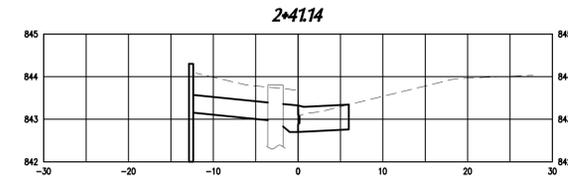
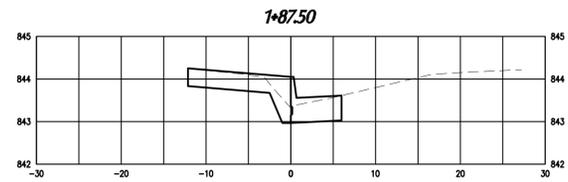
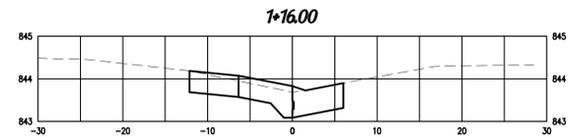
APPROVED:  
 R.M.

REVISIONS:

DATE:  
 JANUARY 20, 2014

PROJECT NO.:  
 G&A 5013200  
 ME 1402

SHEET NO.:  
**E.01**



SHEET TITLE  
**CROSS SECTIONS  
 FIRST AVE. EAST**

SCALE:  
 1" = 10' HOR. 1" = 2' VERT.

FIELD BOOK:  
 NA

DRAWN BY:  
 KJR

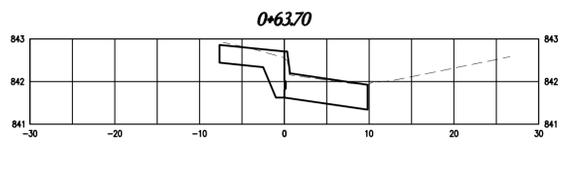
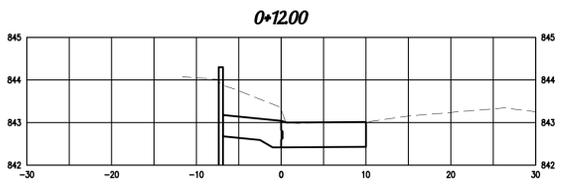
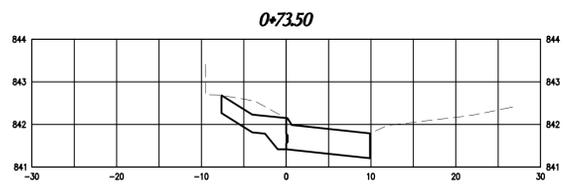
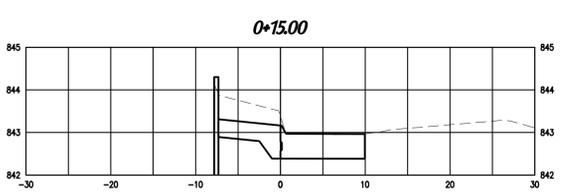
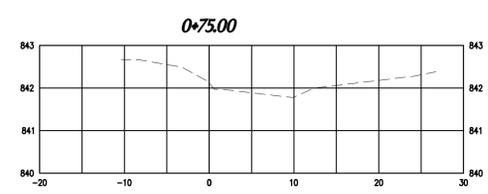
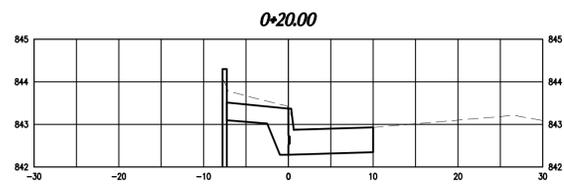
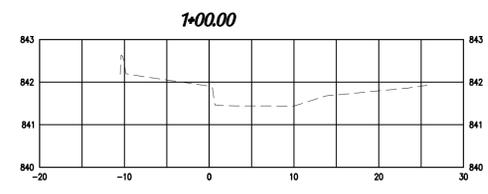
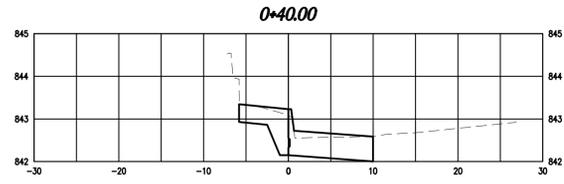
APPROVED:  
 RAN

REVISIONS:

DATE:  
 JAN. 24, 2014

PROJECT NO.:  
 5013200

SHEET NO.:  
**W.01**



**GARDEN & ASSOCIATES, LTD.**  
**ENGINEERS & SURVEYORS**  
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 Oskaloosa, Iowa 52577  
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 641.782.4118 Fax  
 email@gardenassociates.net

**FIRST AVENUE EAST  
 SIDEWALK PROJECT  
 OSKALOOSA, IOWA**  
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SHEET TITLE  
**CROSS SECTIONS  
 SOUTH SECOND ST.**

SCALE:  
 1" = 10' HOR. 1" = 2' VERT.

FIELD BOOK:  
 NA

DRAWN BY:  
 KJR

APPROVED:  
 RAN

REVISIONS:

DATE:  
 JAN. 24, 2014

PROJECT NO.:  
 5013200

SHEET NO.:  
**W.02**



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: Public Works Dept.

**Item Title:**

Consider a resolution to approve the contract and bond for the First Avenue East Sidewalk Project to Steven's Concrete, Inc. in an amount not to exceed \$94,478.00.

**Explanation:**

Garden and Associates, Ltd. provided the city with the construction contracts and bonds for the First Avenue East Sidewalk Project which has been executed by the contractor. This resolution authorizes and directs the Mayor and City Clerk to execute the contract and bond.

If the project is awarded, construction is proposed to commence from April to May depending on the weather. The anticipated work completion time is 30 working days. The low bidder for this project was Steven's Concrete, Inc., with a total bid of \$94,478.00. This low bid is within our budget estimates.

**Recommended Action:**

Approve the resolution awarding the project to Steven's Concrete, Inc.

**Budget Consideration:**

Funds are available to complete this construction project in the FY2013-2014 budget. Account #321-2010-6490 has \$30,600.00 budgeted for the design fees and account #325-2010-6761 has \$112,036.00 budgeted for construction.

**Attachments :**

Resolution, Contract and Bond Documents, and Letter from Garden & Associates.

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

**A RESOLUTION APPROVING CONTRACT AND BOND FOR THE FIRST AVENUE EAST SIDEWALK PROJECT TO STEVEN'S CONCRETE INC. IN THE AMOUNT OF \$94,478.00.**

WHEREAS, the City Council of the City of Oskaloosa, Iowa, has heretofore deemed it necessary and desirable for improvements on First Avenue East Sidewalk Project, (will be known as the "Project"); and

WHEREAS, the Oskaloosa City Council has authorized the award of contract to Steven's Concrete, Inc. on the Project, and

WHEREAS, the contract has been duly executed by the contractor and is accompanied by an appropriate bond; and

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

Section 1. That the contract referred to in the preamble hereof between this City and Steven's Concrete, Inc. dated 12<sup>th</sup> day of March, 2014 in the amount of \$94,478.00 be and the same is hereby approved.

Section 2. That the performance bond accompanying said contract wherein Steven's Concrete, Inc. appears as principal and AMCO Insurance Company of Oskaloosa, Iowa, as surety, in like amount, be and the same is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized and directed to execute the contract and bond for the Project.

PASSED AND APPROVED this \_\_\_\_\_day of March, 2014.

\_\_\_\_\_  
ATTEST:

David Krutzfeldt, Mayor

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

**PERFORMANCE, PAYMENT AND MAINTENANCE BOND**

KNOW ALL BY THESE PRESENTS:

That we, Steven's Concrete, Ltd., as Principal (hereinafter the "Contractor" or "Principal" and AMCO Insurance Company, as Surety are held and firmly bound unto the City of Oskaloosa, Iowa, as Obligor (hereinafter referred to as "the Jurisdiction"), and to all persons who may be injured by any breach of any of the conditions of this Bond in the penal sum of Ninety-Four Thousand Four Hundred Seventy-Eight DOLLARS (\$ 94,478.00), lawful money of the United States, for the payment of which sum, well and truly to be made, we bind ourselves, our heirs, legal representatives and assigns, jointly or severally, firmly by these presents.

The conditions of the above obligations are such that whereas said Contractor entered into a contract with the "Jurisdiction", bearing date the 17th day of March, 2014, (hereinafter the "Contract") wherein said Contractor undertakes and agrees to construct the following described improvements:

**FIRST AVENUE EAST SIDEWALK PROJECT  
OSKALOOSA, IOWA**

and to faithfully perform all the terms and requirements of said Contract within the time therein specified, in a good and workmanlike manner, and in accordance with the Contract Documents. Provided, however, that one year after the date of acceptance as complete of the work under the above referenced Contract, the maintenance portion of this Bond shall continue in force but the penal sum for maintenance shall be reduced to the sum of Ninety-Four Thousand Four Hundred Seventy-Eight DOLLARS (\$ 94,478.00), which is the cost associated with those items shown on the proposal and in the Contract which require a maintenance bond period in excess of one year.

It is expressly understood and agreed by the Contractor and Surety in this bond that the following provisions are a part of this Bond and are binding upon said Contractor and Surety, to-wit:

1. **PERFORMANCE:** The Contractor shall well and faithfully observe, perform, fulfill and abide by each and every covenant, condition and part of said Contract and Contract Documents, by reference made a part hereof, for the above referenced improvements, and shall indemnify and save harmless the "Jurisdiction" from all outlay and expense incurred by the "Jurisdiction" by reason of the Contractor's default of failure to perform as required. The Contractor shall also be responsible for the default or failure to perform as required under the Contract and Contract Documents by all its subcontractors, suppliers, agents, or employees furnishing materials or providing labor in the performance of the Contract.
2. **PAYMENT:** The Contractor and the Surety on this Bond are hereby agreed to pay all just claims submitted by persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the performance of the Contract on account of which this Bond is

given, including but not limited to claims for all amounts due for labor, materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used by the Contractor or any subcontractor, wherein the same are not satisfied out of the portion of the contract price which the "Jurisdiction" is required to retain until completion of the improvement, but the Contractor and Surety shall not be liable to said persons, firms, or corporations unless the claims of said claimants against said portion of the contract price shall have been established as provided by law. The Contractor and Surety hereby bind themselves to the obligations and conditions set forth in Chapter 573, Code of Iowa, which by this reference is made a part hereof as though fully set out herein.

3. MAINTENANCE: The Contractor and the Surety on this Bond hereby agree, at their own expense:
  - A. To remedy any and all defects that may develop in or result from work to be performed under the Contract within the period of four (4) years from the date of acceptance of the work under the Contract, by reason of defects in workmanship or materials used in construction of said work;
  - B. To keep all work in continuous good repair; and
  - C. To pay the "Jurisdiction" reasonable costs of monitoring and inspection to assure that any defects are remedied, and to repay the "Jurisdiction" all outlay and expense incurred as a result of Contractor's and Surety's failure to remedy any defect as required by this section.

Contractor's and Surety's agreement herein made extends to defects in workmanship or materials not discovered or known to the "Jurisdiction" at the time such work was accepted.

4. GENERAL: Every Surety on this Bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:
  - A. To consent without notice to any extension of time to the Contractor in which to perform the Contract;
  - B. To consent without notice to any change in the Contract or Contract Documents, which thereby increases the total contract price and the penal sum of this bond, provided that all such changes do not, in the aggregate, involve an increase of more than twenty percent of the total contract price, and that this bond shall then be released as to such excess increase; and
  - C. To consent without notice that this Bond shall remain in full force and effect until the Contract is completed, whether completed within the specified contract period, within an extension thereof, or within a period of time after the contract period has elapsed and the liquidated damage penalty is being charged against the Contractor.

The Contractor and every Surety on the bond shall be deemed and held bound, any contract to the contrary notwithstanding, to the following provisions:

- D. That no provision of this Bond or of any other contract shall be valid which limits to less than five years after the acceptance of the work under the Contract the right to sue on this Bond.
- E. That as used herein, the phrase "all outlay and expense" is not to be limited in any way, but shall include the actual and reasonable costs and expenses incurred by the "Jurisdiction" including interest, benefits and overhead where applicable. Accordingly, "all outlay and expense" would include but not be limited to all contract or employee expense, all equipment usage or rental, materials, testing, outside experts, attorneys fees (including overhead expenses of the "Jurisdiction's" staff attorneys), and all costs and expenses of litigation as they are incurred by the "Jurisdiction". It is intended the Contractor and Surety will defend and indemnify the "Jurisdiction" on all claims made against the "Jurisdiction" on account of Contractor's failure to perform as required in the Contract and Contract Documents, that all agreements and promises set forth in the Contract and Contract Documents, in approved change orders, and in this Bond will be fulfilled, and that the "Jurisdiction" will be fully indemnified so that it will be put into the position it would have been in had the Contract been performed in the first instance as required.

In the event the "Jurisdiction" incurs any "outlay and expense" in defending itself with respect to any claim as to which the Contractor or Surety should have provided the defense, or in the enforcement of the promises given by the Contractor in the Contract, Contract Documents, or approved change orders, or in the enforcement of the promises given by the Contractor and Surety in this Bond, the Contractor and Surety agree that they will make the "Jurisdiction" whole for all such outlay and expense, provided that the Surety's obligation under this bond shall not exceed 125% of the penal sum of this bond.

In the event that any actions or proceedings are initiated with respect to this Bond, the parties agree that the venue thereof shall be Mahaska County, State of Iowa. If legal action is required by the "Jurisdiction" to enforce the provisions of this Bond or to collect the monetary obligation incurring to the benefit of the "Jurisdiction", the Contractor and the Surety agree, jointly and severally, to pay the "Jurisdiction" all outlay and expense incurred therefor by the "Jurisdiction". All rights, powers, and remedies of the "Jurisdiction" hereunder shall be cumulative and not alternative and shall be in addition to Surety for any amount guaranteed hereunder whether action is brought against the Contractor or whether Contractor is joined in any such action or actions or not.

NOW THEREFORE, the condition of this obligation is such that if said Principal shall faithfully perform all the promises of the Principal, as set forth and provided in the Contract, in the Contract Documents, and in this Bond, then this obligation shall be null and void, otherwise it shall remain in full force and effect.

When a word, term, or phrase is used in this Bond, it shall be interpreted or construed first as defined in this Bond, the Contract, or the Contract Documents; second, if not defined in the Bond, Contract, or Contract Documents, it shall be interpreted or construed as defined in applicable provisions of the Iowa Code; third, if not defined in the Iowa Code, it shall be interpreted or construed according to its generally accepted meaning in the construction industry; and fourth, if it

has no generally accepted meaning in the construction industry, it shall be interpreted or construed according to its common or customary usage.

Failure to specify or particularize shall not exclude terms or provisions not mentioned and shall not limit liability hereunder. The Contract and Contract Documents are hereby made a part of this Bond.

Witness our hands, in triplicate, this 12th day of March, 2014.

Surety Countersigned By:

PRINCIPAL:

\_\_\_\_\_  
Signature of Iowa Resident Commission Agent as  
Prescribed by Chapter 515.52-57, Iowa Code.  
(Require only if Attorney-in-Fact is not also an  
Iowa Resident Commission Agent).

\_\_\_\_\_  
Steven's Concrete, Ltd  
Contractor

By: [Signature]  
Signature

\_\_\_\_\_  
W. Dean Strawn  
Name of Resident Commission Agent

\_\_\_\_\_  
Steven Walters, President  
Title

\_\_\_\_\_  
Walton Insurance Agency  
Company Name

SURETY:

\_\_\_\_\_  
PO Box 27  
Company Address

\_\_\_\_\_  
AMCO Insurance Company  
Surety Company

\_\_\_\_\_  
Oskaloosa, IA 52577  
City, State, Zip Code

By: [Signature]  
Signature Attorney-in-Fact Officer

\_\_\_\_\_  
(641) 673-8371  
Company Telephone Number

\_\_\_\_\_  
W. Dean Strawn  
Name of Attorney-in-Fact Officer

\_\_\_\_\_  
Walton Insurance Agency  
Company Name

FORM APPROVED BY:

\_\_\_\_\_  
Attorney for Jurisdiction

\_\_\_\_\_  
PO Box 27  
Company Address

\_\_\_\_\_  
Oskaloosa, IA 52577  
City, State, Zip Code

\_\_\_\_\_  
(641) 673-8371  
Company Telephone Number

- NOTE:
1. All signatures on this performance, maintenance & payment bond must be original signatures in ink; copies or facsimile of any signature will not be accepted.
  2. This bond must be sealed with the Surety's raised, embossing seal.
  3. The Certificate or Power of Attorney accompanying this bond must be valid on its face and sealed with the Surety's raised, embossing seal.
  4. The name and signature of the Surety's Attorney-in-Fact/Officer entered on this bond must be exactly as listed on the Certificate or Power of Attorney accompanying this bond.

# Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation  
Farmland Mutual Insurance Company, an Iowa corporation  
Nationwide Agribusiness Insurance Company, an Iowa corporation

AMCO Insurance Company, an Iowa corporation  
Allied Property and Casualty Insurance Company, an Iowa corporation  
Depositors Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as the "Companies," each does hereby make, constitute and appoint:

W. Dean Strawn

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

One Hundred Thousand Dollars and No/100

\$100,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 13<sup>th</sup> day of February, 2014.

Terrance Williams, President and Chief Operating Officer of Nationwide Agribusiness Insurance Company and Farmland Mutual Insurance Company; and Vice President of Nationwide Mutual Insurance Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company, and Depositors Insurance Company

### ACKNOWLEDGMENT

STATE OF IOWA, COUNTY OF POLK: ss

On this 13<sup>th</sup> day of February, 2014, before me came the above-named officer for the Companies aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Companies aforesaid, that the seals affixed hereto are the corporate seals of said Companies, and the said corporate seals and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Companies.

Sandy Alitz  
Notarial Seal - Iowa  
Commission Number 152785  
My Commission Expires March, 24, 2017

Notary Public  
My Commission Expires  
March 24, 2017

### CERTIFICATE

I, Robert W Horner III, Secretary of the Companies, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Terrance Williams was on the date of the execution of the foregoing power of attorney the duly elected officer of the Companies, and the corporate seals and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Secretary, and affixed the corporate seals of said Companies this 12<sup>th</sup> day of March, 2014.

  
Secretary

This Power of Attorney Expires March 24, 2017

**CONTRACT**

CONTRACT NO. \_\_\_\_\_  
DATE March 17, 2014

THIS CONTRACT, made and entered into at Oskaloosa, Iowa this 17th day of March, 2014, by and between the City of Oskaloosa, Iowa, hereinafter called the "Jurisdiction", and Steven's Concrete Limited, hereinafter called the "Contractor".

WITNESSETH:

The Contractor hereby agrees to complete the work comprising the below referenced improvement as specified in the contract documents, which are officially on file with the Jurisdiction in the office of City Clerk, City of Oskaloosa, Iowa 220 South Market, Oskaloosa, Iowa 52577. This contract includes all contract documents. The work under this contract shall be constructed in accordance with the SUDAS Standard Specifications, 2014 Edition and as further modified by the supplemental specifications and special provisions included in said contract documents, and the Contract Attachment which is attached hereto. The Contractor further agrees to complete the work in strict accordance with said contract documents, and guarantee the work as required by law, for the time required in said contract documents, after its acceptance by the Jurisdiction.

This contract is awarded and executed for completion of the work specified in the contract documents for the bid prices shown on the Contract Attachment: Bid Items, Quantities and Prices which were proposed by the Contractor in its proposal submitted in accordance with the Notice to Bidders for the following described improvements:

**FIRST AVENUE EAST SIDEWALK PROJECT  
OSKALOOSA, IOWA**

The Contractor agrees to perform said work for and in consideration of the Jurisdiction's payment of the bid amount of Ninety Four Thousand Four Hundred Seventy Eight Dollars and no Cents (\$94,478.00) which amount shall constitute the required amount of the performance, maintenance, and payment bond. The Contractor hereby agrees to commence work under this contract on or before a date to be specified in a written Notice to Proceed by the Jurisdiction. Work shall be fully complete and ready for final payment within 30 working days. Liquidated damages in the amount of Six Hundred Dollars (\$600.00) per working day will be assessed for each day that the work shall remain uncompleted after the end of the contract period.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument, in triplicate on the date first shown written.

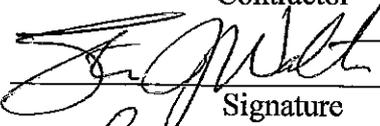
JURISDICTION

CONTRACTOR

By \_\_\_\_\_

Steven's Concrete Limited  
Contractor

(Seal)  
ATTEST:

By  Signature

  
Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone

CONTRACTOR PUBLIC REGISTRATION INFORMATION To Be Provided By:

1. All Contractors: The Contractor shall enter its Public Registration Number \_\_\_\_\_ issued by the Iowa Commissioner of Labor pursuant to Section 91C.5 of the Iowa Code.
2. Out-of-State Contractors:
  - A. Pursuant to Section 91C.7 of the Iowa Code, an out-of-state contractor, before commencing a contract in excess of five thousand dollars in value in Iowa, shall file a bond with the Division of Labor Services of the Department of Workforce Development. The contractor should contact 515-242-5871 for further information. Prior to contract execution, the City Engineer may forward a copy of this contract to the Iowa Department of Workforce Development as notification of pending construction work. It is the contractor's responsibility to comply with said Section 91C.7 before commencing this work.
  - B. Prior to entering into contract, the designated low bidder, if it be a corporation organized under the laws of a state other than Iowa, shall file with the Jurisdictional Engineer a certificate from the Secretary of the State of Iowa showing that it has complied with all provisions of Chapter 490 of the Code of Iowa, or as amended, governing foreign corporations. For further information contact the Iowa Secretary of State Office at 515-281-5204.

NOTE: All signatures on this contract must be original signatures in ink; copies or facsimile of any signature will not be accepted.

CORPORATE ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
 ) SS  
\_\_\_\_\_ County)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known, who, being by me duly sworn, did say that they are the \_\_\_\_\_, and \_\_\_\_\_, respectively, of the corporation executing the foregoing instrument; that (no seal has been procured by) (the seal affixed thereto is the seal of) the corporation; that said instrument was signed (and sealed) on behalf of the corporation by authority of this Board of Directors; that \_\_\_\_\_ and \_\_\_\_\_ acknowledged the execution of the instrument to be the voluntary act and deed of the corporation, by it and by them voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20\_\_\_\_

PARTNERSHIP ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
 ) SS  
\_\_\_\_\_ County)

On this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ to me personally known, who being by me duly sworn, did say that the person is one of the partners of \_\_\_\_\_, a partnership, and that the instrument was signed on behalf of the partnership by authority of the partners and the partner acknowledged the execution of the instrument to be the voluntary act and deed of the partnership by it and by the partner voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20\_\_\_\_

INDIVIDUAL ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
 ) SS  
\_\_\_\_\_ County)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for the State of \_\_\_\_\_, personally appeared \_\_\_\_\_ and \_\_\_\_\_, to me known to be the identical person(s) named in and who executed the foregoing instrument, and acknowledged that (he) (she) (they) executed the instrument as (his) (her) (their) voluntary act and deed.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20\_\_\_\_

LIMITED LIABILITY COMPANY ACKNOWLEDGMENT

State of \_\_\_\_\_ )  
 ) SS  
\_\_\_\_\_ County)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me a Notary Public in and for said county, personally appeared \_\_\_\_\_, to me personally known, who being by me duly sworn did say that person is \_\_\_\_\_ of said \_\_\_\_\_, that (the seal affixed to said instrument is the seal of said OR no seal has been procured by the said) \_\_\_\_\_, and that said instrument was signed and sealed on behalf of the said \_\_\_\_\_, by authority of its managers and the said \_\_\_\_\_ acknowledged the execution of said instrument to be the voluntary act and deed of said \_\_\_\_\_, by it voluntarily executed.

\_\_\_\_\_  
Notary Public in and for the State of \_\_\_\_\_  
My commission expires \_\_\_\_\_, 20\_\_\_\_

**CONTRACT ATTACHMENT: ITEM 1: BID ITEMS, QUANTITIES AND PRICES**

THIS CONTRACT IS AWARDED AND EXECUTED FOR COMPLETION OF THE WORK SPECIFIED IN THE CONTRACT DOCUMENTS FOR THE BID PRICES TABULATED BELOW AS PROPOSED BY THE CONTRACTOR IN ITS PROPOSAL SUBMITTED IN ACCORDANCE WITH NOTICE TO BIDDERS AND NOTICE OF PUBLIC HEARING. ALL QUANTITIES ARE SUBJECT TO REVISION BY THE JURISDICTION. QUANTITY CHANGES WHICH AMOUNT TO TWENTY (20) PERCENT OR LESS OF THE AMOUNT BID SHALL NOT AFFECT THE UNIT BID PRICE.

<u>Item</u>	<u>Description</u>	<u>Estimated Units</u>	<u>Unit Price</u>	<u>Extended Price</u>
1	1090-105-D Mobilization	LS XXXX	XXX	\$6,000.00
2	2010-108-C-0 Clearing and Grubbing	LS XXXX	XXX	\$3,000.00
3	2010-108-E-0 Excavation, Class 10	CY 110	\$15.00	\$1,650.00
4	2010-108-I-0 Granular Subbase, 4" Thick Class 'A' Crushed Stone	SY 373	\$8.00	\$2,984.00
5	2010-108-I-0 Granular Subbase, 6" Thick Class 'A' Crushed Stone	SY 280	\$9.00	\$2,520.00
6	4020-108-A-1 Storm Sewer, Trenched, PVC, 3"	LF 13	\$40.00	\$520.00
7	4020-108-A-1 Storm Sewer, Trenched, RCP, 15"	LF 232	\$45.00	\$10,440.00
8	6010-108-A-0 SW-401 Manhole, 48" Dia.	EA 1	\$2,000.00	\$2,000.00
9	6010-108-B-0 SW-501 Single Grate Intake	EA 2	\$2,500.00	\$5,000.00
10	7010-108-A-0 Pavement, PCC, 7" Thick	SY 280	\$45.00	\$12,600.00
11	7010-108-I-0 PCC Pavement Samples and Testing	LS 1	\$2,000.00	\$2,000.00
12	7030-108-A-0 Removal of Sidewalk	SY 378	\$8.00	\$3,024.00
13	7030-108-E-0 Sidewalk, PCC, 5" Thick	SY 373	\$40.00	\$14,920.00
14	7030-108-G-0 Detectable Warning	SF 30	\$30.00	\$900.00
15	7030-108-H-1 Driveway, Paved PCC, 7" Thick	SY 25	\$45.00	\$1,125.00
16	7040-108-H-0 Pavement Removal	SY 280	\$9.00	\$2,520.00
17	XXX-XXXX-X-X Concrete Wall Curb	LF 35	\$25.00	\$875.00
18	XXX-XXXX-X-X Painted Pavement Markings and Symbols, Waterborne or Solvent Based	LS 1	XXX	\$1,500.00
19	XXX-XXXX-X-X Traffic Control	LS 1	XXX	\$4,000.00
20	XXX-XXXX-X-X Abandon Rooms Under Walks	EA 1	\$1,500.00	\$1,500.00
21	Division 16 Light Pole Bases	EA 4	\$450.00	\$1,800.00
22	Division 16 Remove and Reinstall Pole and Light Fixture	EA 4	\$150.00	\$600.00
23	Division 16 Furnish and Install Below Ground Electric Power Circuits in Conduit	LF 420	\$30.00	\$12,600.00
24	Division 16 Modify Electric Service, Including Grounding and New Panel	LS XXXX	XXX	\$400.00
<b>TOTAL PROJECT</b>				<b>\$94,478.00</b>



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/11/2014

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

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

<b>PRODUCER</b> Walton Insurance Agency, Inc. 213 First Avenue East PO Box 27 Oskaloosa, IA 52577-4219 Dean Strawn	CONTACT NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: <b>STEVE-3</b>
	INSURER(S) AFFORDING COVERAGE INSURER A: <b>Nationwide Mutual Insurance</b> NAIC #: <b>23787</b> INSURER B: <b>Amco Insurance Company</b> NAIC #: <b>19100</b> INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____
<b>INSURED</b> Steven's Concrete Limited Steve Walters - Individual PO Box 225 Oskaloosa, IA 52577	

**COVERAGES**      **CERTIFICATE NUMBER: RE: F**      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		ACP GLAO 7180107137	04/07/2013	04/07/2014	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Per occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
	A		ACP BA 7180107137	04/07/2013	04/07/2014	COMBINED SINGLE LIMIT (Per accident) \$ <b>1,000,000</b> BODILY INJURY (Per person) \$ _____ BODILY INJURY (Per accident) \$ _____ PROPERTY DAMAGE (PER ACCIDENT) \$ _____ _____ \$ _____ _____ \$ _____
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ _____ RETENTION \$ _____		ACP CAA 7180107137	04/07/2013	04/07/2014	EACH OCCURRENCE \$ <b>5,000,000</b> AGGREGATE \$ <b>5,000,000</b> _____ \$ _____ _____ \$ _____
	A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	ACP WC 7180107137	04/07/2013	04/07/2014
A	Commercial Inland Marine		ACP CIM 7180107137	04/07/2013	04/07/2014	Property <b>100,000</b> Leased <b>\$1000 Ded</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 RE: First Ave East Sidewalk Project - Oskaloosa, IA  
 Garden & Associates Ltd is additional insured

<b>CERTIFICATE HOLDER</b>  OSKAL-1  City of Oskaloosa FAX#: 641-672-2091 220 S Market Oskaloosa, IA 52577	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Dean Strawn
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## City Council Communication

Meeting Date: March 17, 2014

Requested By: City Manager  
Department

**Item Title:**

Consider a resolution authorizing staff to submit a grant application with the Mahaska County Community Foundation to provide funding for a Speed Radar Traffic Sign.

**Explanation :**

The OPD would like to purchase two Speed Radar Traffic Signs, one paid for by the City of Oskaloosa and one through this grant. These signs are portable, which allows us to place them in strategic locations in the city, including school zones and other problem areas within the city. These signs serve a dual purpose: 1) they are speed radar signs, they will flash if the vehicle is going beyond the posted speed limit and alert the driver; and 2) they will collect all vehicle data that pass by the signs, including speed, time of day, and number of vehicles that pass, providing us with decision-making data. They are also considered 'traffic calming' devices, with many studies proving that these devices save lives, reduce accidents, collisions, noise, vibration, pollution and crime. Drivers see the signs, slow down, and make neighborhoods safer, more pleasant and more livable.

Staff is requesting permission from the City Council to proceed with the grant application as well as designating Chief McGee as the staff member responsible for administering the grant on behalf of the city.

**Budget Consideration:**

The city would be the fiscal agent for the grant money. The amount requested from the Mahaska County Community Foundation is \$3,652.00.

**Attachments :**

Resolution, MCCF Application and MCCF City Letter.

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

**A RESOLUTION AUTHORIZING STAFF TO SUBMIT A  
GRANT APPLICATION TO THE MAHASKA COUNTY  
COMMUNITY FOUNDATION TO PROVIDE FUNDING  
FOR A SPEED RADAR TRAFFIC SIGN .**

**WHEREAS**, the City of Oskaloosa recognizes and acknowledges the importance of safety to the community; and

**WHEREAS**, the City of Oskaloosa would like to submit a grant application to the Mahaska County Community Foundation to provide funding for a speed radar traffic sign; and

**WHEREAS**, the City of Oskaloosa will act as the fiscal agent for the funds from the Mahaska County Community Foundation; and

**WHEREAS**, the terms and conditions for the grant funds will be set forth in the grant agreement between the City of Oskaloosa and the Mahaska County Community Foundation;

**NOW, THEREFORE, BE IT RESOLVED** hereby, the City Council of the City of Oskaloosa supports and authorizes submittal of a grant application in the amount of \$3,652.00 to the Mahaska County Community Foundation to provide funding for a speed radar traffic sign.

**BE IF FURTHER RESOLVED** that the Mayor and City Clerk are hereby authorized and directed to execute said agreement on behalf of the city.

Passed and approved this 17th day of March 2014.

\_\_\_\_\_

\_\_\_\_\_

David Krutzfeldt, Mayor

Attest:

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



PO Box 207 • Oskaloosa, Iowa 52577  
 www.mahaskafoundation.org  
 grantadmin@mahaskafoundation.org

**2014 MCCF Grant Application Summary for Review Committee**

Organization conducting project: **Oskaloosa Police Department** \_\_\_\_\_

Organization Address: **214 High Avenue East** \_\_\_\_\_

Contact Person: **Jake McGee, Chief of Police** \_\_\_\_\_

Phone & Email Address: **641-672-2559; jake.mcgee@oskaloosaiowa.org** \_\_\_\_\_

Brief Project Summary: **The Oskaloosa Police Department** will purchase two Speed Radar Traffic Signs, one of which will be paid for through this grant, and one by the City of Oskaloosa. These signs are portable, which allows us to place them in strategic locations in the city, including school zones and other problem areas within the city.

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----- **For Review Committee Notes and Scoring - Do not write below this line** -----

Notes

Grant Award History

SCORING	POINTS POSSIBLE	POINTS GIVEN
Planning	20	
Demonstrated Need/Public Demand	20	
Partnership/Local Support	10	
Leveraged Activity/Matching Funds	20	
Creativity/Innovation	5	
Sustainability	5	
Feasibility, Timeline & Budget	5	
Impact/Benefits	10	
Geographic Allowance	5	
<b>TOTAL</b>	<b>100</b>	



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### 2014 MCCF Grant Application - Introduction

**Mission Statement :** The mission of the Mahaska County Community Foundation (MCCF) is to assist local organizations to accomplish great things in Mahaska County. To do so, it will promote endowment building, community development, grant making, organizational collaboration, and public leadership for the benefit of Mahaska County’s residents.

**What we support:** MCCF is made up of community-minded individuals who have the ability to assess community needs, implement asset development, evaluate area grant applications, encourage partnerships and initiate activities to enhance Mahaska County. Each year the Foundation makes grant awards to worthwhile projects located in the county. Our foundation’s areas of emphasis include:

- Arts & Culture
- Health & Human Services
- Youth Development
- Community Betterment
- Education
- Recreation & Environment

**MCCF Does Not Fund:**

- Completed projects or projects already in progress
- Projects that have current budgeted support
- Emergency repairs/purchases
- Elimination of deficits
- Reduction of debt
- Ongoing project support and operating support

**Eligibility to apply for funding:**

Tax exempt, non-profit entities classified by the IRS as 501(c)(3) or a 170(c)(1) governmental entity

If not a 501(c)(3), must have a fiscal sponsor who will be legally and financially responsible

**Application Submission Details**

- Application and all supporting documents must be submitted electronically to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) by the application deadline.
- Application deadline is March 28, 2013
- Questions can be submitted via email to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) or by phoning MCCF Treasurer Amy Nossaman, 641.626.3506

**Definitions & Explanations :**

Fiscal Sponsor is an organization that is receiving the money on behalf of the grant applicant and is responsible for disbursing the money for the project and maintaining appropriate documentation. This entity must be a 501(c)(3) or a 170(c)(1) unit of government in order to serve in this capacity. A fiscal sponsorship agreement must accompany the grant application if a fiscal sponsor is being used.

Organizations must be recognized by the Internal Revenue Service as tax-exempt, non-profit public charities under section 501(c)(3) or as a “unit of government” under Section 170(c)(1) to receive grant funding.

A 501(c)(3) is a section of the Federal Tax Code which establishes the criteria for tax-exempt charitable organizations.

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Organizational information has been completed

Contact information has been completed

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Project budget detail has been completed

Project narrative information has been completed

Project time line has been completed

Project certification has been completed

Copy of 501(c)(3) IRS Determination letter attached to grant application or comparable proof of charitable exemption (i.e. A letter from a City confirming their status as a government entity)

Fiscal Sponsor agreement completed if a fiscal sponsor is being used.



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**2014 MCCF Grant Application - Applicant Information**

Organization conducting project: **Oskaloosa Police Department**

Organization/Project Address: **214 High Avenue East**

Organization/Project Contact Person & Title: **Jake McGee; Chief of Police**

Organization/Project Contact Person Phone & Email Address: **641-672-2559;**  
**jake.mcgee@oskaloosaiowa.org**

Project Title: **Speed Radar Traffic Signs**

Applicant Requesting Funding or Fiscal Sponsor if the organization is not a 501(c)(3): **City of Oskaloosa**

Federal Tax Identification Number of Applicant/Fiscal Sponsor (EIN): **42-6005086**

Applicant/Fiscal Sponsor Address (if different from above): **220 South Market, Oskaloosa, IA**

Applicant/Fiscal Sponsor Contact Person (if different from above): **Michael Schrock, City Manager**

Applicant/Fiscal Sponsor Contact Phone & Email (if different from above): **641-673-9431;**  
**michael.schrock@oskaloosaiowa.org**

Total Cost of Project: **\$7304.00**

Amount Requested: **\$3,652.00**

Estimated number of individuals served: **13,000**

Type of Request (check one):      Program Based      Capital Based  
Program Based = Operational, activity, general programmatic support • Capital Based = The building of or physical improvement of something



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## 2014 MCCF Grant Application - Applicant Information (con't.)

Project Areas of Focus (please check one):

- Arts/Culture/Humanities
- Human Services
- Education
- Environment/Animals
- Public/Society Benefit
- Health
- Other

Description of Organization: **The Oskaloosa Police Department** (OPD) has 17 full-time sworn officers, two full-time civilian employees, and a university intern both fall and spring semesters. Our department also has many volunteers, all working as a team to accommodate the many needs of our community. Each and every one is an integral part of our police operation serving the citizens of Oskaloosa.

Description of Project: **The OPD would like to purchase two Speed Radar Traffic Signs,** one paid for by the City of Oskaloosa and one through this grant. These signs are portable, which allows us to place them in strategic locations in the city, including school zones and other problem areas within the city. These signs serve a dual purpose: 1) they are speed radar signs, they will flash if the vehicle is going beyond the posted speed limit and alert the driver; and 2) they will collect all vehicle data that pass by the signs, including speed, time of day, and number of vehicles that pass, providing us with decision making data. They are also considered 'traffic calming' devices, with many studies proving that these devices save lives, reduce accidents, collisions, noise, vibration, pollution and crime. Drivers see the signs, slow down, and make neighborhoods safer, more pleasant and more livable.



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## 2014 MCCF Grant Application - Questions of Purpose

### PLANNING - 20 POINTS

1. Describe your organization's charitable purpose/mission, program activities, and population served. **The OPD exists to** provide safety and service to every citizen, recognizing of primary importance the protection of the constitutional rights of all. The agency has a School Resource Officer, Bike Patrol, Drug Task Force, Investigation Unit, Community Service Officer, and Citizen Police Academy, as well as the traditional law enforcement responsibilities. Our agency serves over 13,000 citizens.
2. Describe your organization's size, membership and leadership. Please include a list of your board members.  
**The OPD has 19 full-time staff;** our team is restricted to certified law enforcement officers; and leadership is comprised of Chief of Police, Jake McGee, who has been in law for 30 years, with 22 of those serving as Chief. The Department has five lieutenants who cover the different shifts and work with the investigations unit.  
  
Our officers and staff volunteer for Toys for Tots, sponsor a mile of the Rec Trail for clean-up, do the William Penn Christmas Dinner, and present programs for day care centers, the elderly, and civic and church organizations.
3. Briefly describe your organization's history (year organized), major accomplishments, and goals. **The City of Oskaloosa was incorporated in 1853, with a law enforcement presence from that date.**  
Among our major accomplishments:
  - a. Starting the DARE program in the late 1980s and serving 2300 students
  - b. Starting a K-9 Unit
  - c. Initiating a Drug Task Force
  - d. Starting a Citizen Police Academy
  - e. Providing the School Resource Officer
  - f. One of first Department in Iowa to install car cameras
  - g. Totally computerized - car computers link to OPD and to state - one of the few departments in the state
  - h. Sustained internship program, working with William Penn University
4. Describe the proposed project including the project goals and objectives. Discuss the population it will serve. Describe any planning that went into the project. Describe any research, investigation and/or analysis your organization did on this project. If this project is a phase of a larger project, explain. **The OPD would like to purchase two Speed Radar Traffic Signs,** one paid for by the City of Oskaloosa and one through this grant. These signs are portable, which allows us to place them in strategic locations in the city, including school zones and other problem areas within the city. These signs serve a dual purpose: 1) they are speed radar signs, they will flash if the vehicle is going beyond the posted speed limit and alert the driver; and 2) they will collect all vehicle data that pass by the signs, including speed, time of day, and number of vehicles that pass, providing us with decision making data.



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They are also considered 'traffic calming' devices, with many studies proving that these devices save lives, reduce accidents, collisions, noise, vibration, pollution and crime. Drivers see the signs, slow down, and make neighborhoods safer, more pleasant and more livable.

**OPD has the following goals for this project:**

- Placement of the signs in strategic locations including school zones
- Monitoring the data collected
- Reducing traffic accidents and unsafe driving in our city
- Reducing speed within city limits
- Make streets safer for drivers and pedestrians
- Provide engineering with data to help them with planning and design

**This project will serve** and impact residents and visitors to Oskaloosa. Anyone traveling in and through Oskaloosa may be served by this signage, depending upon placement at any given time.

**Planning and research :**

Research shows the majority of accidents occur between 6 and 9 a.m. and 3 and 6 p.m. - the busiest times for school children. Seventy percent of accidents occur in urban areas. Of that percentage, the most common reason for the accident is the driver does not obey the speed limit. The American Journal of Public Health, in a study on childhood road safety, found that traffic calming was more effective in preventing child pedestrian injuries than road safety education, which was "unable to exert meaningful changes in the behavior of children." In addition, the ability to collect data from these signs will aid in assessing traffic and street issues, and in planning and development of additional measures for safety. Therefore, the OPD believes the addition of Speed Radar Traffic Signs would be another tool in serving the safety needs of Oskaloosa residents.

**This project is part** of our ongoing mission to provide safety and service to every citizen in Oskaloosa. It will also complement our traffic safety plan, allowing data collected to help in decision making for scheduling personnel when high volume speeding issues are highest; plan for better signage when appropriate; and with the ultimate goal of improving safety and reducing accidents.



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### 2014 MCCF Grant Application - Questions of Purpose ( con't.)

#### DEMONSTRATED NEED/PUBLIC DEMAND - 20 POINTS

- 5. Discuss the community needs for the project, the benefits for the community as a result of the project and the community support for the project. **OPD statistics show** that most vehicle/pedestrian accidents happen between 6-9 a.m. and 3-6 p.m.; speed is the most common cause of these accidents. Creating safe routes for public school and university students is a fundamental goal of every city and school district. Traffic in and around schools can be heavy and drivers don't always notice the lower speed limits in effect. These Speed Radar Traffic Signs - traffic calming devices - would greatly help in this area. The benefits to the community would be the reduction of such accidents and a safer environment for children and all citizens. Also, the data collected using these signs provides the information for data-driven decisions. Other potential locations for these signs include high traffic areas such as Lacey Complex, Edmundson City Park, and the Urban Skate Park.

#### PARTNERSHIP/LOCAL SUPPORT - 10 POINTS

- 6. Outline resources, partners, partnerships and/or local support that will assist with the project and what their support brings to the project. Attach letters of support at the end of the application. **The OPD works** with many organizations regarding safety of local citizens. Because our goal is to reduce vehicle/pedestrian accidents, as well as vehicle/vehicle accidents, we will work with the school district and William Penn University, to monitor traffic and speed. Therefore, we are attaching letters of support from them, but will also be available to monitor other problem areas as the need arises. The support of those in education will allow us to place the Speed Radar Traffic Signs at the strategic locations where they will do the most good. (See attached letters of support)

#### LEVERAGED ACTIVITIY/MATCHING FUNDS - 20 POINTS

- 7. Outline funding secured, applied for and proposed for the project and or matching funds listed on the project budget form. Demonstrate leveraging of other community, regional, or state investments. Clearly document both financial and non-financial services and their value. **The City of Oskaloosa** will be matching this grant request by providing funding for another Speed Radar Traffic Sign (\$3,652). In addition, OPD and city personnel will place the signs and monitor the data collected. The OPD will work with city officials, such as the engineer and city manager, to assess data collected and incorporate it into strategic planning, awareness promotions, and educational materials. All human resource costs will covered by the City.



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## 2014 MCCF Grant Application - Questions of Purpose ( con't.)

### CREATIVITY/INNOVATION - 5 POINTS

8. Describe any creative components, innovations, or new ways of dealing with problems that will be addressed by your project. **Not only will the signs** be used for safety and awareness, but the capability for data collection has not been available before in Oskaloosa. The data collection will be invaluable in short and long term planning, and in identifying safety issues

### SUSTAINABILITY - 5 POINTS

9. Who will administer this project? Please describe their qualifications to do so. Will there be ongoing expenses associated with this project including operations or maintenance costs? Explain how these will be addressed. If you do not receive this grant, will you be able to continue with the project?  
**OPD Chief McGee will be administering this project.** As noted before, he has 30 years of experience in law enforcement with 22 of them as Chief. Any ongoing costs, such as battery replacement, will be absorbed by the City of Oskaloosa. If we do not receive the grant, we may only be able to purchase one sign, which will limit our ability to collect data, and limit the overall effectiveness of placement - since there are so many different school locations to consider. It follows that our overall goals will be more difficult to reach, including the safety of our children.

### FEASIBILITY, TIMELINE & BUDGET - 5 POINTS

10. What is the timeline for this project? Include project start, finish, and milestones in your timeline.  
**Purchase two signs before end of July 2014**  
**Train staff on use and data collection and assessment in July**  
**Place signs in July and August**  
**Make data available for assessment purposes as it is collected**

### IMPACT/BENEFITS - 10 POINTS

11. Indicate desired impact and how you will measure and evaluate the results of the project. Be specific regarding community needs/issues your project will address.  
**Desired impact, of course, is the safety of pedestrians and drivers.** As we collect data, we will evaluate the need for additional or different traffic signs as well as looking at staffing needs during problem times and locations. The data collected will also allow us to measure the need for redesign - working with the City Engineer - of problem spots. Data will also provide numbers of vehicles passing by, speed, time of day, etc., and can be shared with other city officials as well as state officials as required.

### GEOGRAPHIC ALLOWANCE - 5 POINTS



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12. Projects that will affect communities within Mahaska County will be considered for grant awards.  
**Since the City of Oskaloosa is fully within Mahaska County, we fulfill the geographic requirement.**



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 grantadmin@mahaskafoundation.org

### 2014 MCCF Grant Application - Project Budget

INCOME				
Sourc	Funds Secured	Funds Seeking	**In-kind	Total Amount
MCCF		\$3,652.00		\$3,652.00
Gov't Grants				
Foundations				
Corporations				
Individual Contributions				
Fundraising				
Other-City of Oskey	\$3652.00			\$3,652.00
<b>Total Income</b>		\$3,652.00		\$7,304.00
EXPENSE				
Sourc	Expenses funded	In-Kind or Cash	Total Amount	
Land Purchase				
Professional Services				
Construction Costs				
Construction Supplies				
Equipment Purchase (2 signs)	\$3652.00	\$3,652.00		\$7,304.00
Training Costs				
Personal Costs				
Other Expense (Specify)				
<b>Total Expense</b>	\$3652.00	\$3652.00		\$7,304.00
<b>Balance (income - Expense)</b>				0

**\*\*In kind gift:** When a foundation or entity contributes goods or services in lieu of providing monetary grants.

### 2014 MCCF Grant Application - Fiscal Sponsorship Agreement



PO Box 207 • Oskaloosa, Iowa 52577  
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grantadmin@mahaskafoundation.org

Date: **March 5, 2014**

Fiscal Sponsor (Legal Applicant): **City of Oskaloosa**

Fiscal Sponsor Contact Person: **Michael Schrock**

Fiscal Sponsor Email & Phone: **michael.schrock@oskaloosaiowa.org ; 641-673-9431**

Fiscal Sponsor Full Mailing Address: **City Hall, 220 South Market, Oskaloosa, IA 52577**

Sponsored Organization Conducting Project: **Oskaloosa Police Department**

Project Name: **Speed Radar Traffic Sign**

(Legal Applicant/Fiscal Sponsor, hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal/program sponsor for the (Organization conducting project, hereafter referred to as the **Sponsored Org.**) as outlined in the attached application and supporting materials. The Board of Directors of **The Sponsor** has passed a resolution adopting the **Sponsored Org.**'s project as a program or project consistent with the **Sponsor's** purpose and mission. The **Sponsored Org.**'s financial activities will be accounted for as a program of **The Sponsor** for IRS auditing and financial reporting purposes.

Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.**'s financial administration, management and disbursement of funds resulting from this grant application.

**The Sponsor** has delegated **Jake McGee** (name of person{s}) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of **The Sponsor**. **The Sponsor** is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Community Foundation's Administrative Office (contact information below). Failure to insure timely reporting on behalf of the **Sponsored Org./Sponsor** will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

\_\_\_\_\_  
Legal Applicant/Fiscal Sponsor Representative Signature

**Michael Schrock** \_\_\_\_\_

Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsored Organization Representative Signature

**Jake McGee** \_\_\_\_\_

Printed Name

\_\_\_\_\_  
Date

\*Attached to this agreement the Fiscal Sponsor's 501(c)(3) Tax Exempt Determination Letter or comparable proof of charitable exemption. (i.e. A letter from a City, confirming their status as a government entity. Contact our Administrative Office with questions or for examples of a letter from a City.)



Amy Miller  
City Clerk/Finance Director  
amy.miller@oskaloosaiowa.org  
City of Oskaloosa, Iowa  
Phone: 641.673.9431 Fax: 641.673.3047

March 5, 2014

RE: MCCF Grant

To whom it may concern:

Please let this letter serve as confirmation that the City of Oskaloosa is a governmental entity. The City of Oskaloosa's Federal identification Number is 42-6005086.

If you should have further questions regarding the city's status, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Amy Miller".

Amy Miller  
City Clerk – Finance Director



## City Council Communication

Meeting Date: March 17, 2014

Requested By: City Manager  
Department

**Item Title:**

Consider a resolution authorizing staff to submit a grant application with the Mahaska County Community Foundation to provide funding for Edmundson Park Disc Golf Course Improvements.

**Explanation :**

The City of Oskaloosa Parks Department wants to make several improvements to the Edmundson Park Disc Golf Course with the support of a grant from the MCCF. The Edmundson Park Disc Golf Course continues to be a busy site for recreation each summer. The course brings in both locals and out of town players to play the beautiful 18 hole course that gently rolls through the park. The course currently is in need of updating in order to keep its status as a prominent and challenging course. The Edmundson Park Disc Golf Course provides an inexpensive recreational option to the community.

Staff is requesting permission from the City Council to proceed with the grant application as well as designating Dylan Mulfinger as the staff member responsible for administering the grant on behalf of the city.

**Budget Consideration:**

The city would be the fiscal agent for the grant money. The amount requested from the Mahaska County Community Foundation is \$7216.00.

**Attachments :**

Resolution, MCCF Application and MCCF City Letter

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

**A RESOLUTION AUTHORIZING STAFF TO SUBMIT A  
GRANT APPLICATION TO THE MAHASKA COUNTY  
COMMUNITY FOUNDATION TO PROVIDE FUNDING  
FOR EDMUNDSON PARK DISC GOLF COURSE  
IMPROVEMENTS.**

**WHEREAS**, the City of Oskaloosa recognizes and acknowledges the importance of recreational activities to the community; and

**WHEREAS**, the City of Oskaloosa would like to submit a grant application to the Mahaska County Community Foundation to provide funding for Edmundson Park Disc Golf Course improvements; and

**WHEREAS**, the City of Oskaloosa will act as the fiscal agent for the funds from the Mahaska County Community Foundation; and

**WHEREAS**, the terms and conditions for the grant funds will be set forth in the grant agreement between the City of Oskaloosa and the Mahaska County Community Foundation;

**NOW, THEREFORE, BE IT RESOLVED** hereby, the City Council of the City of Oskaloosa supports and authorizes submittal of a grant application in the amount of \$7,216.00 to the Mahaska County Community Foundation to provide funding for Edmundson Park Disc Golf Course Improvements.

**BE IF FURTHER RESOLVED** that the Mayor and City Clerk are hereby authorized and directed to execute said agreement on behalf of the city.

Passed and approved this 17th day of March 2014.

\_\_\_\_\_

\_\_\_\_\_

David Krutzfeldt, Mayor

Attest:

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



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 www.mahaskafoundation.org  
 grantadmin@mahaskafoundation.org

## 2014 MCCF Grant Application Summary for Review Committee

Organization conducting project: City of Oskaloosa Parks Department\_\_\_\_\_

Organization Address: 220 South Market Street Oskaloosa, IA 52577\_\_\_\_\_

Contact Person: Dylan Mulfinger\_\_\_\_\_

Phone & Email Address: 641-673-9431 dylan.mulfinger@oskaloosaiowa.org\_\_\_\_\_

**Brief Project Summary:** The City of Oskaloosa Parks Department plans to make several improvements to the Edmundson Disc Golf Course with the support of a grant from the MCCF. The Edmundson Disc Golf Course continues to be a busy site for recreation each summer at the Edmundson Park. The course brings in both locals and out of town players to play the beautiful 18 hole course that gently roles through the park. The course currently is in need of updating in order to keep the status as a prominent and challenging course. The Edmundson Disc Golf Course provides an inexpensive recreational option for both Oskaloosa and Mahaska County residents.

----- **For Review Committee Notes and Scoring - Do not write below this line** -----

Notes

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Geographic Allowance	5	

**Mahaska County  
Community Foundation**

Building a firm foundation for the future

PO Box 207 • Oskaloosa, Iowa 52577  
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<b>TOTAL</b>	<b>100</b>	
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**Eligibility to apply for funding:**

- Tax exempt, non-profit entities classified by the IRS as 501(c)(3) or a 170(c)(1) governmental entity
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**Application Submission Details**

- Application and all supporting documents must be submitted electronically to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) by the application deadline.
- Application deadline is March 28, 2013
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**Definitions & Explanations :**

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Organizations must be recognized by the Internal Revenue Service as tax-exempt, non-profit public charities under section 501(c)(3) or as a “unit of government” under Section 170(c)(1) to receive grant funding.

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Fiscal Sponsor agreement completed if a fiscal sponsor is being used.



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grantadmin@mahaskafoundation.org

**2014 MCCF Grant Application - Applicant Information**

Organization conducting project: City of Oskaloosa\_\_\_\_\_

\_\_\_\_\_

Organization/Project Address: 220 South Market Street Oskaloosa, Iowa 52577\_\_\_\_\_

\_\_\_\_\_

Organization/Project Contact Person & Title: Dylan Mulfinger, Management Analyst\_\_\_\_\_

\_\_\_\_\_

Organization/Project Contact Person Phone & Email Address: 641-673-9431  
dylan.mulfinger@oskaloosaiowa.org\_\_\_\_\_

\_\_\_\_\_

Project Title: Edmundson Disc Golf Course Improvements\_\_\_\_\_

Applicant Requesting Funding or Fiscal Sponsor if the organization is not a 501(c)(3): City of Oskaloosa\_\_\_\_\_

\_\_\_\_\_

Federal Tax Identification Number of Applicant/Fiscal Sponsor (EIN): 42-6005086\_\_\_\_\_

\_\_\_\_\_

Applicant/Fiscal Sponsor Address (if different from above):\_\_\_\_\_

\_\_\_\_\_

Applicant/Fiscal Sponsor Contact Person (if different from above):\_\_\_\_\_

\_\_\_\_\_

Applicant/Fiscal Sponsor Contact Phone & Email (if different from above):\_\_\_\_\_

\_\_\_\_\_

Total Cost of Project: \_\_\_\_\_\$8056.00\_\_\_\_\_ Amount Requested: \$7,216.00

Estimated number of individuals served: Over 5000

Type of Request (check one): Program Based  Capital Based

Program Based = Operational, activity, general programmatic support • Capital Based = The building of or physical improvement of something



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## 2014 MCCF Grant Application - Applicant Information (con't.)

Project Areas of Focus (please check one):

- Arts/Culture/Humanities
- Human Services
- Education
- X Recreation/Environment
- Public/Society Benefit
- Health
- Other

**Description of Organization:** The Parks Department within the City of Oskaloosa has one full time employee with another half time position anticipated to be added this spring. Parks is responsible for Edmundson Park, Vanderwilt Park, Jaycees Parks, Grant School Park and the City Square Park. They maintain all park equipment and facilities, including the Edmundson Disc Golf Course. The original nine hole Edmundson Disc Golf Course was installed by the city in the early 80's. Local volunteers helped install the additional nine holes then helped in planning and installing additional pin placements at each hole. Volunteers worked with the city on moving the pins to create a short and long course depending on the week. The Oskaloosa Parks Department strives in creating a safe and fun atmosphere at all of its parks to best serve the citizens of Oskaloosa.

**Description of Project :** In order to update the disc golf course, the city will work with a course designer that will help in adding pin placements for 12 of the current holes. Pin placements hold the baskets which is considered the hole in disc golf. This will add a new component to the park by creating a short and long option at each hole. The course will rotate short and long throughout the summer season and stay on the short holes for winter. Creating new pin placements will require purchasing pin anchors and anchor caps. Anchor caps are to ensure that the anchor stays clear of debris and properly marks the hole. The new anchor caps will require new padlocks to ensure they are kept free from vandalism. After the design phase, maps will be created for each hole by the city in order to create a scale tee sign that provides accurate distance for each hole. The tee signs will be created by a sign company and made of a hard plastic that will survive the outdoor elements. The new signs will renumber the course starting with hole one near the north parking lot of Edmundson. This change will allow for more parking for disc golf players and free up parking near the wooden playground where the former hole one stands. Renumbering the course will also mean moving the course start sign and creating a new one to reflect the new pin placements and list former and current course sponsors. The sign canopy will also allow disc golf players to recognize the start of the course and help players new to the course. A shelter at the start of the course will give golfers waiting to start a place to gather and offer golfers finishing a round to relax.



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## 2014 MCCF Grant Application - Questions of Purpose

### PLANNING - 20 POINTS

- 1. Describe your organizations charitable purpose/mission, program activities, and population served.**  
The mission of the disc golf course is to provide a fun and competitive source of recreation for residents of Oskaloosa and all surrounding areas. A person can play the course with the investment of one disc which can provide for an endless amount of disc golf. The disc golf course is open year round offering a source of recreation for each person that steps onto the course. The average disc golfer on the Edmundson course will walk close to a mile and a half per round. The exercise and location of the course create a popular spot for residents of Mahaska County. The course host two tournaments a year with one in the fall and one in the spring. The tournaments bring in upwards of 50 people from the local area per event.
- 2. Describe your organization 's size, membership and leadership. Please include a list of your board members.**  
Since 1930 the community's population has fluctuated between 10,000 and 11,000 with the 2012 US Census Bureau estimate being 11,555. The Edmundson Disc Golf Course is maintained by the City of Oskaloosa Parks Department. The Parks Department currently has one full time staff member and another half time member to added this spring. The Parks Department is managed by the City Manager. The City Manager helps allocates the resources for city parks as determined by Mayor David Krutzfeldt, and the seven member Oskaloosa City Council. The City Council includes Joe Caligiuri, Tom Jimenez, Scottie Moore, Jason Van Zetten, Aaron Ver Steeg, Tom Walling, Doug Yates. This project will be led by Management Analyst Dylan Mulfinger and assisted by Parks Maintenance Operator Grant Vroegh.
- 3. Briefly describe your organization 's history (year organized), major accomplishments, and goals.**  
The City of Oskaloosa was formerly incorporated on February 4, 1875. Edmundson Park was made possible because, James Depew Edmundson gave a bequest for Edmundson Park, as he did for the statue of Chief Mahaska, because of his ongoing nostalgic connection to Mahaska County and Oskaloosa. Edmundson Park is a 60-acre park on the south side of Oskaloosa that, along with the Municipal Swimming Pool, was developed by the Civilian Conservation Corps in 1937. The Edmundson Disc Golf Course was created in the early 1980s. Since its creation, the course went from 9 holes to 18 with the help of community volunteers and avid disc golfers. Throughout the history of the course several tournaments have been held and currently the course is hosting two tournaments yearly. One of the courses major accomplishments is bringing in upwards of 50 people for each tournament yearly. The goal of the disc golf course is to provide an outside form a recreation that is open to all community members. The course helps in promoting one of Oskaloosa's greatest park and provides community members a chance to enjoy outside activity.



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- 4. Describe the proposed project including the project goals and objectives. Discuss the population it will serve. Describe any planning that went into the project. Describe any research, investigation and/or analysis your organization did on this project. If this project is a phase of a larger project, explain.

The goal of this project is to ensure that the Edmundson Disc Golf Course continues to be one of the premier disc golf courses in Iowa. Updating the course will help in bringing in more players and show that the city is dedicated to keeping a well maintained course. The disc golf community continues to play the Edmundson course and will pack the course on the nicest of summer days. In order to ensure that the course meets Professional Disc Golf Association (PDGA) standards, a PDGA certified designer will come in to evaluate the course and make suggestions for new pin placements. Several local cities were contacted in order to learn what equipment works best for course updates and what works best for their courses. The local community disc golf players were contacted and their suggestions were included in the updates. The organizer of both of the tournaments hosted in Oskaloosa was contacted and helped in determining what updates would be most beneficial.

### 2014 MCCF Grant Application - Questions of Purpose ( con't.)

#### DEMONSTRATED NEED/PUBLIC DEMAND - 20 POINTS

- 5. Discuss the community needs for the project, the benefits for the community as a result of the project and the community support for the project.

Improvements to the Edmundson Disc Golf Course would show that the City of Oskaloosa continues to be dedicated to offering a wide variety of recreation opportunities to the community, including options that are relatively inexpensive to participate in. The improvements to the disc golf course are anticipated to encourage more participation and bring in additional users from Mahaska County and neighboring communities. Community support comes from community members that play throughout the season and view the course as a community asset. They believe that the course is in need of the mentioned improvements and that the course would retake its spot as one of the best in Iowa.

#### PARTNERSHIP/LOCAL SUPPORT - 10 POINTS

- 6. Outline resources, partners, partnerships and/or local support that will assist with the project and what their support brings to the project. Attach letters of support at the end of the application.

The Parks Department will be making all of the necessary installations for the new equipment. The city will be working with a professional disc golf course designer to help evaluate the current state of the course and provide knowledge on new pin placements. Tournament organizer, TJ Brom, has given support with the attached letter.

#### LEVERAGED ACTIVITIY/MATCHING FUNDS - 20 POINTS

- 7. Outline funding secured, applied for and proposed for the project and or matching funds listed on the project budget form. Demonstrate leveraging of other community, regional, or state investments. Clearly document both financial and non-financial services and their value.



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The city will use its own resources and labor to install the new equipment. This will ensure that the project is completed in a timely manner and follows the guidelines within Edmundson Park. Until the city can allocate funds for the disc golf course, improvements will continue to be postponed. The detailed budget report is attached following the application.



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7. 2014 MCCF Grant Application - Questions of Purpose (con't.)

**CREATIVITY/INNOVATION - 5 POINTS**

**8. Describe any creative components, innovations, or new ways of dealing with problems that will be addressed by your project.**

The improvements to the Edmundson Disc Golf Course will help show the city's dedication to recreational services. This in turn will show the disc golf community the city's interest in maintaining their course and will strengthen the lasting relationship with the group and will continue prove to be useful in the future if more course improvements are needed. This relationship could help foster future fundraising ideas for the course and will provide the city with another partner focused on recreation.

**SUSTAINABILITY - 5 POINTS**

**9. Who will administer this project? Please describe their qualifications to do so. Will there be ongoing expenses associated with this project including operations or maintenance costs? Explain how these will be addressed. If you do not receive this grant, will you be able to continue with the project?**

The Project will be administered by Dylan Mulfinger and completed by the Oskaloosa Parks Department. Dylan will ensure that all funds allocated from the grant will be used for the purpose stated in the grant. Dylan is qualified to administer the project because of his familiarity with disc golf and working relationship with the Parks Department. The Parks Department has training in all work areas that will be required in updating the disc golf course. The Edmundson Disc Golf Course will require ongoing maintenance including, proper care of disc golf pins, cleaning the tee pads, emptying tee pad garbage cans, and rotation of the pins throughout the disc golf season.

**FEASIBILITY, TIMELINE & BUDGET - 5 POINTS**

**10. What is the timeline for this project? Include project start, finish, and milestones in your timeline.**

Once funds are received from the MCCF, city staff will meet a course designer to in to evaluate the current course. Staff will then meet with the Parks Department in developing a plan to install the new equipment and to order signs. Staff will work with the chosen sign company to design new tee signs. Once all signs and equipment has been received, the Parks Department will start installing new equipment. Once the equipment is installed staff will reevaluate the course and determine a rotation schedule for the course by consulting the disc golf community. Staff will be in the design and planning phase in the second half of 2014. Once plans have been created city staff will implement them in the spring of 2015. The new improvements to the course will be ready for the 2015 disc golf season.

**IMPACT/BENEFITS - 10 POINTS**

**11. Indicate desired impact and how you will measure and evaluate the results of the project. Be specific regarding community needs/issues your project will address.**

The city will continue to work with the disc golf community in receiving feedback both from players and the tournament organization. The city hope these improvements will attract even greater crowds to the course and provide a safe and fun recreational opportunity for the community.



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**GEOGRAPHIC ALLOWANCE - 5 POINTS**

**12. Projects that will affect communities within Mahaska County will be considered for grant awards.**

This disc golf course is open to all community members and is well known across Mahaska County.



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### 2014 MCCF Grant Application - Project Budget

INCOME				
Sourc	Funds Secured	Funds Seeking	**In-kind	Total Amount
MCCF		\$7,216.00		\$7,216.00
Gov't Grants				
Foundations				
Corporations				
Individual Contributions				
Fundraising				
Other (Specify)				
<b>Total Income</b>		\$7,216.00		\$7,216.00
EXPENSE				
Sourc	Expenses funded	In-Kind or Cash	Total Amount	
Land Purchase				
Professional Services	\$200.00			
Construction Costs				
Construction Supplies	\$3,816.00			
Equipment Purchase	\$3,200.00			
Training Costs				
Personal Costs (City Staff 42 Hours)		\$840.00		
Other Expense (Specify)				
<b>Total Expense</b>				
<b>Balance (income - Expense)</b>		\$7,216.00	\$840.00	\$8056.00

**\*\*In kind gift:** When a foundation or entity contributes goods or services in lieu of providing monetary grants.

### 2014 MCCF Grant Application - Fiscal Sponsorship Agreement



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Date: \_\_3/11/2014\_\_\_\_\_

Fiscal Sponsor (Legal Applicant): City of Oskaloosa\_\_\_\_\_

Fiscal Sponsor Contact Person: Dylan Mulfinger\_\_\_\_\_

Fiscal Sponsor Email & Phone: dylan.mulfinger@oskaloosaiowa.org 641-673-9431\_\_\_\_\_

Fiscal Sponsor Full Mailing Address: 220 South Market Street Oskaloosa, IA 52577\_\_\_\_\_

Sponsored Organization Conducting Project: Oskaloosa Parks Department\_\_\_\_\_

Project Name: Edmundson Disc Golf Course Improvements\_\_\_\_\_

(Legal Applicant/Fiscal Sponsor, hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal/program sponsor for the (Organization conducting project, hereafter referred to as the **Sponsored Org.**) as outlined in the attached application and supporting materials. The Board of Directors of **The Sponsor** has passed a resolution adopting the **Sponsored Org.**'s project as a program or project consistent with the **Sponsor's** purpose and mission. The **Sponsored Org.**'s financial activities will be accounted for as a program of **The Sponsor** for IRS auditing and financial reporting purposes.

Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.**'s financial administration, management and disbursement of funds resulting from this grant application.

**The Sponsor** has delegated **Dylan Mulfinger** (name of person{s}) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of **The Sponsor**. **The Sponsor** is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Community Foundation's Administrative Office (contact information below). Failure to insure timely reporting on behalf of the **Sponsored Org.** /**Sponsor** will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

Legal Applicant/Fiscal Sponsor Representative Signature

Michael Schrock\_\_\_\_\_ Date

Sponsored Organization Representative Signature

Dylan Mulfinger\_\_\_\_\_ Date

\*Attached to this agreement the Fiscal Sponsor's 501(c)(3) Tax Exempt Determination Letter or comparable proof of charitable exemption. (i.e. A letter from a City, confirming their status as a government entity. Contact our Administrative Office with questions or for examples of a letter from a City.)

Edmundson Disc Golf Improvements  
Detailed Budget

<b>Item</b>	<b>Quantity</b>	<b>Price</b>	<b>Column1</b>
Course Designer	1	\$200.00	Professional Services
Tee Signs (each hole)	18	\$2,000.00	Equipment
Sign Post (for each tee sign)	18	\$180.00	Construction
Course Sign 4x4 double sided	1	\$500.00	Equipment
Pin Anchors (for new holes)	16	\$320.00	Equipment
Anchor Caps (protect pin placements)	22	\$110.00	Equipment
Hole Marker Numbers (on top of baskets)	18	\$90.00	Equipment
80 lb. quickcete	16	\$136.00	Construction
Basket Locks	18	\$180.00	Equipment
Course Shelter	1	\$2,000.00	Construction
Sign Canopy	1	\$1,500.00	Construction
		<b>\$7,216.00</b>	



Amy Miller  
City Clerk/Finance Director  
amy.miller@oskaloosaiowa.org  
City of Oskaloosa, Iowa  
Phone: 641.673.9431 Fax: 641.673.3047

March 12, 2014

RE: MCCF Grant

To whom it may concern:

Please let this letter serve as confirmation that the City of Oskaloosa is a governmental entity. The City of Oskaloosa's Federal identification Number is 42-6005086.

If you should have further questions regarding the city's status, please feel free to contact me.

Sincerely,

Amy Miller  
City Clerk – Finance Director



## City Council Communication

Meeting Date: March 17, 2014

Requested By: City Manager  
Department

### **Item Title:**

Consider a resolution authorizing staff to submit a grant application with the Mahaska County Community Foundation to provide funding for a fixed-route transit bus system.

### **Explanation :**

Oskaloosa Rides is a community driven concept that includes establishing a fixed-route bus system to serve the residents of Oskaloosa. At this point in time, the bus is anticipated to operate Mondays, Wednesdays and Fridays from 9AM until 5PM, however this could change based upon ridership demand and/or additional funding received from community partners. The hour-long route would make stops in places where people would either need to go (i.e. Wal-Mart, Mahaska Health Partnership, downtown) or where people in need would likely live.

Since the city is a non-profit entity and has helped facilitate conversations within the community on this project, it is recommended that the city take the lead on applying for the Mahaska County Community Foundation grant. Submittal of this grant does not require any direct contributions from the city and is anticipated to help provide seed money to get the project underway.

Staff is requesting permission from the City Council to proceed with the grant application as well as designating Dylan Mulfinger as the staff member responsible for administering the grant on behalf of the city.

### **Budget Consideration:**

The submittal of an application to the Mahaska County Community Foundation does not result in any additional financial impacts to the city. As the application outlines, the city would be the fiscal agent for the grant money. The amount requested from the Mahaska County Community Foundation is \$10,000.00.

**Attachments :**

Resolution, MCCF Application, and MCCF City Letter

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

**A RESOLUTION AUTHORIZING THE SUBMITTAL OF A  
GRANT APPLICATION WITH THE MAHASKA COUNTY  
COMMUNITY FOUNDATION TO PROVIDE FUNDING  
FOR THE OSKALOOSA RIDES, A FIXED-ROUTE BUS  
SYSTEM IN OSKALOOSA PROJECT**

**WHEREAS**, the City of Oskaloosa recognizes and acknowledges the need for a fixed bus route system to serve the community; and

**WHEREAS**, the City of Oskaloosa would like to submit a grant application to the Mahaska County Community Foundation to provide funding for Oskaloosa Rides fixed-route bus system; and

**WHEREAS**, the City of Oskaloosa will act as the fiscal agent for the funds from the Mahaska County Community Foundation; and

**WHEREAS**, the terms and conditions for the grant funds will be set forth in a future grant agreement between the City of Oskaloosa and the Mahaska County Community Foundation;

**NOW, THEREFORE BE IT RESOLVED**, hereby, the City Council of the City of Oskaloosa supports and authorizes submittal of a grant application in the amount of \$10,000.00 to the Mahaska County Community Foundation to provide funding for a fixed-route bus system in Oskaloosa.

**BE IF FURTHER RESOLVED** that the Mayor and City Clerk are hereby authorized and directed to execute said grant agreement on behalf of the city.

Passed and approved this 17th day of March 2014.

\_\_\_\_\_

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

Attest:

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



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 www.mahaskafoundation.org  
 grantadmin@mahaskafoundation.org

## 2014 MCCF Grant Application Summary for Review Committee

Organization conducting project: City of Oskaloosa

Organization Address: 220 South Market Street, Oskaloosa, IA 52577

Contact Person: Dylan Mulfinger

Phone & Email Address: (641) 673-9431 [dylan.Mulfinger@oskaloosaiowa.org](mailto:dylan.Mulfinger@oskaloosaiowa.org)

Brief Project Summary: Oskaloosa Rides is a proposed fixed-route bus system in Oskaloosa. The bus would run Mondays, Wednesdays and Fridays from 9AM until 5PM. The hour-long route would make stops in places where people would either need to go (i.e. Wal-Mart, Mahaska Health Partnership, downtown) or where people in need would likely live. Stakeholders who have identified a need for a fixed-route bus system include Mahaska Health Partnership, Oskaloosa Area Chamber and Development Group, United Way of Mahaska County, Love INC, Mahaska County and 10-15 Transit.

----- **For Review Committee Notes and Scoring - Do not write below this line** -----

-----  
**Notes**

### Grant Award History

SCORING	POINTS POSSIBLE	POINTS GIVEN
Planning	20	
Demonstrated Need/Public Demand	20	
Partnership/Local Support	10	
Leveraged Activity/Matching Funds	20	
Creativity/Innovation	5	
Sustainability	5	
Feasibility, Timeline & Budget	5	
Impact/Benefits	10	
Geographic Allowance	5	

**Mahaska County  
Community Foundation**

Building a firm foundation for the future

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<b>TOTAL</b>	<b>100</b>	
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### 2014 MCCF Grant Application - Introduction

**Mission Statement :** The mission of the Mahaska County Community Foundation (MCCF) is to assist local organizations to accomplish great things in Mahaska County. To do so, it will promote endowment building, community development, grant making, organizational collaboration, and public leadership for the benefit of Mahaska County’s residents.

**What we support:** MCCF is made up of community-minded individuals who have the ability to assess community needs, implement asset development, evaluate area grant applications, encourage partnerships and initiate activities to enhance Mahaska County. Each year the Foundation makes grant awards to worthwhile projects located in the county. Our foundation’s areas of emphasis include:

- Arts & Culture
- Health & Human Services
- Youth Development
- Community Betterment
- Education
- Recreation & Environment

**MCCF Does Not Fund:**

- Completed projects or projects already in progress
- Projects that have current budgeted support
- Emergency repairs/purchases
- Elimination of deficits
- Reduction of debt
- Ongoing project support and operating support

**Eligibility to apply for funding:**

- Tax exempt, non-profit entities classified by the IRS as 501(c)(3) or a 170(c)(1) governmental entity
- If not a 501(c)(3), must have a fiscal sponsor who will be legally and financially responsible

**Application Submission Details**

- Application and all supporting documents must be submitted electronically to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) by the application deadline.
- Application deadline is March 28, 2013
- Questions can be submitted via email to [GrantAdmin@mahaskafoundation.org](mailto:GrantAdmin@mahaskafoundation.org) or by phoning MCCF Treasurer Amy Nossaman, 641.626.3506

**Definitions & Explanations :**

Fiscal Sponsor is an organization that is receiving the money on behalf of the grant applicant and is responsible for disbursing the money for the project and maintaining appropriate documentation. This entity must be a 501(c)(3) or a 170(c)(1) unit of government in order to serve in this capacity. A fiscal sponsorship agreement must accompany the grant application if a fiscal sponsor is being used.

Organizations must be recognized by the Internal Revenue Service as tax-exempt, non-profit public charities under section 501(c)(3) or as a “unit of government” under Section 170(c)(1) to receive grant funding.

A 501(c)(3) is a section of the Federal Tax Code which establishes the criteria for tax-exempt charitable organizations.

Section 170(c)(1) refers to agencies that conduct activities to benefit the public at large, like public school, state universities, public libraries, and volunteer fire departments.

### **2014 MCCF Grant Application - Checklist**

Organizational information has been completed

Contact information has been completed

Project Summary has been completed

Project budget detail has been completed

Project narrative information has been completed

Project time line has been completed

Project certification has been completed

Copy of 501(c)(3) IRS Determination letter attached to grant application or comparable proof of charitable exemption (i.e. A letter from a City confirming their status as a government entity)

Fiscal Sponsor agreement completed if a fiscal sponsor is being used.





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## 2014 MCCF Grant Application - Applicant Information (con't.)

Project Areas of Focus (please check one):

- Arts/Culture/Humanities
- X Human Services
- Education
- Environment/Animals
- Public/Society Benefit
- Health
- Other

**Description of Organization** : The City of Oskaloosa is making this request with the support of many organizations that have been working on a fixed-route bus system in Oskaloosa. Original stakeholders include Mahaska Health Partnership, Oskaloosa Area Chamber and Development Group, United Way of Mahaska County, Love INC, Mahaska County and 10-15 Transit.

**Description of Project** : Oskaloosa Rides is a proposed fixed-route bus system in Oskaloosa. The bus would run Mondays, Wednesdays and Fridays from 9AM until 5PM. The hour-long route would make stops in places where people would either need to going (i.e. Wal-Mart, Mahaska Health Partnership, downtown) or are in places where people in need would likely live (i.e. Southern Hills/Highland Park Apartments). The route was worked on with input from organizations across Oskaloosa. Federal guidelines also require us to have a paratransit bus available at all times the bus is running to assist with handicapped passengers. Our main bus is handicapped accessible as well but the paratransit will help those who would have trouble getting to the bus stop.

A one-way bus ticket would cost \$1.50 with a discounted \$1.00 rate for handicapped, senior and student passengers. We would also like to make available monthly passes for \$20.00/month or \$15.00/month for handicapped, senior and student passengers.

Ideally, we'd like the bus be available as much as possible, so a bus route 5 days or even 6 days a week with longer hours is something that we would work towards as we gauge the demand. To begin, we believe a route 3 days a week would be a great start to meeting a good percentage of the transportation needs.



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## 2014 MCCF Grant Application - Questions of Purpose

### PLANNING - 20 POINTS

**1. Describe your organization's charitable purpose/mission, program activities, and population served.**

The City's adopted mission is to serve and protect the citizens of Oskaloosa to provide a positive environment, which encourages desirable growth and enhances the quality of life of the community. Major functions of the City include police and fire protection, public library, public works (which includes streets, sewers and parks), city engineering, and housing & community development.

**2. Describe your organization's size, membership and leadership. Please include a list of your board members.**

Since 1930 the community's population has fluctuated between 10,000 and 11,000 with the 2012 US Census Bureau estimate being 11,555. The City of Oskaloosa has a Mayor-City Council-City Manager form of government under a Home Rule Charter. The Mayor and City Council are elected. The City Council is comprised of seven members, Aaron Ver Steeg, Tom Jimenez, Doug Yates, Jason Van Zetten, Joe Caligiuri, Scottie Moore and Tom Walling, who have the responsibility of making decisions regarding rules and regulations pertaining to Oskaloosa.

**3. Briefly describe your organization's history (year organized), major accomplishments, and goals.**

Oskaloosa can trace its roots back to the time that the state of Iowa was born. In the mid 1800's, a group of Quakers settled in an area southeast of Des Moines, midway between the Skunk and Des Moines rivers. The first settler in what was to become Mahaska County was William Canfield, who established a trading post to Oskaloosa. The town incorporated in 1853.

**4. Describe the proposed project including the project goals and objectives. Discuss the population it will serve. Describe any planning that went into the project. Describe any research, investigation and/or analysis your organization did on this project. If this project is a phase of a larger project, explain.**

The city of Oskaloosa would like to make our local amenities available to all residents. According to the Census Bureau's 2008-2012 American Community Survey, 6.6% of Mahaska County households do not have access to a vehicle. And that number doesn't take into account college students at William Penn University without access to cars or those who may still have car but are unable to drive. A household may have one vehicle but it is with the employed spouse for the majority of the day, leaving a family member stranded at home. A fixed-bus route would mean a person without access to a car could still meet their shopping, healthcare or service needs.

According to the American Public Transportation Association, every one dollar spent on public transportation generates approximately \$4 in economic returns. People will have better access to retail, better access to preventative medicine (rather than waiting until a health situation deteriorates before



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seeking medical attention), and better access to the social services available to help them face any personal or financial hardships they are experiencing.

We believe a fixed-route bus system would not only help individuals, but promote economic development in the city of Oskaloosa.

**DEMONSTRATED NEED/ PUBLIC DEMAND - 20 POINTS**

**5. Discuss the community needs for the project, the benefits for the community as a result of the project and the community support for the project.**

Transportation was identified as a major issue during the Mahaska County Resident Survey done in 2008 by the Community Development-Data Information and Analysis Laboratory out of Ames, IA. The survey stated, “Many of the respondents who indicated they were without reliable transportation were unable to access human service agencies or meet other everyday needs such as shopping for groceries or attending doctors visits and social events.”

Social services in Oskaloosa, such as Love INC, SIEDA and Crisis Intervention Services, regularly work with clients to help them get to doctor’s appointments or meeting other needs. These organizations often have to depend on volunteers to drive clients to these services. While we have many active and enthusiastic volunteers in our community, having a way for these clients to not have to depend on others to meet their needs would take some of the burden off agencies as well as help clients be more self-sufficient.

There is also a population in need of help who isn’t working with area service organizations. These people may need help getting somewhere but don’t want to ask for it. The fixed-route bus system would allow these individuals to get where they need to without feeling like they are at the mercy of another’s charity.

**PARTNERSHIP/LOCAL SUPPORT - 10 POINTS**

**6. Outline resources, partners, partnerships and/or local support that will assist with the project and what their support brings to the project. Attach letters of support at the end of the application.**

The bus route is a passion project for many leaders in this community for many years. Stephanie Faulkes from Mahaska Health Partnership, Beth Danowsky from Musco, Jon Sullivan formerly of OACDG and Robin Pfalzgraf formerly of Love INC early on took leadership roles in getting the bus route started. For the past year, the project has been strongly supported by Amy Langdon, Executive Director of the United Way of Mahaska County.

The bus route itself has been designed with input from many service organizations in Oskaloosa. For example, Imagine the Possibilities gave us direction about stopping at their group homes, rather than their administrative office. Several CAP (Community Action Providers) meetings have been held to make sure everyone interested can give their input on the route details.



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**LEVERAGED ACTIVITIY/MATCHING FUNDS - 20 POINTS**

- 7. Outline funding secured, applied for and proposed for the project and or matching funds listed on the project budget form. Demonstrate leveraging of other community, regional, or state investments. Clearly document both financial and non-financial services and their value.**

Iowa Department of Transportation has a program called State Transit Assistance (STA) to support the start-up of new transit systems. For the first year, Iowa DOT will reimburse 80% of the operational expense. The second year, Iowa DOT will reimburse 50%. This allows a program, such as our fixed-bus route, to gain ridership and grow its program until it starts to receive rider reimbursement the following fiscal year.

As far as corporate sponsors, Mahaska Health Partnership has dedicated \$5,000 over two years to the project. We also have tentative support from Hy-Vee, Wal-Mart, Fareway, Penn Central Mall, Oskaloosa Foods and William Penn University, but amounts have not been set.

**CREATIVITY/INNOVATION - 5 POINTS**

- 8. Describe any creative components, innovations, or new ways of dealing with problems that will be addressed by your project.**

While bus routes are nothing new, we haven't been able to find any real model for starting a public transportation system in a town of our size. The organizers of Oskaloosa Rides agree that as we move forward with our route, we want to be a resource to other rural communities who are struggling to meet their transportation needs. I think we can be very helpful to people so they don't have to start from scratch, as we did.

**SUSTAINABILITY - 5 POINTS**

- 9. Who will administer this project? Please describe their qualifications to do so. Will there be ongoing expenses associated with this project including operations or maintenance costs? Explain how these will be addressed. If you do not receive this grant, will you be able to continue with the project?**

The bus route will be administered by 10-15 Transit out of Ottumwa. They will supply and insure the buses, hire and train drivers and work out the daily operations. 10-15 Transit is a state and federally funded public transportation system covering 10 counties, including Mahaska, in Iowa. 10-15 Transit is governed by the board of directors from the 10-county boards of supervisors. They run bus services in all ten counties and, until recently, oversaw Ottumwa's fixed-bus routes. Ottumwa Transit recently broke off into its own organization. 10-15 Transit is well qualified to administer Oskaloosa's fixed-route bus.

Operations and maintenance costs are initially covered by 10-15 to be reimbursed by Iowa DOT and the bus's sponsors. 10-15 has estimated the cost of the program at \$1,029/week. For the first year, Iowa DOT will reimburse 80% of the operational expense. The second year, Iowa DOT will reimburse 50%. The remaining amounts will be covered through grants, ticket prices, and corporate sponsors.



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Any public transportation expert will tell you that ticket sales alone would be difficult to cover the cost of running a bus route. It takes a lot of community support and state and federal subsidies to keep it going.

We know it's not about making money; it's about meeting a need in our community. So while our goal is not to profit, we do hope to make the bus route sustainable. We don't want to be asking business leaders year after year to help subsidize this project. We hope that eventually ticket sales of \$1.50 per ride and federal and state reimbursements totaling \$1.50 per ride will run the bus.

To cover operational costs, we have to have 343 rides per week, 114 rides per day, or 14 rides per hour. Our goal is to meet those numbers by the end of the 2<sup>nd</sup> year. That would put us in a good position to be sustainable as we move away from DOT start-up funding.

At the end of the two years, we hope to have enough cash flow, through sponsorships, ticket sales and rider reimbursement, to be able to sustain ourselves without the DOT's help.

**FEASIBILITY, TIMELINE & BUDGET - 5 POINTS**

- 10. What is the timeline for this project? Include project start, finish, and milestones in your timeline. We have set a goal of starting by July 1<sup>st</sup>. If we start by then, we will begin getting state and federal rider reimbursements by 2015, as opposed to 2016 if we start after July 1.**

We hope that the project will never finish and will be a sustainable service to the Oskaloosa community for decades.

We do plan on evaluating the program (ticket sales, route efficiency) quarterly for the first two years.

**IMPACT/BENEFITS - 10 POINTS**

- 11. Indicate desired impact and how you will measure and evaluate the results of the project. Be specific regarding community needs/issues your project will address.**

While sustainability is our ultimate goal, we also want to be meeting needs in the interim. Bus passengers are a captive audience so we plan on doing surveys to find out their demographics, what they are using the bus for, and how we can better improve our system.

Ridership numbers as well as customer satisfaction are two metrics we will use to measure the success of Oskaloosa Rides.

We will also be reaching out to human service organizations to see if the bus route means fewer clients are asking for help with routes.

**GEOGRAPHIC ALLOWANCE - 5 POINTS**

- 12. Projects that will affect communities within Mahaska County will be considered for grant awards.**

The bus route will run in Oskaloosa.



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### **2014 MCCF Grant Application - Fiscal Sponsorship Agreement**

Date: \_\_3/11/2014\_\_\_\_\_

Fiscal Sponsor (Legal Applicant): City of Oskaloosa\_\_\_\_\_

Fiscal Sponsor Contact Person: Dylan Mulfinger\_\_\_\_\_

Fiscal Sponsor Email & Phone: dylan.mulfinger@oskaloosaiowa.org 641-673-9431\_\_\_\_\_

Fiscal Sponsor Full Mailing Address: 220 South Market Street Oskaloosa, IA 52577\_\_\_\_\_

\_\_\_\_\_  
Sponsored Organization Conducting Project: City of Oskaloosa\_\_\_\_\_



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Project Name: Oskaloosa Rides\_\_\_\_\_

(Legal Applicant/Fiscal Sponsor, hereafter referred to as **The Sponsor**) has agreed to serve as a fiscal/program sponsor for the (Organization conducting project, hereafter referred to as the **Sponsored Org.**) as outlined in the attached application and supporting materials. The Board of Directors of **The Sponsor** has passed a resolution adopting the **Sponsored Org.**'s project as a program or project consistent with the **Sponsor's** purpose and mission. The **Sponsored Org.**'s financial activities will be accounted for as a program of **The Sponsor** for IRS auditing and financial reporting purposes.

Since the **Sponsored Org.** is not recognized by the IRS as a charitable tax-exempt entity, **The Sponsor** must exercise full control over the **Sponsored Org.**'s financial administration, management and disbursement of funds resulting from this grant application.

**The Sponsor** has delegated **Dylan Mulfinger** (name of person{s}) as responsible for fulfilling of these accounting and reporting functions subject to the ultimate authority of the Board of Directors of **The Sponsor**. **The Sponsor** is responsible for ensuring completion of timely reports and submission of necessary financial statements to the Community Foundation's Administrative Office (contact information below). Failure to insure timely reporting on behalf of the **Sponsored Org.** /**Sponsor** will also result in a loss of good standing.

This agreement will be in effect from the date of a grant award to support the above-named project until the grant funds are expended and the final report has been submitted and accepted.

We agree to the terms stated above in this agreement:

\_\_\_\_\_  
Legal Applicant/Fiscal Sponsor Representative Signature

Michael Schrock\_\_\_\_\_  
Printed Name Date

\_\_\_\_\_  
Sponsored Organization Representative Signature

Dylan Mulfinger\_\_\_\_\_  
Printed Name Date

\*Attached to this agreement the Fiscal Sponsor's 501(c)(3) Tax Exempt Determination Letter or comparable proof of charitable exemption. (i.e. A letter from a City, confirming their status as a government entity. Contact our Administrative Office with questions or for examples of a letter from a City.)



Amy Miller  
City Clerk/Finance Director  
amy.miller@oskaloosaiowa.org  
City of Oskaloosa, Iowa  
Phone: 641.673.9431 Fax: 641.673.3047

March 12, 2014

RE: MCCF Grant

To whom it may concern:

Please let this letter serve as confirmation that the City of Oskaloosa is a governmental entity. The City of Oskaloosa's Federal identification Number is 42-6005086.

If you should have further questions regarding the city's status, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Amy Miller'. The signature is written in a cursive style with a large initial 'A'.

Amy Miller  
City Clerk – Finance Director



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: Council Appointed  
Staff

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

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

**Explanation :**

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

**Budget Consideration:**

Not applicable, report(s) only.

**Attachments :**

None.



## City Council Communication

Meeting Date: March 17, 2014

Requested By: Mayor & City Council

**Item Title: City Council Information**

**Explanation :**

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

**Budget Consideration:**

Not applicable, report(s) only.

**Attachments :**

None.



City Council  
Communication  
Meeting Date: March 17, 2014  
Requested By: City Council

**Item Title: CLOSED SESSIONS**

Consider holding a closed session under Iowa Code Section 21.5.1.c. to discuss strategy with counsel on a matter presently in litigation or in which litigation is imminent where disclosure would be likely to prejudice or disadvantage the city's position.

**Explanation :**

The City Attorney would like to discuss a matter with City Council that is currently in litigation or in which litigation is imminent.

**Budget Consideration:**

None at this time.

**Attachments :**

None.