

# CITY OF OSKALOOSA

## 2009-2010 ANNUAL REPORT

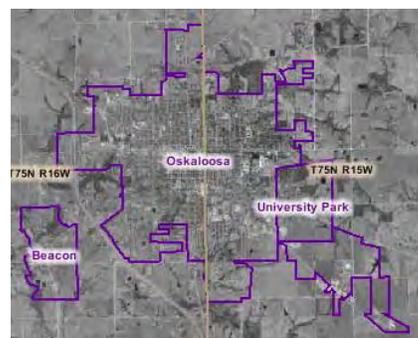
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The City of Oskaloosa is the county seat of Mahaska County, Iowa, United States of America. Oskaloosa derives its name from Ouscaloosa who according to town lore was a Creek princess who married Seminole chief Osceola. It means "last of the beautiful." The population was 10,938 at the 2000 census. 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 composed of seven members who have the responsibility of making policy decisions regarding rules and regulations pertaining to Oskaloosa.

The Mayor is elected for a two-year term and Council Members are elected to serve for four years. The City Manager, City Attorney and City Clerk/Finance Director are appointed by the City Council.



**CITY OFFICIALS CONTACT LIST - CITY COUNCIL**

January 2010

<u>Name</u>	<u>Position</u>	<u>Term Ends</u>	<u>Home Address</u>	<u>Telephone</u>		<u>Email</u>
David Krutzfeldt	Mayor	Dec. 2011	2415 McMullin Dr.	673-7909(H)	673-5000(W)	dkrutz@interpower.com
Aaron Ver Steeg	1st Ward	Dec. 2013	412 North C Street	672-2132(H)		aaronstoys@mchsi.com
Tom Jimenez	2nd Ward	Dec. 2011	1903 Edmundson Dr.	676-1753(H)	673-4151(W)	oskrent@hotmail.com
Doug Yates	3rd Ward	Dec. 2013	2015 South 5th	676-3214(H)	673-2905(W)	doug.yates@musco.com
Pamela J. Blomgren*	4th Ward	Dec. 2011	305 North 10th Street	673-3802(H)	673-7533(W)	blomgren@mahaska.org
Scottie Moore	At Large	Dec. 2013	1902 North Park	673-6150(H)		moores@oskaloosa.k12.ia.us
Lori Smith	At Large	Dec. 2011	1406 15 <sup>th</sup> Avenue West	673-9906(H)	673-3100(W)	jlsmith1@mahaska.org
Tom Walling	At Large	Dec. 2013	1604 Carbonado Rd.	673-4966(H)	673-8479(W)	TWCW@mahaska.org

City Council Committees

Finance: Blomgren (Chairperson), Ver Steeg, Jimenez

Public Safety: Smith (Chairperson), Walling, Moore

Planning: Yates (Chairperson), Moore, Blomgren

Public Projects: Jimenez (Chairperson), Walling, Yates

\* Mayor Pro Tem

**CITY OFFICIALS CONTACT LIST - CITY STAFF**

Michael Schrock	City Manager	1007 C Avenue East	295-9070(C)	673-9431(W)	michael.schrock@oskaloosaiowa.org
Amy Miller	City Clerk	1306 Westfield Dr.	673-9658(H)	673-9431(W)	amy.miller@oskaloosaiowa.org
David Dixon	City Attorney	118 North Market	673-5797(H)	673-9481(W)	ddixon@heslingalaw.com
Akhilesh Pal	City Engineer	511½ 1 <sup>st</sup> Ave. E, Apt. 1	(706) 461-9397(C)	673-7472(W)	akhilesh.pal@oskaloosaiowa.org
Laura Russell	Acting CD Director	2673 Millridge Ln.	673-4246(H)	673-8361(W)	laura.russell@oskaloosaiowa.org
Mark Neff	Fire Chief	206 Kennedy St. N Fremont 52561	933-4872(H)	673-3541(W)	mark.neff@oskaloosaiowa.org
John McGee	Police Chief	2049 270th Street	673-4824(H)	672-2559(W)	jake.mcgee@oskaloosaiowa.org
Wanda Gardner	Library Director		(H)	673-0441(W)	
David Neubert	Wastewater Director	1307 Edmundson Dr.	673-6325(H)	673-5433(W)	david.neubert@oskaloosaiowa.org

INFRASTRUCTURE DEVELOPMENT & MAINTENANCE		ITEM DESCRIPTION/STATUS
a.	Pavement Preservation Program	ISU contract should be sent to staff in May. Work would be completed and forwarded to the City in January/February 2011.
b.	Green Street Improvements	\$100K contract with Garden to design and manage construction. Working to resolve recreation trail alignment with design. ~\$1 million in FY2011 budget for construction.
c.	Mable Street Project	Council consensus to remove street improvements and focus on drainage only. City Manager to follow up on funding source.
d.	Public Works - Street Shop Improvements	Grant awarded to the city. Will begin to make improvements to the shop in July 2010.
COMMUNITY PLANNING & REDEVELOPMENT		ITEM DESCRIPTION/STATUS
a.	Annexation of Lacey Complex Area	Council directed City Manager to initiate the annexation process. Staff is meeting on 04/22 to discuss next steps and assignments.
b.	Skate & Bike Park	Public Projects Committee recommended MCRF seek public input. Input meeting scheduled for May 4th @ 6:30 - Smokey Row.
c.	Comprehensive Plan Update	Staff to report on implementation plan. Council requested to review the Comp Plan during work sessions and see if the Plan is still workable - readopt sections as necessary.
d.	3rd Avenue East & Early Childhood Learning Center	Council adopted resolution of support to plan 3rd Avenue East. City Manager to contact University Park.
e.	Sanitation Service Providers	Study options for sanitation services in Oskaloosa. Will require a lot of work and contact with the public. Get to this if possible.
f.	Highway 63 Bypass Coalition	Phase I DRAFT completed, application submitted for federal earmark. NEPA study = \$400K. Trip scheduled for May 4th - 5th.
ECONOMIC DEVELOPMENT		ITEM STATUS/DESCRIPTION
a.	Economic Development Policies & Strategies	Develop a more comprehensive policy agenda to sit down and review with the Chamber and Development Groups (MCDG, ODD).
b.	Mill Redevelopment Plan	To be discussed at a future Planning Committee meeting. Date to be determined.
INTERGOVERNMENTAL RELATIONSHIPS <small>(employment/retiree/emerit)</small>		ITEM STATUS/DESCRIPTION
a.	Inventory ALL 288 Agreements	Staff is currently reviewing existing files. Will report back to Council by end of Fiscal Year 2010.
b.	Leverage Local, State and Federal Representatives	Set legislative agenda in advance of next year's Legislative Session.
c.	Identify and Examine Areas to Share Resources	Includes: Information Technology, Public Works, Equipment, Office Space - use 3rd party consultant to perform review (ICMA).
PUBLIC SAFETY & AWARENESS		ITEM STATUS/DESCRIPTION
a.	Residential Rental Inspection Program	Model program to maintain the public's safety and to enhance the level of residential rental properties within Oskaloosa.
FINANCE & HUMAN RESOURCE MANAGEMENT		ITEM STATUS/DESCRIPTION
a.	Franchise Fee Review - Gas & Electric	Current rate is .2%. Law allows an increase up to 5%. \$850,000 of unrealized revenue could be achieved. What would public think?
b.	Local Option Sales Tax Review & Discussion	Meeting held with parties, reports to be created & distributed. Payoff in 2013.
c.	Information Technology Plan	Work underway by staff. Quick steps for change due on the 15th, but this is just the beginning of the review citywide. Use volunteer committee for input.
d.	Develop Capital Improvement Plan	Determine priority projects, needs and funding sources.
e.	Financial Management System Update	Consultants pushed "go live" date back to September. Currently the install is beginning to take place.
f.	Revised Budget Book	Create an easy to use budget document. Information not readily accessible in current financial management system.
g.	Procurement Policy	More than just the simple 3-4 levels of authority - more specificity.
h.	Succession Planning	Review existing staffing and projected retirements across the organization. Identify where cross training can occur. DEVELOP A PLAN.
i.	Compensation and Salary Plan	Not funded in FY2011, but this needs to be done within the next 1-3 years.

**PUBLIC WORKS & ENGINEERING DEPARTMENT**

The Public Works Department has three divisions, the Streets Division, the Engineering Division, and the Building Safety Division and is under the direction of Public Works Director, Akhilesh Pal.

The Engineering Department is responsible for design and construction of the City's public works infrastructure, maintaining city maps and plats, and operation and maintenance of the streetlight and traffic signal systems.

The Building and Housing Safety Department handles all permits necessary for construction on private property, building inspection, planning and zoning activities, subdivision development, and nuisance complaints.

The Street Division is responsible for the maintenance of the City's street and alley system, and right-of-ways in addition to maintenance of the City's vehicle and equipment fleet.



Public Works and Engineering Department Office



**ENGINEERING DEPARTMENT**

The Oskaloosa Engineering Department's primary function is to plan, design and direct public works projects. The Department is responsible for all contract construction work performed, both maintenance and new construction, dealing with streets, storm and sanitary sewers, signals, parking lots, public buildings, and other public facilities as required. This includes both in-house and consultant engineering work. Engineering of most projects is performed by the Engineering Department and includes surveying, design, plan and specification preparation, bidding, staking, contract administration, and inspection. Engineering for projects of larger magnitude, such as wastewater treatment plant improvements and building projects, are generally performed by consultants and their work is monitored by the Engineering Department staff. Steve Watts, Building Official, moved into the Streets Division as a Lead Operator as of April 2010.

Street and sanitary sewer construction are the main design and construction projects of the Engineering staff. However, the Department is also responsible for traffic signals, traffic signing, street lighting, sidewalks, planning and zoning, monitoring utility companies, subdivision review and development, and providing engineering expertise to other City departments and the public.

**STAFF**

<b>Name</b>	<b>Position</b>	<b>Date of Hire</b>
Akhilesh Pal	Public Works Director	09/18/2010
Bryan Archer	Engineering Technician	01/01/2001 Resigned
Steve Watts	Building Official	08/20/1980 Resigned
Amie Roberts	Secretary	07/12/2010

**2010 STREET IMPROVEMENT PROJECTS**

**North I Street and M Avenue West**—The major street improvement project for the 2009-2010 fiscal year was the North I Street and M Avenue West paving project. The project includes approximately 5350’ of curb & gutter with concrete overlay on North I St (between High Ave W and M Ave W) and M Ave W (between North H St and Green St). This project also includes approximately 980’ of sanitary sewer improvements and approximately 4575’ of water main improvements. The IOWA Department of Transportation approved this project on December 2008 and agreed to fund 80% of the cost for approximately 5000’ of concrete paving with curb, gutter and sanitary sewer improvements.

**North 3rd Street and US Highway 63 Underpasses for Recreation Trail**—The MCRF has funded the cost for the construction of recreation trail underpasses on North 3rd Street and US Highway 63. The underpasses were constructed in 2009-2010.

Annual street maintenance of seal coating, filling potholes, ditching, repairing storm sewer intakes, painting, concrete patches, and other miscellaneous street repairs were performed. Along with the street repairs the City had 30 sidewalk curbs ground to put in new handicapped sidewalks.

The Downtown beautification project started in the spring and has a mid November completion date. The project calls for new sidewalk, curb and gutter, brick inlays, new storm sewer intakes and pipe, the filling of any rooms that are under the sidewalk, new street lights and some other minor improvements. TK Concrete the main contractor for the Project and the city personal are working together to make this project move along as smoothly as possible.



New concrete pavement on North I St



North I St Improvements

**NEW PUBLIC WORKS DIRECTOR**

The City of Oskaloosa hired a Public Works Director that started on November 18, 2010. Akhilesh Pal comes to Oskaloosa after being the Project Manager for Wilbur-smith Associates in Nashville, TN and Transportation Systems Engineer in Athens, GA.

**BOARD OF ADJUSTMENT AND PLANNING & ZONING**

**BOARD OF ADJUSTMENT**

The Board of Adjustments has the authority to allow special exceptions and to hear appeals to decisions made in the enforcement of the Zoning Chapter of municipal code. The duties include holding appeals on land use zoning, building permit, sign permits, certificate of zoning compliance, etc. The Board of Adjustment met two times during the year. Variances were approved for zoning regulations for setbacks of new garage and expansion of existing garage.

**PLANNING & ZONING**

The Planning and Zoning commission reviews and comments on plats, streets/parks improvement, comprehensive plan, zoning, proposed street names, vacate street or alley, etc. The Planning & Zoning Commission met nine times during the period. Recommendations were made to the City Council for two Final Plat approvals, four site plans, two rezoning requests and three street and alley vacations.



An abatement notice was sent to clean up solid waste on the property.

**BUILDING SAFETY AND CONSTRUCTION**

FY 2009-2010 Building activity remained strong during the period. Total permit activity went from \$87,728.50 to \$118,879.00.

New residential construction fell off slightly with 10 single-family homes, down from 15 in the previous period.

The major large projects started or completed during this period were Nazarene Church, First Christian Reformed Church, Grant Terrace, Lincoln Terrace, Pepsi addition, Musco Remodel, and Winery Addition.

Plans have been submitted for a substantial expansion to Mahaska Health Partnership to add a 52,000 Sq. Ft Surgery and Patient Wing

building.

Building Safety responsibilities also include processing Nuisance complaints. During the 2009-2010 Fiscal Year, **several nuisance abatement Notices were sent out by the department.** The growing trend in complaints primarily involve residents accumulating significant quantities of garbage and debris, rather than using the services of commercial sanitation services. The city staff sent out several notices to repair, reconstruct or demolish dilapidated structures.

**BUILDING PERMITS BREAKDOWN**

The 2009-2010 Permit fees increased by \$31,150.20 during the year primarily due to Building Permit fees on high value projects. This netted \$41,927.50 in Building Permit fees alone.

The yearly permits issued are broken down as follows:

Electrical	85 issued	\$ 6,760.00 collected
Plumbing	55 issued	\$ 31,111.50 collected
Sewer Conn.	3 issued	\$ 35,900.00 collected
Mechanical	44 issued	\$ 2,825.00 collected
Building	144 issued	\$ 41,927.50 collected
Demolition	15 issued	\$ 355.00 collected
<b>Totals</b>	<b>345 issued</b>	<b>\$118,879.00 collected</b>

**Significant new projects begun during this period were the Nazarene Church, and the First Christian Reformed Church.**



Steel erection begins for Nazarene Church.

**NEW PUBLIC WORKS EQUIPMENT**



New truck for public works department that can be used to haul, plow snow, and spread salt-sand mix.



New salt-sand spreader for the new truck.

**STREET DIVISION**

The City of Oskaloosa contains approximately 67 miles of streets. This includes 35 miles of hard surface (PCC & ACC Paving), 29 miles of seal coated surface, and 3 miles of gravel surface. Maintaining the city’s infrastructure is accomplished by a staff which includes the Public Works Director, one Street Superintendent, one mechanic, six equipment operators, and two temporary summer employees. There was a total of 73 blocks seal-coated in FY2009, of which approximately 60 blocks were done by Streets Division and 13 blocks by private contractor, Municipal Streets Improvements. Street and pothole patching is the most labor intensive activity we have. The major expense in FY2009 for the material in the seal coating was \$58,000 for 19,500 gallons of medium cure liquid asphalt and \$12,700 for 825 tons of 3/4” washed chip rocks. Streets division has used approximately 220 tons of asphalt to fix potholes, using approximately \$26,500. More than 4,100 man-hours were used this year in repairing and maintaining the streets.

Chris Legvold, Operator 2, retired on June 11, 2010 after 22 years of service. Steve Watts, Lead Operator has transferred into the Streets division as a Lead Operator from April 26, 2010.



Pot hole filling with asphalt

Employee	Title	Date of Hire
Rex Osborn	Street Supervisor	07/01/1996
Joe Richards	Mechanic	09/30/1991
Steve Watts	Lead Operator	08/20/1980
Chris Legvold	Operator 2	12/12/1988
Gary Vroegh	Operator 2	09/08/2008
Ryan Humphrey	Operator 1	05/01/2000
Leland Sams	Operator 1	03/09/2004
Matt Saville	Operator 1	06/09/2008



Seal-coating

**SNOW AND ICE REMOVAL**

Over the past year, Oskaloosa has received constant snow and ice storms. 2,500 man-hours were winter operations. The Street Division put down approximately 450 tons of salt, 1,350 tons of sand and 110 loads (110,000 gallons) of brine ahead of predicted storms. The staff removed approximately 1,000 loads of snow from the downtown area.



Downtown Snow Removal



A snow covered sidewalk before Street Division Employees cleared it.

## URBAN FORESTRY

To help maintain and control the Oskaloosa's growing and aging trees, the Urban Forester enforces the City's tree ordinance. This ordinance helps to control the planting, maintaining, and removal of trees in city-owned right-of-way. With proper planting, maintenance, and removal procedures these trees will prove to be an asset to the City and property owners, providing needed shade and increasing property values.

In FY2009 the City staff issued several tree trimming notices to property owners. The Street Division trimmed trees around signage to improve sight lines. In addition, the Street Division removed 11 trees in city-owned right-of-way.



## ASSISTING OTHER DEPARTMENTS

Street Division employees spend time helping other departments where needed. Time is spent assisting the Engineering Department with surveying and inspection work and helping with utility locates.

Other agencies that were assisted include the Oskaloosa Area Chamber and Development Group with Christmas decorations, parade set-up, hanging and removing banners in the spring and fall, and hanging & removal of 42 flags four times a year.

There were also various Wastewater and Water Department projects the Street Division helped with throughout the year. Street Division personnel assisted the Wastewater Division with various intake and manhole repair projects, including some storm sewer replacements and repairs.

Street Division personnel assist other groups having events by supplying barricades and/or traffic cones if the event requires a street to be closed for a short period of time.

## STREET SWEEPING

Street sweeping is an valuable part of street maintenance. It is also an important part of storm sewer maintenance. The more debris that is cleaned up with the street sweeper, the smaller the amount of debris that goes into the storm sewer system. The smaller the amount of debris in the storm sewer system, the fewer problems concerning clogging there are.

The Street Sweeper ran for 927 hours this year.



## TRAFFIC CONTROL AND PAVEMENT MARKINGS

During FY2009, the crosswalks around the elementary, junior high, high school and downtown were painted. In addition, the crosswalks and parking stalls at City owned parking lots were given a fresh coat of paint. Other crosswalks and parking stalls throughout Oskaloosa were painted.

New STOP signs were installed at the intersections of M Ave W @ North H St and North I St @ M Ave W. There were several locations where traffic control signs were repaired, installed, replaced, or refaced. Some of the reasons for these activities are general maintenance, traffic accidents, or vandalism.

**WASTEWATER DEPARTMENT**

The Wastewater Department is responsible for the operation and maintenance of the City’s two wastewater treatment facilities which are staffed seven days a week. This includes the operation and maintenance of seven lift stations and lagoon system, operation of industrial pretreatment system at Oskaloosa Food Products, performing laboratory analysis for treatment facilities plus industrial and commercial contributors, operation and maintenance of sanitary and storm sewer collection systems, performing roadside mowing of City owned property and lots, and receiving ten to twenty required contact hours of training per state certified operator.

In FY2010 the Wastewater Department treated over 906,940,000 gallons of wastewater with a treatment efficiency of 89% on average, at both plants and a treatment efficiency of better than 92% at OFPC. IDNR requires 85% treatment efficiency.

Below is a list of Wastewater Division employees.

<u>Employee</u>	<u>Position</u>
David Neubert	Public Works Director Grade IV
Monte Johnson	SW Plant Operator Grade III
Kevin Bork	Collection Operator Grade III
Russ Coffey	NE Plant Operator Grade II
Bill Almond	Digester Operator Grade I
Gina McMains	Laboratory Technician Grade III
Bruce VanderMeyden	Operator Grade I
Nick Witt	Operator Grade I

**LIFT STATIONS**

The City of Oskaloosa owns and operates six lift stations located in the outlying areas of Oskaloosa. Lift stations are designed to pump sewage up hill where a gravity sewer can not be used.

In FY-2009 1,015 man-hours were spent maintaining and operating the Oskaloosa’s lift stations. Some of the maintenance activities include general pump maintenance, cleaning of the lift station buildings, and mowing and trimming of the lift station grounds. Most of the maintenance activities are repeated on a regular basis and are general maintenance activities. Another maintenance item done this year was the servicing and cleaning of the hanging heaters in the lift stations.

The lift stations were inspected by the IDNR in December. The inspection is part of the routine inspections of the treatment plants, collection system, lab, and the Oskaloosa Food Products pre-treatment facility.



Third Ave West Lift Station

**RETIREMENT**

Russ Coffey retired from the City after almost 31 years of dedicated service. He spent the last 15 years as the Northeast Plant Operator. Russ was a valuable asset to the city and he will be missed.

**COLLECTION SYSTEM**

Two Wastewater employees maintain the storm and sanitary system throughout the city. Most man-hours are used for cleaning the lines and catch basins as part of a preventative maintenance program. Wastewater personnel also repairs the system as needed. This year city personnel replaced or repaired seven intakes. In December and January of 2001, Wastewater personnel inspected all storm sewer intakes on city streets and alleys and on private property. A total of 1056 intakes were inspected, 69 are in need of repair and 16 intakes need to be replaced. Two intake tops were replaced and one intake floor was poured in FY 2009.

Another maintenance activity is the 30/60/90 cleaning program. This program was designed to help alleviate the plugging and clogging of problem sewers by cleaning these sewers every 30, 60, or 90 days depending on how fast each individual sewer was filling up.

This year we continued inspecting restaurants and their grease traps. If the traps are not functioning properly, the grease will flow into the sanitary sewer system causing many problems. If a restaurant does not pass the inspection, they are sent an abatement notice and are required to make the necessary repairs to their system. Forty three businesses were inspected for grease traps. Thirteen of these businesses did not have the required interceptors. Notices were sent by the building official to these businesses.

In FY2010, a total of 140 lineal feet of pipe were replaced. Of this, 20 feet was storm sewer and 120 feet was sanitary sewer. This year over 1301 man-hours were used cleaning sanitary sewers and storm sewer catch basins and intakes. The man-hours spent cleaning sewers accounted for over



Rebuilt storm sewer intake on the North East corner of city square park..

59% of the total man-hours spent on the collection system. In addition to pipe repair and replacement, there were five manholes built or repaired.

The sewer cameras were used to televise sanitary and storm sewer mains to find problem areas. The two cameras are used numerous times each month and are an valuable tool in maintaining the collection system.

**MOSQUITO CONTROL**

To help control the mosquito population in Oskaloosa, the City is treating areas that are breeding grounds for the mosquitoes with a product called BTI (bacillus thuringiensis israelensis). BTI is an organic material that is non-toxic to everything but mosquitoes and black flies. A total of sixty-two area that pond water were treated with BTI and are retreated every thirty days.



A BTI Briquette

**SOUTHWEST PLANT**

The Southwest Treatment Facility uses the activated sludge process for the decomposition of wastes. Treatment equipment includes an automatic bar screen, grit removal system, one primary settling tank, six aeration tanks, two final settling tanks, two chlorine contact tanks, two digesters for sludge handling, and one storm water storage lagoon with over seven million gallons of storage capacity.

This year, 444,571,00 gallons of raw sewage were treated at the Southwest Plant. This computes to 1,234,919 gallons per day. Treatment efficiency was 90% in FY2010. The IDNR requires facilities remove 85% of the pollutants to remain in compliance with discharge limitations. There were no permit violations for pollutants in FY-2009.

Treated effluent from the SW Plant is chlorinated to kill bacteria and pumped to Edmundson Golf Course to be used for irrigation. In FY2010, 9,603,480 gallons of effluent were pumped to the holding pond at the golf course. Sludge hauling from the digester was done during October and November. A total of 287,700 gallons were sub-surface injected in agricultural ground owned by Melvin Vonk just outside the plant gate.

The laboratory facilities are located at the Southwest Plant where all analysis for the North and South plants, as well as Oskaloosa Food Products is done. Since 1999 the laboratory facilities have



Southwest Wastewater Treatment Plant

been state certified by the IDNR. This allows the lab to perform analysis for other agencies. In July 2003, the State Hygienic Lab inspected our lab facilities. During FY2010 work was done for Oskaloosa Food Products, City of Beacon, City of Blakesburg, City of University Park, MCH, Mr. Rooter, Lynndanna Acres, Steve Jones, and CJ Bulldozing. Revenue of \$6,676.60 was generated from analysis of the above mentioned agencies.

Vehicle maintenance is an important part of any operation, the Wastewater Division spent 242.75 man-hours maintaining the wide ranging variety of equipment used on a frequent basis.

It takes a number of hours to mow and maintain the grounds at Southwest Treatment Plant. Approximately 272 hours were spent mowing, trimming, maintaining the drives.

**NORTHEAST PLANT**

The Northeast Plant is a trickling filter facility, which involves “trickling” the wastewater over a rock media that contains organisms that feed on and remove wastes. Treatment equipment include an automatic bar screen, grit removal system, one primary settling tank, two final settling tanks, one covered trickling filter, and one storm water storage lagoon with over nine million gallon capacity.

This year, 444,160,000 gallons of raw sewage were treated at the North plant. This averages out to 1,233,777 gallons of raw sewage treated per day.

The treatment efficiency for the Northeast Treatment Facility for this same time period was 89%. The IDNR requires facilities remove 85% of the pollutants.

In FY-2009, 3,051 man-hours were recorded at the Northeast treatment plant. Some of the maintenance activities were dumping and cleaning of the screening and grit wagons (done on a monthly basis). Approximately 263 hours were spent mowing the Northeast Plant.



Northeast Wastewater Treatment Plant

**OSKALOOSA FOOD PRODUCTS**

Oskaloosa Food Products pre-treatment plant, which is operated by City personnel, had excellent treatment in FY2010 with no permit discharge violations. This facility is a Sequencing Batch Reactor, which operates similar to the SW Plant except all functions of treatment are performed in one tank. The waste sludge received from the plant is hauled to the South Plant digester for treatment. The City charges \$.356/pound of waste solids. The South Plant received 115 loads (approx. 774,000 gallons) from Oskaloosa Food Products, which led to a revenue of \$15,909.17 in sludge handling fees. A total of 18,209,000 gallons of wastewater were pre-treated at the facility before flowing to the South Plant. This is an average daily flow of 50,580 gallons with an efficiency of 92%.



Oskaloosa Food Products Pre-Treatment Plant

**MOWING**



Wastewater employees measure tall grass at 411 North 7th Street.

In addition to mowing city owned property, the Wastewater Division also takes care of complaints concerning mowing and weeds. In FY2010 Wastewater mowed 24 privately owned lots, resulting in \$6,675.00 of mowing charges being billed to property owners. Wastewater employees spent 55 hours mowing private lots, while 200 hours were spent mowing the recreation trail and roadsides.

**CITY OF OSKALOOSA-WASTE WATER DEPARTMENT**

ADDRESS: 804 South D Street  
Oskaloosa, Iowa 52577

PHONE: Engineering: (641) 673-7472  
Streets: (641) 673-6885

FAX: (641) 673-3733

EMAIL: david.neubert@oskaloosaiowa.org



**PARKS DEPARTMENT ADDITION**

Started to maintain the Grant School playground area for parks.

**PROJECT**

Renovated the Kiwanis Shelter. Put new post and a new cement floor down, also removed old maple tree from the area.



Playground equipment that the Parks Department and Street Department moved from the Lincoln School playground.

**PARKS DEPARTMENT PROJECTS**

Throughout the year the Parks Department helps with many community activities. Working closely with the Chamber of Commerce the Parks Superintendent helped organize the following events: Art on the Square, Sweet Corn Serenade, Friday after Five, Relay for Life, Rollin Oldies Car Show, and the Lighted Christmas Parade. The Street, Waste Water, and Engineering De-

partments helped with many of these events to make these wonderful community events a rousing success. New lights are being installed along the sidewalks in the City Square. Repaired and painted many picnic tables this year. Parks employees applied annual sealant applications on wooden playground.



Wooden Playground at Edmundson Park

**SWIMMING POOL**



The pool had a good year even though the number of patrons through the facility were down. Had a great staff to work with. Still would like to add some other amenities next season. Pool season was off because of the cold and rainy summer.

Employee	Position	Hire Date
Kevin Molyneux	Parks Superintendent	5/19/86

**EDMUNDSON GOLF**

Season Overview:

Last season was one of the wettest in quite some time. A total of 6 days the course was completely closed due to wet conditions. There were three tournaments that were postponed and had to be rescheduled. A total of 17 outings and 33 tournaments were held during the season. Revenues at the course dropped for the fourth season in succession. Expenditures were cut for the third year in a row. Overall in FY 2010, expenses exceeded revenues by \$9,359.

The following is a breakdown of revenues for FY 2010:

Green Fee: \$67,788—Season Passes: \$64,876 (170 passes a drop of 41 members from the previous FY) - Cart Rental: \$61,106 Shed Rental: \$7,994—Trail Fees: \$7,917.

Below is a list of Edmundson Golf employees.

Employee	Position
Jeff Peterson*	PGA Pro
Mike Roozeboom	Greens Superintendent

\*Contract Employee

**GREENS MAINTENANCE**

Greens maintenance is under the direction of Mike Roozeboom. In FY 2010 a total of 8 trees were removed and with the assistance of Trees Forever 12 new trees were planted. A new sand trap was installed in #1 fairway. Due to the frequent rain events, only 2.1 million gallon of water was used for irrigation. A total of 5 seasonal employees were hired during the summer. The following is a breakdown of green maintenance for the year.

Equipment Maintenance: 507 hrs.

Cart Maintenance: 107 hrs.

Mowing: 2,250 hrs.

Spraying/Fertilizing: 410 hrs.

Snow Removal: 311 hrs.

Misc.: 1,381.70

Paid Time Off: 220 hrs.



**CITY CLERK/FINANCE DEPARTMENT**

The City Clerk-Finance Department is located in the Oskaloosa City Hall. The Department is responsible for maintaining the official records and finance records of the City under the direction of the City Clerk-Finance Director. The Deputy City Clerk, is responsible for General Ledger, Accounts Payable and Accounts Receivable. The Payroll/HR Technician is responsible for Payroll and Human Resource support and services for the city.



Oskaloosa City Hall

The department maintains the central accounting system for the City. Payments and receipts for all departments, projects and grants are processed through this department. This includes the Library and Airport which have their own boards. Payroll for all departments is also prepared along with human resource functions.

In addition, the department is responsible for preserving the public record, such as ordinances, resolutions, contracts, deeds and easements. We also coordinate and update the City Code, issue license and permits, maintain insurance files and publish notices. Maintaining accurate records is a vital function of this office.

<u>CITY CLERK/FINANCE DEPARTMENT - FULL TIME STAFF</u>		
<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
Amy Miller	City Clerk/Finance Director	09/09/1992
Pamela Nimitz	Deputy City Clerk	01/25/2010
Kim Weiss	Payroll/HR Technician	05/04/2009

**CITY CLERK/FINANCE DEPARTMENT - CITY FUNDS**

The accounts of the City are organized on the basis of funds which are considered to be separate accounting entities. The list of funds for the City of Oskaloosa include:

<p><b><u>GENERAL FUNDS</u></b>                  General Fund                  Insurance Fund                  Capital Equipment Fund                  Library Copier Fund                  Band Fund</p>	<p><b><u>SPECIAL REVENUE PROGRAM</u></b>                  Wooden Playground Maintenance Fund                  Police Forfeiture Fund                  Library Maintenance Fund                  Fire Department FEMA Grant Fund                  Miscellaneous Grants Fund                  Preserve America Grant Fund                  Low Rent Housing &amp; TBRA Funds                  Road Use Tax Fund                  Employee Benefit Fund                  I-Jobs Fund                  Emergency Fund                  Local Option Sales Tax Fund                  Hotel/Motel Tax Fund                  Tax Increment Financing Funds                  Housing Trust Funds                  Library Memorial Funds                  Miscellaneous Gift Funds                  Drug Control Safety Program Fund</p>	<p><b><u>DEBT SERVICE FUNDS</u></b>                  Debt Service Fund</p> <p><b><u>CAPITAL PROJECT FUND</u></b>                  Park Shelter Fund                  City Hall Improvement Fund                  Child Care Center Fund                  Highway 63 Underpass Funds                  2008 Bond-Green Street Fund                  Downtown Streetscape Fund                  Industrial Park Street Project Fund                  Railroad Crossings Project Fund                  Sidewalk Improvement Project Fund                  North I &amp; M Ave W Project Fund                  2008 GO Bond Fund                  2010 GO Refunding Notes Fund</p>	<p><b><u>ENTERPRISE FUNDS</u></b>                  Airport Fund                  Edmundson Golf Funds                  Sanitary Sewer Funds                  Sanitary Sewer Project Funds                  Storm Sewer Fund                  Water Fund                  RACI Main Street Loan Fund</p> <p><b><u>INTERNAL SERVICE FUNDS</u></b>                  Copier/FAX Revolving Fund                  Employee Health Self Insurance Fund</p>
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**CITY CLERK/FINANCE DEPARTMENT - YEAR END BUDGET INFORMATION**

During the fiscal year total revenues for all funds were \$25,790,918.73 and \$26,024,561.49 was expended. Year end balance for the General Fund was \$1,709,524.68 with \$2,123.33 reserved for insurance, \$294,569.21 for capital equipment and \$251.66 for library copier. The remaining balance for the General Fund is \$1,412,743.42 which increased \$189,899.27 this fiscal year. Road Use Tax year end balance was \$478,278.24 which increased \$21,704.00 and Sanitary Sewer Revenue Fund balance was \$816,003.83 which increased \$138,533.89.

Local Option Sales & Service Tax revenue was \$875,488.90 which was paid to the Oskaloosa School District. Hotel/Motel Tax in the amount of \$89,105.50 was paid to the Mahaska Community Recreation Foundation.

**CITY CLERK/FINANCE DEPARTMENT - INVESTMENTS**

Total earning on investments were \$ 93,863. A breakdown of the interest earnings is:

General Fund	\$ 11,404	Employee Benefit Fund	\$ 1,095
TIF Funds	\$ 1,153	Housing Funds	\$ 2,516
Library Memorial Funds	\$ 568	Misc. Special Revenue Funds	\$ 439
Library Maintenance Fund	\$ 50,960	Project Funds	\$ 145
Debt Service Funds	\$ 14,066	Airport Funds	\$ 528
Sanitary Sewer Funds	\$ 6,097	Storm Water Utility Funds	\$ 1,392
Golf Course Funds	\$ 24	RACI Main Street Loan Fund	\$ 56
Internal Service Funds	\$ 3,137	I JOBS Fund	\$ 283

**CITY CLERK/FINANCE DEPARTMENT - BOND ISSUANCE AND OTHER DEBT**

A General Obligation Refunding Capital Loan Note was issued in April 2010 in the amount of \$1,405,000. The funds were used for refinancing GO Bond Series 2004A and GO Bond Series 2004B. Interest cost savings from refinancing were approximately \$49,000, while professional service expenses were \$27,500. The debt schedule for the fiscal year is:

Obligation Type	Balance as of 06/30/2009	Amount Issued	Amount Redeemed	Balance as of 06/30/2010	Interest Paid
GO Bonds	\$3,385,000	\$0	\$1,800,000	\$1,585,000	\$123,174
GO Notes	4,105,000	1,405,000	495,000	5,015,000	145,710
Revenue Bonds/Notes	5,342,000	0	538,000	4,804,000	166,225
Capital Leases	76,059	0	32,243	43,816	3,451

**CITY CLERK/FINANCE DEPARTMENT - PAYROLL & PERSONNEL**

During FY2010 the City employed 58 full-time, 45 part-time, 72 seasonal and 61 city band members for a total of 236 employees in the summer months. There were seven full-time and four part-time employees who terminated this year with five full-time, five reserves and three part-time employees hired. The city has a low turn over of full-time employees which is illustrated by the following chart:

Department	Full Time Employee	Average Years of Service
Police Department	18	12
Fire Department	8	12
Library	7	18
Parks	1	24
Golf	1	28
Wastewater	7	21
Housing	3	17
Streets	6	10
City Manager	1	1
City Clerk-Finance	3	16
Engineering	2	5
Building Inspector	1	29

Payroll is issued bi-weekly with most employees taking advantage of automatic deposit, which is required of new employees. The gross payroll for the fiscal year was \$ 3,672,599. Employee benefit costs totaling \$ 1,340,590 were as follows:

Employee Benefit Costs - FY2010	
FICA	\$149,285
Health Insurance	\$720,925
Police and Fire Retirement	\$189,292
IPERS & ICMA	\$148,112
Medicare	\$48,829
Worker's Compensation	\$39,816
Clothing Allowances/Cell Phones	\$24,057
Injury Insurance (Police & Fire not covered by Worker's Compensation)	\$11,040
Injuries (Police & Fire active and disabled member's medical expenses)	\$5,092
Unemployment Insurance	\$1,766
Life Insurance	\$1,198
Employee Asst. Program	\$1,178

The Employee Health Insurance Fund had a balance of \$548,500 at the end of the fiscal year which is a decrease of \$64,638. Due to a healthy fund balance, the premiums for fiscal year 2010 decreased \$103 for single and \$253 for family. Single premiums were \$420/month and family premiums were \$1010/month.

**CITY CLERK/FINANCE DEPARTMENT - SICK LEAVE**

As noted below, the employees on the city’s payroll used nearly one week of sick leave on average during fiscal year 2010. The Streets Department employees utilized the most sick leave of any department, over 450 hours for an average of more than 65 hours per employee.

Department	Hours Used	# of FTE in the Dept.	Average Number of Hour Used per Employee
Police	767	18.5	41.46
Fire	186.5	8	23.31
Library	332.5	8	41.56
Parks/Golf	28	2	14
Building Official	67	1	67
Waste Water	164.5	7	23.5
Housing	179	3	59.67
Streets	456	7	65.14
City Manager	44	1.75	25.15
City Clerk	48.5	3	16.17
Engineer	16	1.75	9.14
<b>Totals</b>	<b>2289</b>	<b>61</b>	<b>35.1</b>

**CITY CLERK/FINANCE DEPARTMENT - AUDIT**

The financial records of the City are audited annually with a Financial and Compliance Report given to the City Council. If federal grants exceeding \$500,000 are received during the fiscal year, a more comprehensive audit is required. Federal Grants did exceed \$500,000 this fiscal year. Office staff gathers and compiles financial information before the arrival of the auditors. After closing the end of the fiscal year, the financial reports are e-mailed to the auditors enabling them to run tests and generate their reports.

Two auditors from Martens & Company, CPA, LLC were in the office the week of August 31, 2010 to perform the audit for FY2010.

**CITY CLERK/FINANCE DEPARTMENT - TAX ABATEMENT**

City Council approved 22 applications for residential tax abatements. No applications were filed for industrial tax abatement.



**CITY CLERK/FINANCE DEPARTMENT - RECORD KEEPING**

Minutes, resolutions, ordinances, agreements and other legal documents are maintained in the City Clerk’s office. There were 24 regular City Council meetings, two special City Council Meetings, eight Council Work Sessions, four Finance Committee meetings, six Public Safety meetings, five Public Project Meetings, and three Planning Committee meetings last fiscal year. The City Council adopted 14 ordinances and 67 resolutions.

This fiscal year the City Clerk/Finance Department continued to scan minutes and resolutions for secure storage via Imagetek on the Radix Portal. Radix is a web-based service that allows content storage and versioning as well as secure and audited retrieval. The City Council minutes and resolutions can be publically accessed via the City’s website ([www.oskaloojaiowa.org](http://www.oskaloojaiowa.org)) back to the year 1947; council agendas are available for 2009 and 2010. Council agendas are posted the Friday before the Monday City Council meeting and can be accessed for five years on-line. Current minutes and resolutions are scanned and uploaded following receipt after each Council meeting and various committee meetings. Uncodified ordinances are also scanned to the website and maintained there until the supplemental pages are published for our City Code books.



The City’s Municipal Code is also located on the City’s website for public access via the Municode.com web service. The on-line City Code is updated quarterly following adoption of ordinances by the City Council.

**CITY CLERK/FINANCE DEPARTMENT - LICENSING**

During the fiscal year one parking permit, nine transient merchant licenses, 21 peddler’s permits, 15 solicitor’s permits, four solid waste hauler’s licenses, 36 beer and liquor licenses and 20 cigarette permits were issued.

**CITY CLERK/FINANCE DEPARTMENT - REPORTING**

The following pages include reports run by the City Clerk /Finance Department and are used by the department directors, city manager and city council to manage day to day budget and expense activities.



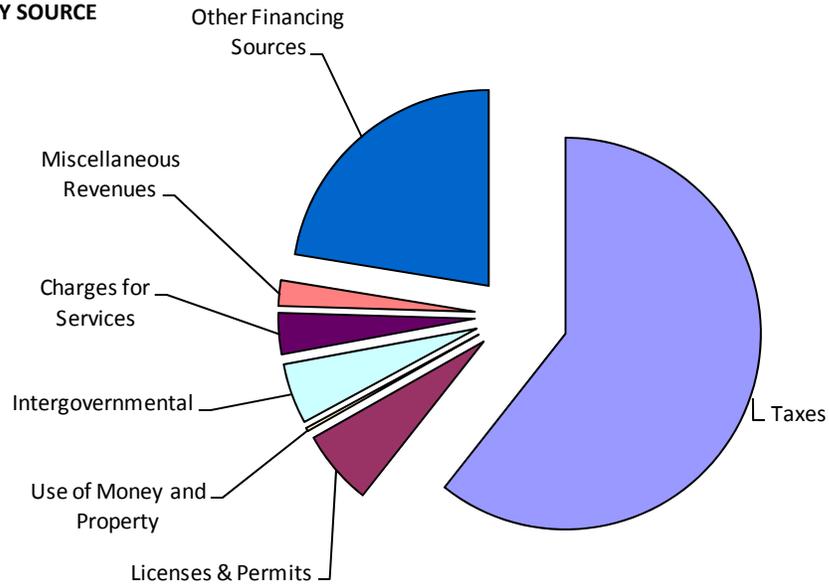
## CITY CLERK/FINANCE DEPARTMENT - REPORTING

Fund Name	Balance as of June 30, 2010
General Fund	\$1,709,524.68
Road Use Tax Fund	\$478,278.24
Employee Benefit Fund	\$106,374.57
I-Jobs Fund	\$283.02
Tax Increment Financing Funds	\$39,904.27
Housing Trust Funds	\$356,287.32
Library Memorial Funds	\$475,482.62
Gift Funds	\$54,704.86
Drug Control Safety Program Fund	\$787.94
Wooden Playground Maintenance Fund	\$784.10
Police Forfeiture Fund	\$5,707.92
Library Maintenance Fund	\$1,198,344.75
Fire Dept FEMA Grant Fund	\$7,410.80
Miscellaneous Grants Fund	\$10,862.85
Low Rent Housing	\$96,127.87
Debt Service Fund	\$69,803.89
Park Shelter Fund	\$4,989.75
City Hall Improvement Fund	\$3,413.54
Downtown Streetscape Fund	\$138,757.51
Sidewalk Improvement Project Fund	\$14,060.30
2008 GO Bond Fund	\$1,397,985.03
Water Funds	\$1,653,802.60
Sanitary Sewer Funds	\$1,369,727.72
Airport Fund	\$134,093.18
Storm Sewer Utility Fund	\$335,820.74
Edmundson Golf Course Funds	(\$5,724.95)
RACI Main Street Loan Fund	\$16,116.41
Copier/Fax Revolving Fund	\$242.92
Employee Health Self Insurance	\$548,500.07
Employee Flex Plan Fund	\$4,026.84

**CITY CLERK/FINANCE DEPARTMENT - REVENUE REPORT**

General Fund	FY2010 Budget	FY2010 Actual	Variance
Taxes	\$2,325,460.00	\$2,329,653.00	\$4,193.00
Licenses & Permits	\$222,000.00	\$238,698.00	\$16,698.00
Use of Money and Property	\$8,050.00	\$11,219.00	\$3,169.00
Intergovernmental	\$184,048.00	\$191,784.00	\$7,736.00
Charges for Services	\$134,100.00	\$130,585.00	(\$3,515.00)
Miscellaneous Revenues	\$37,474.00	\$81,155.00	\$43,681.00
Other Financing Sources	\$872,735.00	\$862,097.00	(\$10,638.00)
<b>Total General Fund</b>	<b>\$3,783,867.00</b>	<b>\$3,845,191.00</b>	<b>\$61,324.00</b>

**GENERAL FUND REVENUE BY SOURCE**



Road Use Tax Fund	FY2010 Budget	FY2010 Actual	Variance
Intergovernmental-Road Use Taxes	\$966,517.00	\$975,605.00	\$9,088.00

Sanitary Sewer Fund	FY2010 Budget	FY2010 Actual	Variance
Use of Money & Property	\$6,000.00	\$6,097.00	\$97.00
Charges for Services	\$1,599,716.00	\$1,604,568.00	\$4,852.00
Special Assessments	\$1,529.00	\$3,363.00	\$1,834.00
Miscellaneous Revenues	\$0.00	\$917.00	\$917.00
Other Financing Sources	\$24,623.00	\$24,623.00	\$0.00
<b>Total Sanitary Sewer Fund</b>	<b>\$1,631,868.00</b>	<b>\$1,639,568.00</b>	<b>\$7,700.00</b>

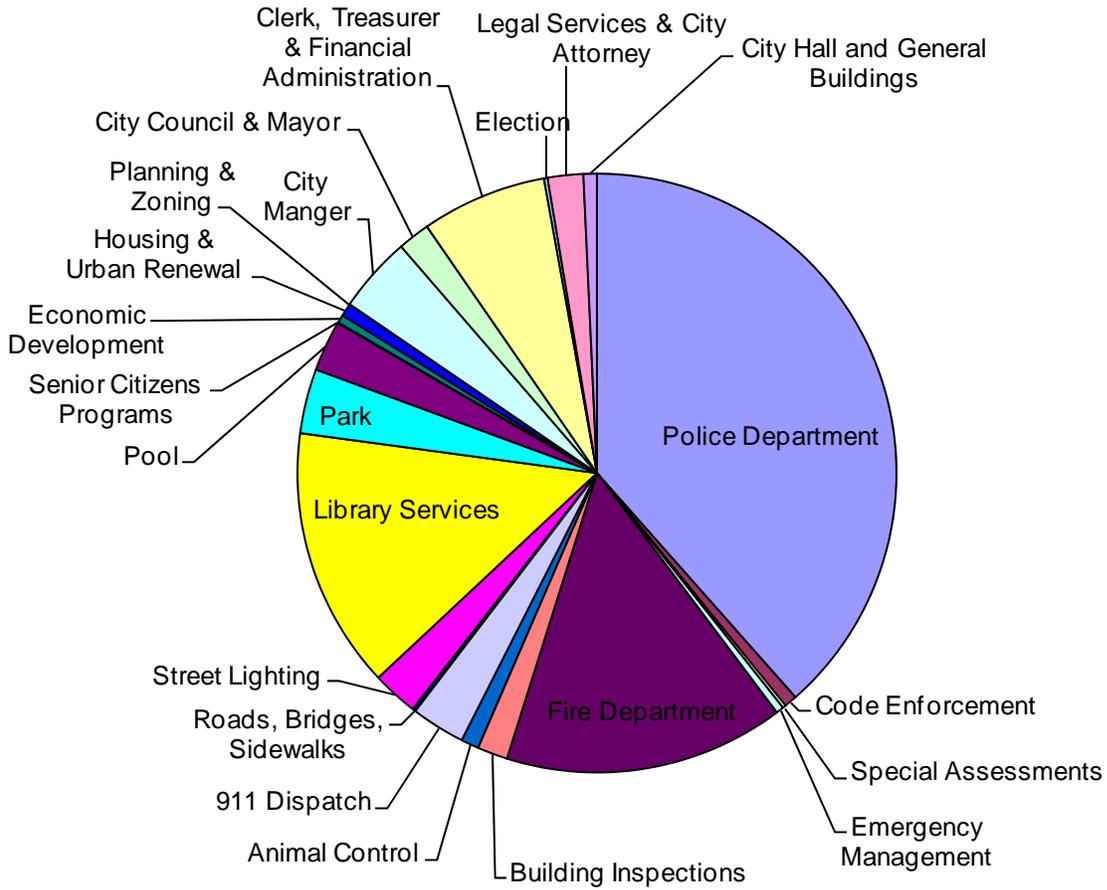
CITY CLERK/FINANCE DEPARTMENT - EXPENSE REPORT

General Fund	Budget	Actuals	Variance
Police Department	\$1,422,245	\$1,406,333	(\$15,912)
Code Enforcement	\$27,602	\$25,052	(\$2,550)
Special Assessments	\$12,000	\$6,619	(\$5,381)
Emergency Management	\$18,518	\$15,077	(\$3,441)
Fire Department	\$569,487	\$552,538	(\$16,949)
Building Inspections	\$73,651	\$60,001	(\$13,650)
Animal Control	\$35,000	\$35,000	\$0
911 Dispatch	\$106,523	\$106,523	\$0
Roads, Bridges, Sidewalks3	\$20,000	\$6,523	(\$13,477)
Street Lighting	\$96,850	\$90,327	(\$6,523)
Library Services	\$516,623	\$515,546	(\$1,077)
Park	\$134,767	\$127,514	(\$7,253)
Pool	\$99,523	\$99,928	\$405
Senior Citizens Programs	\$1,500	\$1,500	\$0
Economic Development	\$32,500	\$16,006	(\$16,494)
Housing & Urban Renewal	\$35,826	\$25,697	(\$10,129)
Planning & Zoning	\$800	\$278	(\$522)
City Manger	\$149,820	\$150,246	\$426
City Council & Mayor	\$54,695	\$63,495	\$8,800
Clerk, Treasurer & Financial Administration	\$253,458	\$247,562	(\$5,896)
Election	\$7,230	\$7,229	(\$1)
Legal Services & City Attorney	\$74,848	\$69,990	(\$4,858)
City Hall and General Buildings	\$28,427	\$26,556	(\$1,871)
<b>Total General Fund</b>	<b>\$3,771,893</b>	<b>\$3,655,540</b>	<b>(\$116,353)</b>

Road Use Tax Fund	Budget	Actuals	Variance
Roads, Bridges, Sidewalks	\$886,644	\$789,292	(\$97,352)
Street Lighting	\$45,150	\$34,800	(\$10,350)
Traffic Control & Safety	\$32,644	\$26,043	(\$6,601)
Snow Removal	\$88,843	\$68,476	(\$20,367)
Street Cleaning	\$43,617	\$35,289	(\$8,328)
<b>Total Road Use Tax Fund</b>	<b>\$1,096,898</b>	<b>\$953,900</b>	<b>(\$142,998)</b>

Sanitary Sewer Fund	Budget	Actuals	Variance
Operation & Maintenance-Treatment	\$617,145	\$588,685	(\$28,460)
Operation & Maintenance-Collection	\$208,531	\$178,518	(\$30,013)
Storm Sewer	\$130,731	\$59,259	(\$71,472)
Debt Payment	\$713,484	\$713,484	\$0
Sanitary Sewer Improvements	\$20,000	\$0	(\$20,000)
<b>Total Sanitary Sewer Fund</b>	<b>\$1,689,891</b>	<b>\$1,539,946</b>	<b>(\$149,945)</b>

CITY CLERK/FINANCE DEPARTMENT - GENERAL FUND EXPENDITURES

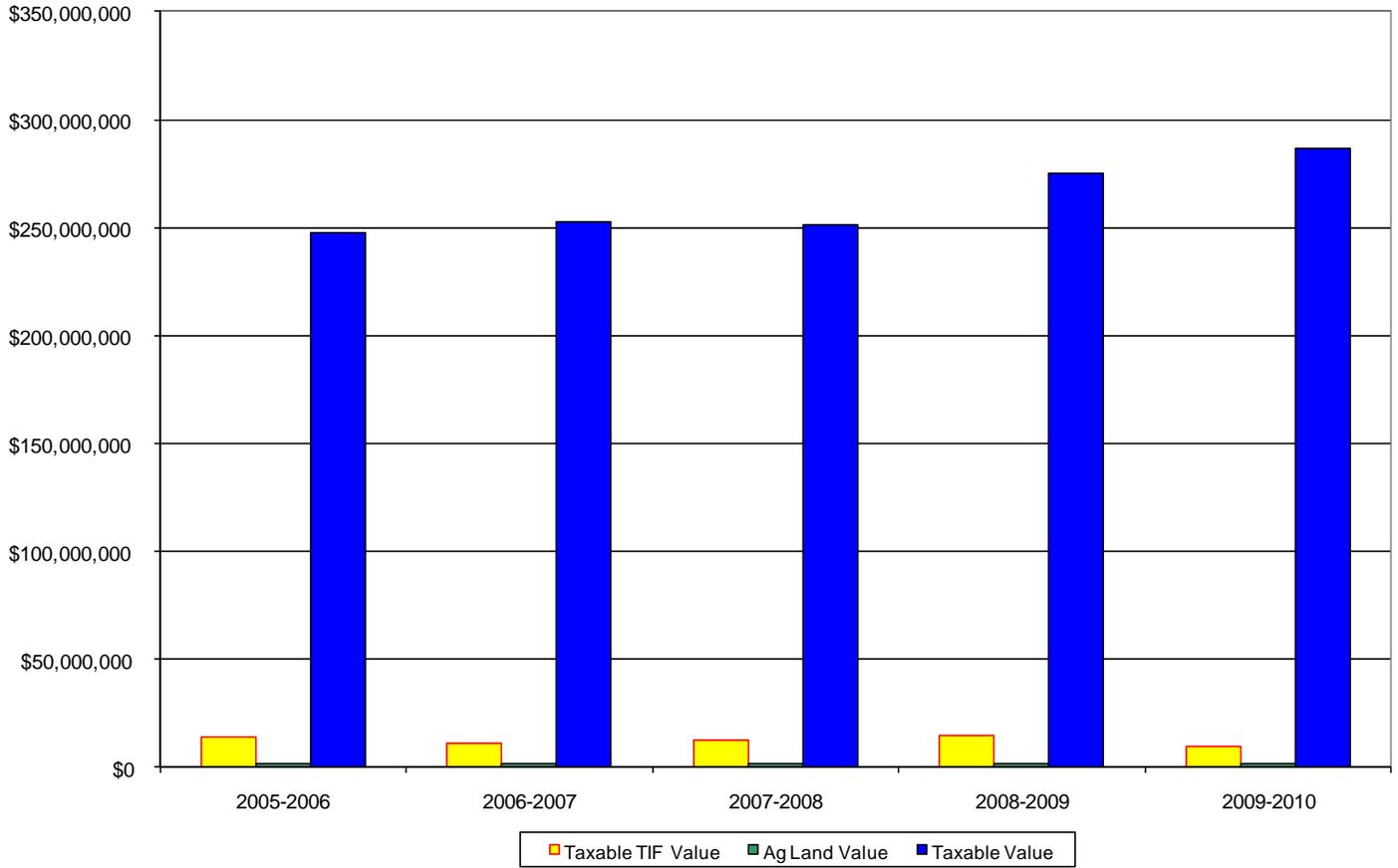


CITY CLERK/FINANCE DEPARTMENT - FIVE YEAR COMPARISON

	FY2006	FY2007	FY2008	FY2009	FY2010
Taxable Value	\$247,530,107	\$252,415,852	\$251,499,654	\$275,275,249	\$286,830,246
Taxable TIF Value	\$14,000,000	\$11,500,000	\$12,750,000	\$14,600,000	\$10,000,000
Ag Land Value	\$1,525,790	\$1,605,900	\$1,575,920	\$1,531,518	\$1,561,489
Tax Rate	\$16.46975	\$15.94894	\$16.09303	\$15.25909	\$14.35817
General	\$8.10000	\$8.10000	\$8.10000	\$8.10000	\$8.10000
Insurance	\$0.48092	\$0.37350	\$0.28658	\$0.34868	\$0.29820
Band	\$0.05835	\$0.05724	\$0.06297	\$0.07896	\$0.07553
Emergency	\$0.27000	\$0.27000	\$0.01193	\$0.27000	\$0.27000
Employee Benefits	\$3.48651	\$3.34959	\$3.61626	\$3.16075	\$2.66643
Debt Service	\$4.07397	\$3.79861	\$4.01529	\$3.30070	\$2.94801
<b>Total Tax Rate</b>	<b>\$16.46975</b>	<b>\$15.94894</b>	<b>\$16.09303</b>	<b>\$15.25909</b>	<b>\$14.35817</b>
Ag Land	\$3.00375	\$3.03375	\$3.00375	\$3.00375	\$3.00375
Total Asking	\$4,138,376	\$4,073,378	\$4,103,323	\$4,253,238	\$4,152,527
Tax Receipts	\$4,118,859	\$4,044,793	\$4,610,698	\$4,816,100	\$4,536,748
TIF Receipts	\$538,965	\$465,025	\$472,544	\$557,391	\$370,172
General Fund	\$1,603,015	\$1,632,082	\$1,513,638	\$1,564,680	\$1,709,525
Road Use Tax Fund	\$729,671	\$822,824	\$795,528	\$456,574	\$478,278
Sanitary Sewer Fund	\$1,210,020	\$1,329,774	\$901,745	\$677,470	\$816,004
Road Use State Allocation	\$923,658	\$919,756	\$945,569	\$915,737	\$975,605
Sanitary Sewer Rent	\$1,472,185	\$1,487,419	1,490,435	1,533,488	1,575,074

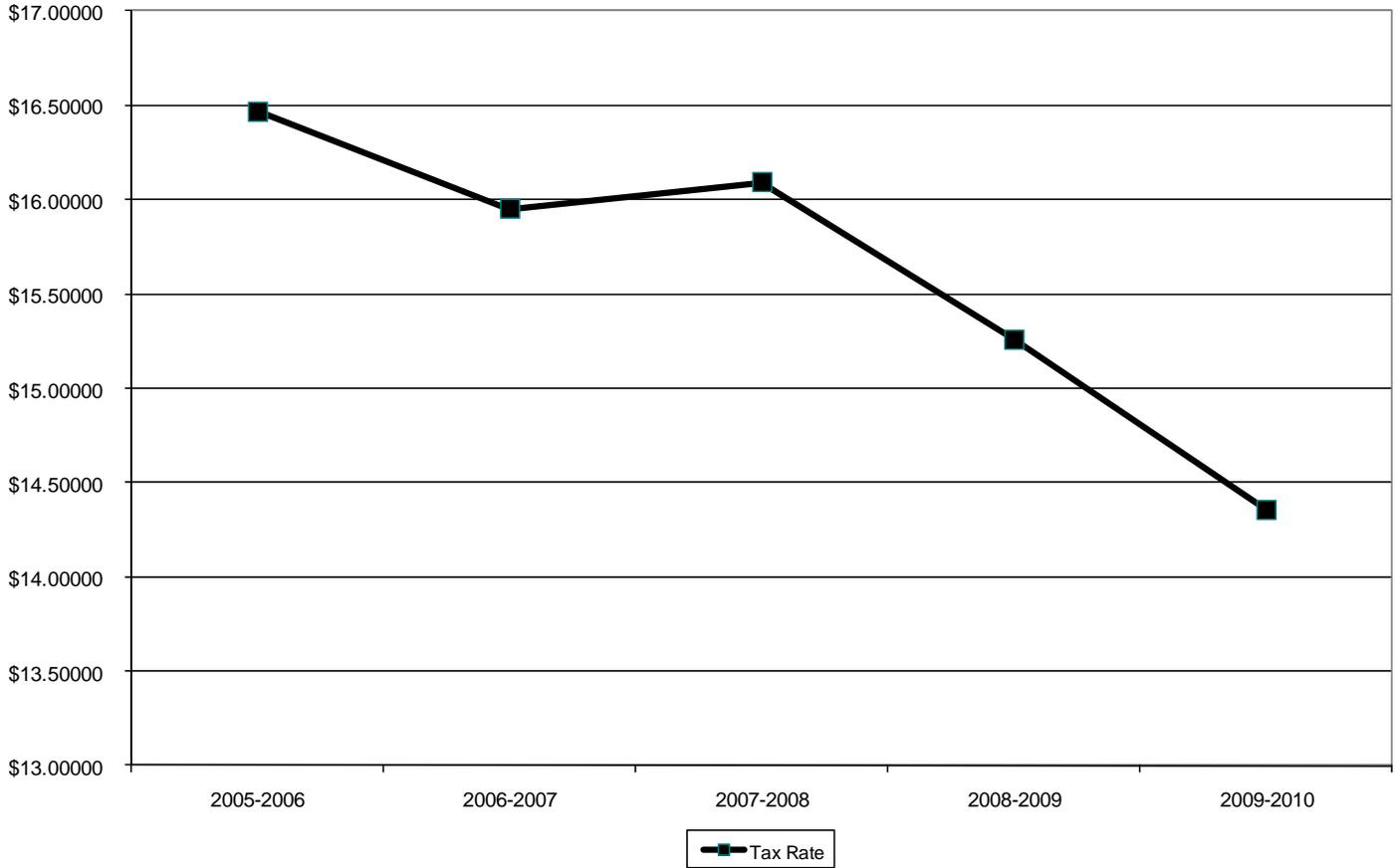
CITY CLERK/FINANCE DEPARTMENT - FIVE YEAR COMPARISON

Property Values



CITY CLERK/FINANCE DEPARTMENT - FIVE YEAR COMPARISON

Property Tax Rate



**OSKALOOSA FIRE DEPARTMENT**

The Oskaloosa Fire Department was established in 1871 as a paid fire department when city leaders determined that the need for fire protection for the citizens related directly to public safety and security. These early firefighters utilized horse drawn steam fired water pump wagons. In 1909 a new fire station was built. This station has been staffed 24-7 for the past 101 years and is still the primary fire station for the City of Oskaloosa.

In 1976 the State of Iowa realized that fire protection was needed for rural areas of the state as well as the incorporated areas and subsequently passed legislation that required townships to either provide fire protection by creating a fire department or contract with an entity that already had fire protection services available.

Currently, the Oskaloosa Fire Department provides fire protection for the City of Oskaloosa, Beacon, University Park, Keomah Village and all or parts of the following eight (8) townships, Adams, Garfield, Harrison, Jefferson, Lincoln, Madison, Spring Creek, and Scott. The total area protected by the Oskaloosa Fire Department is approximately one hundred forty six (146) square miles.

Day to day operations of the fire department are conducted by regular staff working a rotating schedule consisting of a Shift Officer and one (1) shift firefighter both working a twenty four (24) hour shift and two (2) dayshift firefighters working a nine (9) hour schedule from 7:30am until 4:30 pm Monday thru Friday. After 4:30 pm Monday thru Friday the station decreases staffing to the two shift employees. Holidays and weekends are staffed by two (2) employees as well.

Some of the daily duties of the fire department staff include responding to routine and emergency calls, cleaning and inspecting the department vehicles and equipment, completing any repairs needed to vehicles and equipment that is within the capability of the department members, cleaning and maintaining the fire station building, mowing and snow removal to the areas around the fire station and city hall, conducting fire code inspections, scheduling and conducting department training, completing incident reports, completing daily activity reports, conducting public safety education programs, and issuing of burn permits.



Oskaloosa Fire Station at City Hall

**“The Oskaloosa Fire Department is dedicated to protect the lives, property, and quality of life of the citizens we serve .”**

**OSKALOOSA FIRE DEPARTMENT - FULL TIME STAFF**

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
Mark Neff	Chief	05/12/1998
David Christenson	Captain	10/04/1982
Timothy Nance	Captain	08/04/1980
Scott Howard	Firefighter	09/13/1982
Mark Tennison	Firefighter	10/20/2008
James Gillespie	Firefighter	10/21/2008

**OSKALOOSA FIRE DEPARTMENT - RESERVE FIREFIGHTER PROGRAM**

The Oskaloosa Fire Department Reserve Program was organized in November of 1996. This program was implemented by the Oskaloosa City Council and city management in an attempt to reduce overall department costs while continuing to provide quality fire and emergency services to the citizens.

Currently the Oskaloosa Fire Department has seventeen (17) reserve firefighters with full staffing being twenty (20). The role of these reserve firefighters is to supplement regular staff providing assistance with firefighting and other emergency's that may arise. These activities include but are not limited to; interior and exterior fire attacks, ventilation procedures, rescue operations, vehicle accidents, hazardous weather conditions, mutual aid requests, hazardous material incidents, working as replacement firefighters when regular staff are sick, injured, or on vacation, and public safety education.

Recruitment: Successful reserve firefighters must complete and certify nationally to the Firefighter I and Hazardous Material Operation level. This training is a comprehensive eighty four (84) hour course for the Firefighter I and an additional sixteen (16) hours for the hazardous materials segment. This training must be completed during the first year of being a reserve member. This training is mandated by the State of Iowa and is essential for the safety of the new recruits. Finding quality individuals who are willing to sacrifice this initial time commitment in addition to the bi-monthly department training and emergency call in is becoming more difficult every year.



Retention: Retention is not as difficult as the recruitment aspect; however lives change as do priorities. Job changes in addition to family matters are the most common reasons given when a reserve member resigns. On a positive note three (3) reserve members with a combined total of twenty two (22) years of service have been hired as regular fulltime staff in the past year alone.



**OSKALOOSA FIRE DEPARTMENT - RESERVE STAFF**

<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>	<u>EMPLOYEE</u>	<u>DATE OF HIRE</u>
Van Der Pol, Jerry	01/03/1998	Stirgus, Nathaniel	06/17/2008
Brooks, Keith	01/15/1998	Bowie, Benjamin	12/10/2008
Eklofe, Cheryl	08/11/1998	Brom, T.J.	12/11/2008
Grubb, Kurtis	10/04/1999	Gorman, Jerry	09/15/2009
Robinson, Jamey	06/02/2005	Hoy, Daniel	09/17/2009
Martin, Robert	06/13/2005	Brown, Quinten	10/06/2009
Gainer, Mike	11/19/2007	Gerard, Steve	11/03/2009

**OSKALOOSA FIRE DEPARTMENT - TRAINING**

<u>Course Title</u>	<u>Course Hours</u>	<u>Members Attending</u>	<u>Total Hours</u>
1. EVDT	16	25	400
2. FF I	84	4	336
3. FF II	32	4	128
4. Haz-Mat	16	4	64
5. Instructor I	40	2	80
6. Inspector I	40	1	40
7. ICS – 100	4	4	16
8. ICS – 300	20	5	100
9. ICS -400	20	5	100
10. NIMS	3	4	12
11. Pipeline Safety	4	8	32
12. Smoke Reading	8	1	8
13. Disaster Drill	8	5	40
14. Juvenile Fire Setter I	32	1	32

**TOTAL HOURS: 1388**



Oskaloosa Professional Firefighters are members of IAFF Local 636

**OSKALOOSA FIRE DEPARTMENT - IN SERVICE TRAINING**

<u>Course Title</u>	<u>Course Hours</u>	<u>Members Attending</u>	<u>Total Hours</u>
1. EMS	24	9	216
2. CPR/AED	2	25	50
3. Daily Shift Training	1.5	8	260
4. Monthly Reserve	16	18	1296

**TOTAL HOURS: 1822**

Pictured at right are Reserve Firefighters performing self-contained breathing apparatus skills during the Firefighter I certification process.



**OSKALOOSA FIRE DEPARTMENT - FIRE SAFETY EDUCATION**

Throughout the year the Oskaloosa Fire Department presents numerous fire safety educational programs to businesses, adult social groups, youth organizations, and schools both public and private. In addition to these events the Oskaloosa Fire Department gives multiple tours of the fire station and educates the public on department operations.

The Oskaloosa Fire Department places fire safety education high on the list of non-firefighting activities that we perform. Presenting fire safety information to the public saves many lives not just in our community but nation wide as well.

The Oskaloosa Fire Department is committed to continuing our role in educating the public on fire safety. This statement is further solidified by the Oskaloosa City Councils adoption of the 2009 International Fire Code (IFC). One section of the 2009 IFC in particular mandates residential sprinkler systems being installed in all new construction of multi-family dwellings and beginning in 2013 these systems are mandated to be installed in all new construction of single family dwellings.

Pictured below are Captain Dave Christenson and reserve firefighter Bob Martin presenting a fire extinguisher class to the Citizens Emergency Response Group (CERG) promoted by the Mahaska County Emergency Management.



**OSKALOOSA FIRE DEPARTMENT - GRANTS & DONATIONS**

**PSIC GRANT:**

In the summer of 2009 the Oskaloosa Fire Department applied as a party in a multi county grant application for up-grades to our existing two-way radio communications system. The FCC had created new regulations regarding the operating frequencies that communication equipment must operate in. In the fall of 2009 we received word that we had been awarded grant money but at 60 percent funding with a 20% local match.

PSIC Grant:		
<u>Total Requested</u>	<u>Amount Awarded</u>	<u>Local Match</u>
\$30,500	\$15,840	\$3,953
<p>The department was able to purchase the following equipment:</p> <ul style="list-style-type: none"> <li>1 - New fire department base radio</li> <li>2 - New mobile radios for 62-71 and 62-76</li> <li>13 - New pagers</li> </ul>		

**ASSISTANCE TO FIREFIGHTERS GRANT:**

In April 2010 the Oskaloosa Fire Department received information that we had been awarded an Assistance to Firefighters Grant. This money will be used to purchase needed equipment for fire department operations and the fire station. This grant has a 5% local match.

Assistance to Firefighters Grant:												
<u>Total Requested</u>	<u>Amount Awarded</u>	<u>Local Match</u>										
\$54,900	\$51,400	\$2,750										
<p>The department will be purchasing or has already acquired the following:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Re-Hab equipment:</td> <td>Not yet purchased.</td> </tr> <tr> <td>Vehicle Exhaust Extraction System:</td> <td>To be installed in late September.</td> </tr> <tr> <td>Large Diameter Hose:</td> <td>Purchased and in-service.</td> </tr> <tr> <td>SCBA face pieces:</td> <td>Purchased and in-service.</td> </tr> <tr> <td>Washer/Extractor and Dryer:</td> <td>Purchased and in-service.</td> </tr> </table>			Re-Hab equipment:	Not yet purchased.	Vehicle Exhaust Extraction System:	To be installed in late September.	Large Diameter Hose:	Purchased and in-service.	SCBA face pieces:	Purchased and in-service.	Washer/Extractor and Dryer:	Purchased and in-service.
Re-Hab equipment:	Not yet purchased.											
Vehicle Exhaust Extraction System:	To be installed in late September.											
Large Diameter Hose:	Purchased and in-service.											
SCBA face pieces:	Purchased and in-service.											
Washer/Extractor and Dryer:	Purchased and in-service.											

**ASSISTANCE TO FIREFIGHTERS GRANT FOR FY2010:**

The Oskaloosa Fire Department has applied for a 2010 Assistance to Firefighters Grant in hopes of acquiring funding for a backup generator for the fire station, hand held radio replacement, pagers, and a gas powered high pressure air compressor.

**DONATIONS**

Additionally the fire department acquired a new thermal imaging camera (pictured right) through a fund raising drive. Area business' and residents contributed \$9,500 towards the purchase.

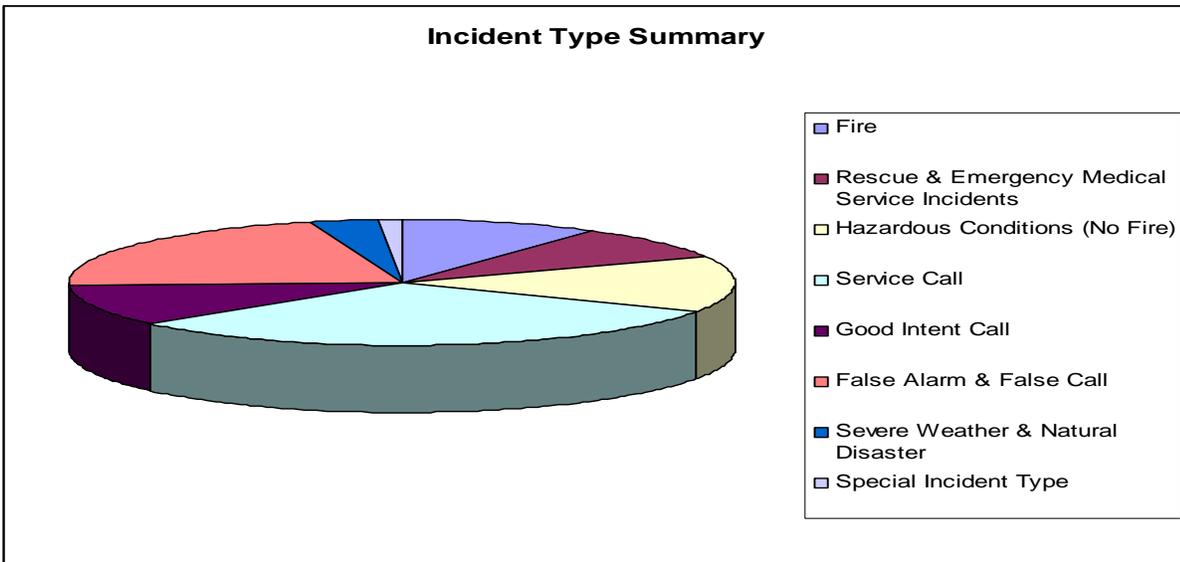


A typical self contained breathing apparatus (SCBA) unit

**OSKALOOSA FIRE DEPARTMENT - ALARM INCIDENTS BY TYPE**

Incidents the staff responded to are summarized below. The Oskaloosa Fire Department responded to 357 alarm calls during FY2010. The total number of alarm incidents decreased from the previous year, and is down from the five year historical average. The majority of calls the staff responded to were service calls. Service calls are classified as; burning complaints, unauthorized burning, motor vehicle accidents with property damage only, smoke odors, natural gas odors and/or leaks, carbon monoxide detectors activation, residential smoke detector activation. The second and third highest incidents are “false” and “haz mat.” These include commercial fire alarm systems sounding, motor vehicle accidents with leaking fluids, petroleum spills or leaks, and any other hazardous material that might be harmful to humans, animals or the environment. These types of calls are trending upward over previous years.

The 35 calls for “fire” is up from the previous year but is about average over a five year period.. All of these 35 calls were actual structure fires that resulted in a total loss of 268,000 dollars. Only one of the 35 structure fires was a total loss. There were zero deaths from structure fires during FY2010. Both of the preceding statistics can be credited to quick response, continued training, and dedication of the members of the Oskaloosa Fire Department.



<u>CALLS FOR SERVICE</u>			
Fire:	35 calls	9.8% of call volume	\$268,000 in total losses
Rescue:	30 calls	8.4% of call volume	\$300 revenue generated
Haz-Mat:	52 calls	14.56% of call volume	\$7394 revenue generated
Service:	110 calls	30.81% of call volume	
Good Intent:	38 calls	10.64% of call volume	
False:	76 calls	21.28% of call volume	
Severe Weather:	12 calls	3.36% of call volume	

**OSKALOOSA FIRE DEPARTMENT - ALARM INCIDENTS BY HOUR**

Alarm Incidents by Hour		
Alarm Hour	Count	Percent
00:00	4	1.12%
01:00	8	2.24%
02:00	7	1.96%
03:00	5	1.40%
04:00	8	2.24%
05:00	7	1.96%
06:00	7	1.96%
07:00	9	2.52%
08:00	15	4.20%
09:00	13	3.64%
10:00	19	5.32%
11:00	19	5.32%
12:00	21	5.88%
13:00	23	6.44%
14:00	24	6.72%
15:00	25	7.00%
16:00	15	4.20%
17:00	26	7.28%
18:00	18	5.04%
19:00	20	5.60%
20:00	23	6.44%
21:00	18	5.04%
22:00	13	3.64%
23:00	10	2.80%
<b>TOTAL CALLS</b>	<b>357</b>	<b>100%</b>

Calls between 08:00 and 17:00	200	56.02%
Calls between 17:00 and 08:00	157	43.97%

As you can see over fifty percent of our calls occur during the “daytime” hours but the “overnight” hours is typically when we receive our more difficult calls because they go undetected for a longer period of time.

**OSKALOOSA FIRE DEPARTMENT - ALARM INCIDENTS BY SERVICE AREA**

The Oskaloosa Fire Department currently provides fire protection to the cities of Oskaloosa, Beacon, University Park, and Keomah Village. In addition to these cities we provide fire protection to all or part of Adams, Garfield, Harrison, Jefferson, Lincoln, Madison, Scott and Spring Creek Townships.

Funding from these entities is as follows:

Townships: \$85,929  
 Beacon: \$9,835  
 Keomah Village: \$5360

**INCIDENTS BY SERVICE AREA**

<u>SERVICE AREA</u>	<u>COUNT</u>	<u>PERCENT</u>	<u>LOSS</u>
ADAMS	1	.028%	\$0
BEACON	3	.084%	\$0
EAST DES MOINES	1	.028%	\$0
GARFIELD	14	3.92%	\$0
HARRISON	1	.028%	\$0
JEFFERSON	2	.056%	\$4,000
KEOMAH VILLAGE	1	.028	\$0
LINCOLN	7	1.96%	\$0
MADISON	2	.056%	\$0
OSKALOOSA	299	83.75%	\$262,000
PRAIRIE	1	.028	\$0
SPRING CREEK	16	4.48%	\$2000
SCOTT	5	1.40%	\$0
UNIVERSITY PARK	2	.056%	\$0
WEST DES MOINES	1	.028%	\$0
WHITE OAK	1	.028	\$0

**OSKALOOSA POLICE DEPARTMENT—MISSION & VALUES STATEMENTS**

**MISSION STATEMENT:**

The Oskaloosa Police Department exists to provide safety and service to every citizen, recognizing of primary importance the protection of the constitutional rights of all.

The agency is committed to establishing excellence in delivering services through teamwork; participation of every employee; community policing; problem oriented approaches; planning; and creation of a vision for the future.

Employees are encouraged to be diversified, striving for individual development; continuous improvement; serving as an example of leadership and contributing to a high quality of life.

**EMPLOYEE VALUES STATEMENT:**

“The City of Oskaloosa values employees who deliver high quality and innovative services to the community. Our employees will be accountable to the public and will be recognized for their integrity and dedication as public servants.”



Oskaloosa Police Department Seal

**OSKALOOSA POLICE DEPARTMENT - FULL TIME STAFF**

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
John R. "Jake" McGee	Chief	11/06/1987
Troy Boston	Lieutenant	06/22/1985
Russ Van Renterghem	Lieutenant	03/23/1987
Craig Alexander	Lieutenant	10/24/1988
John Plumb	Lieutenant	01/03/1994
Gary McClun	Lieutenant	07/06/1999
Barb Saville	Sr. Officer	11/14/1988
Gary Kutcher	Sr. Officer	05/18/1989
Justin Rice	Sr. Officer	10/23/2008
Charlie Valentine	Officer	01/06/2003
Garrett Matson	Officer	09/15/2003
Brent DeRonde	Officer	04/02/2007
Matt Montavon	Officer	01/02/2008
Jacob Vanderpol	Officer	06/02/2008
Brian Rainey	Officer	06/02/2008
Ben Johnston	Officer	06/21/2010
Mary Barnard	Administrative Assistant	09/26/1994
Lori Brainard	Records	01/13/1997 Resigned

## OSKALOOSA POLICE DEPARTMENT - PATROL OPERATIONS

Patrol Operations consist of the Patrol and Investigations Divisions of the Oskaloosa Police Department. Patrol officers work four different shifts rotating every three months. Officers work a rotation that allows them to have different days off each week. Investigations officers work Monday through Friday during regular business hours, as well as being on call for any major event that might happen.

Twelve officers are assigned to patrol duties. Four officers are normally assigned to work as Investigators (2), Drug Task Force Officer (1), and a School Resource Officer (1). However, this past year we did not have a second officer assigned to Investigations due to manpower shortages.

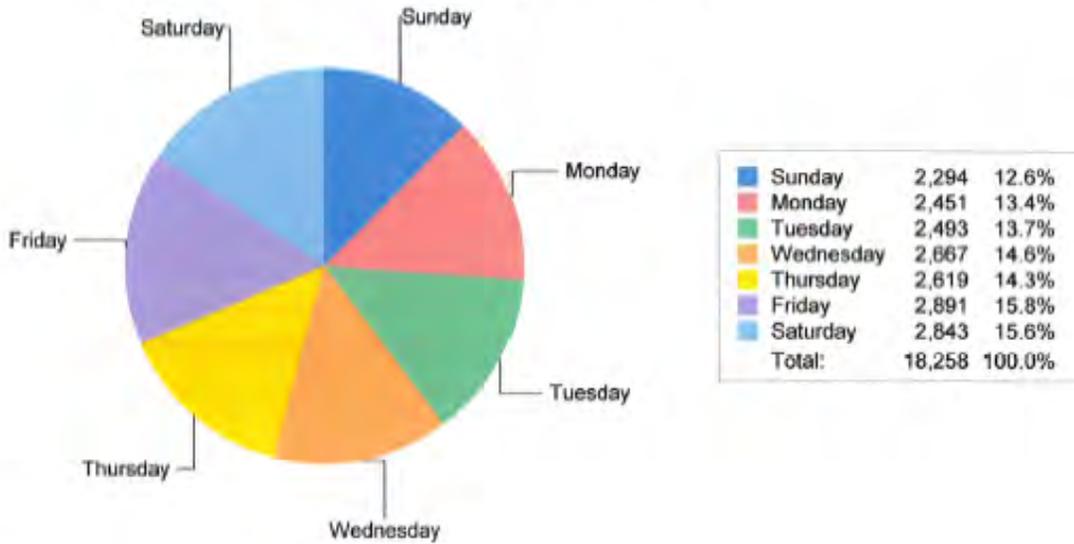
In FY2010 the Oskaloosa Police Department responded to 13,578 calls for service. Of those calls 1,566 originated as 911 calls. Officers also initiated traffic stops which accounted for an additional 4,680 calls. These numbers do not include phone calls that officers return, as well as walk-in traffic that does not require generating a Calls for Service.



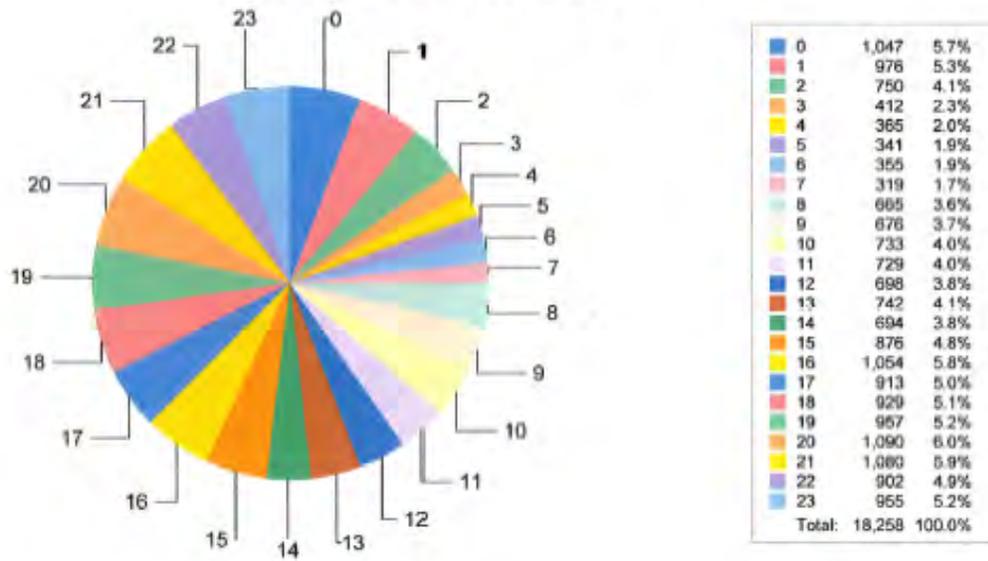
Officer Gary Kutcher performs a vehicle inspection prior to the beginning of his shift.

OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE DAY/HOUR

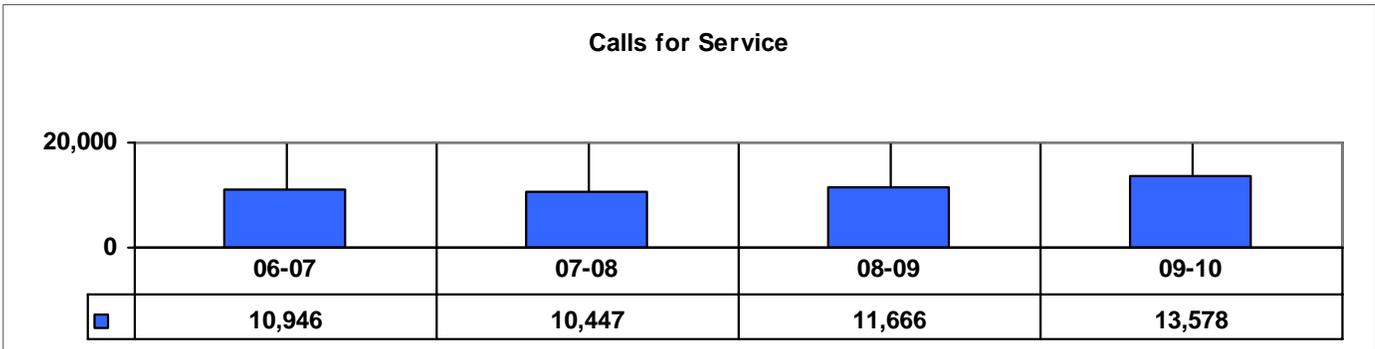
CFS by Day of Week



CFS by Hour of Day

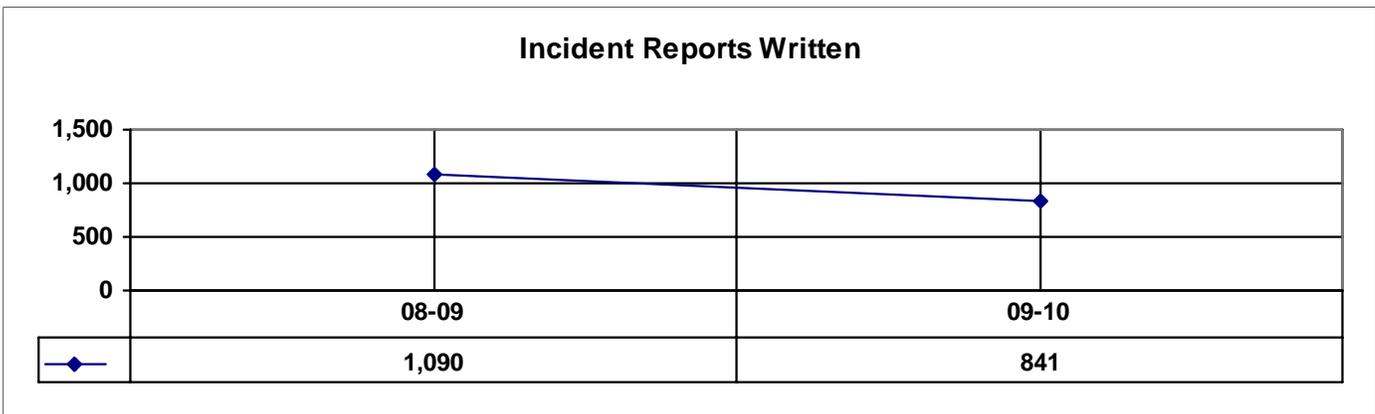


**OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE**

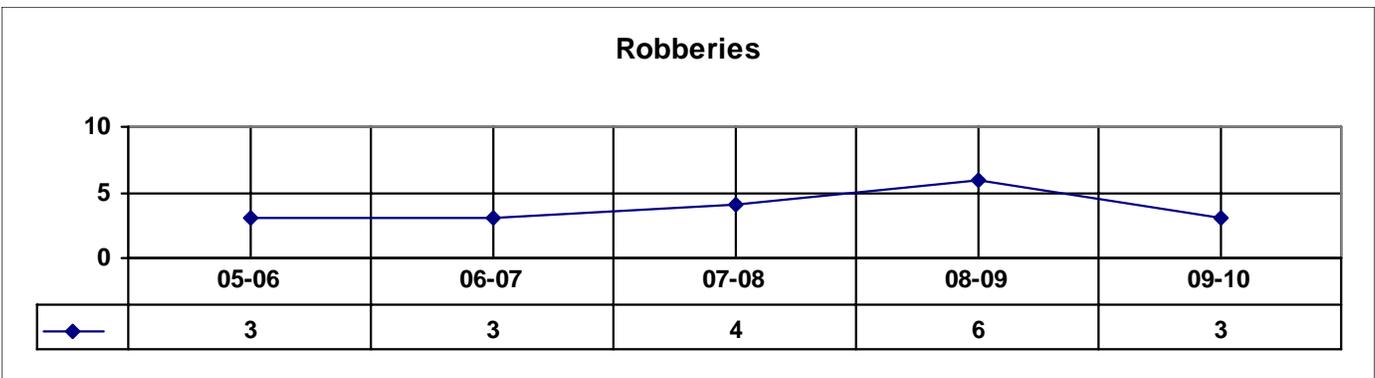


Calls for Service increased 16% in FY2010 compared to the previous fiscal year.

While most calls to the E911 Center generate a call for service, not all calls require documentation. Any calls for service that involves some sort of alleged criminal conduct requiring investigation and/or documentation or accidents that were either hit and run or involved personal injury or damages estimated at over \$1,000.00 total require an incident report be filed. These numbers do not include arrest reports that are written by officers each day.



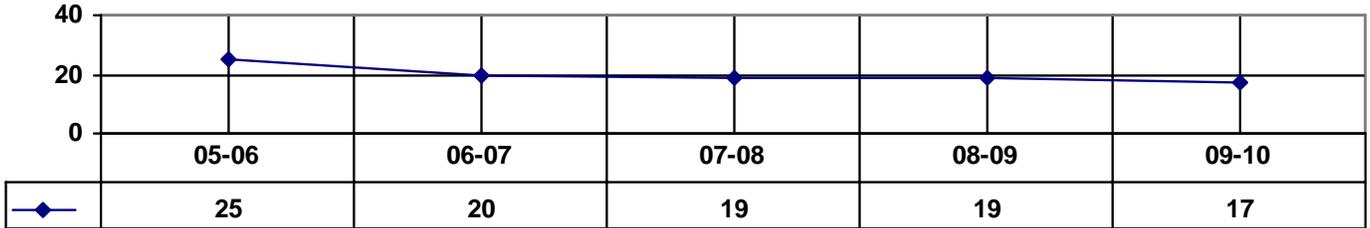
Incident reports decreased by 23% compared to FY2009.



Robberies decreased by 50% compared to FY2009.

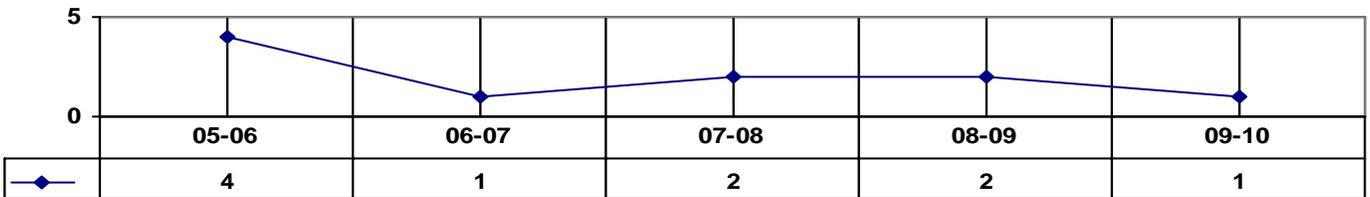
**OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE (continued)**

**Sex Crimes**



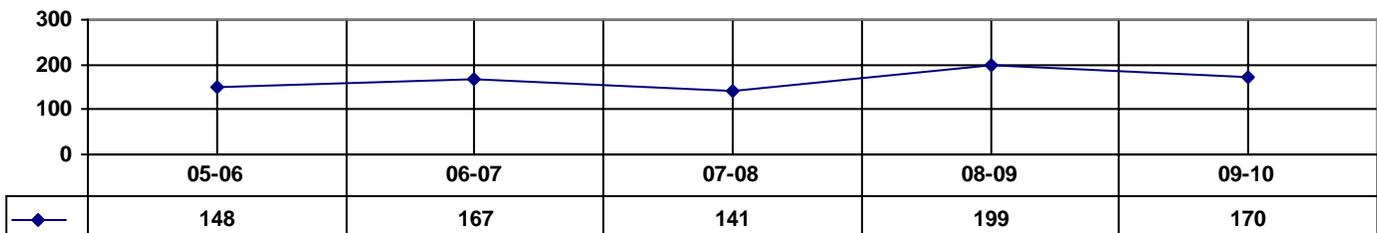
Sex Crimes decreased by 11% compared to FY2009.

**Arson**



Arson decreased by 50% compared to FY2009.

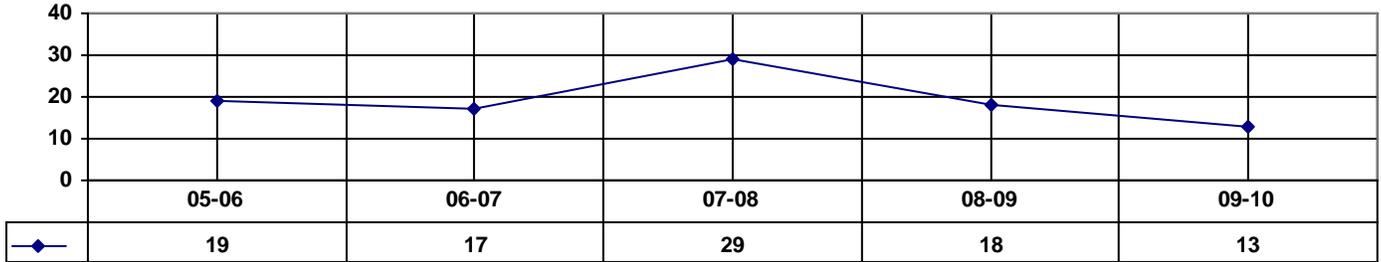
**Assault**



Assaults decreased by 15% compared to FY2009.

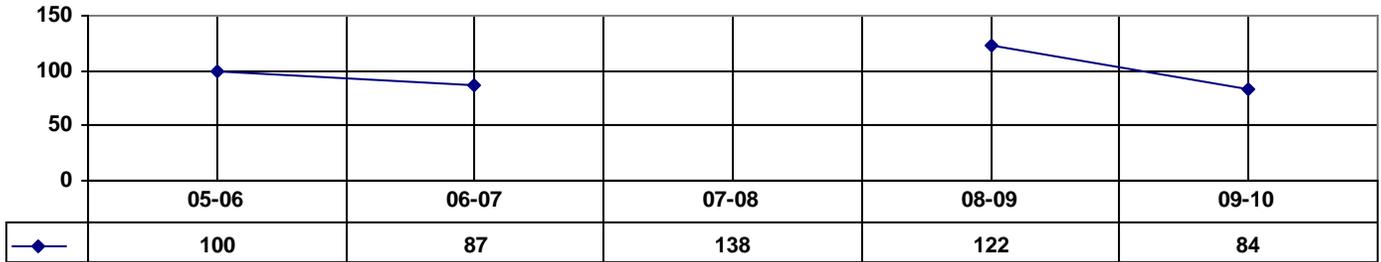
**OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE (continued)**

**Vehicle Thefts**



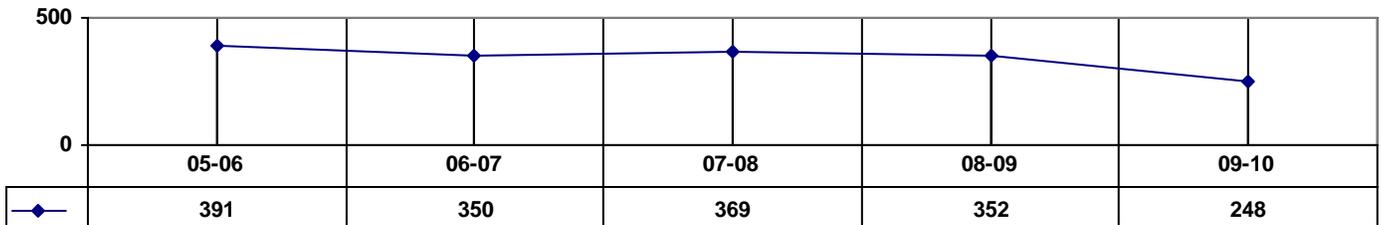
Vehicle Thefts decreased by 28% compared to FY2009.

**Burglary**



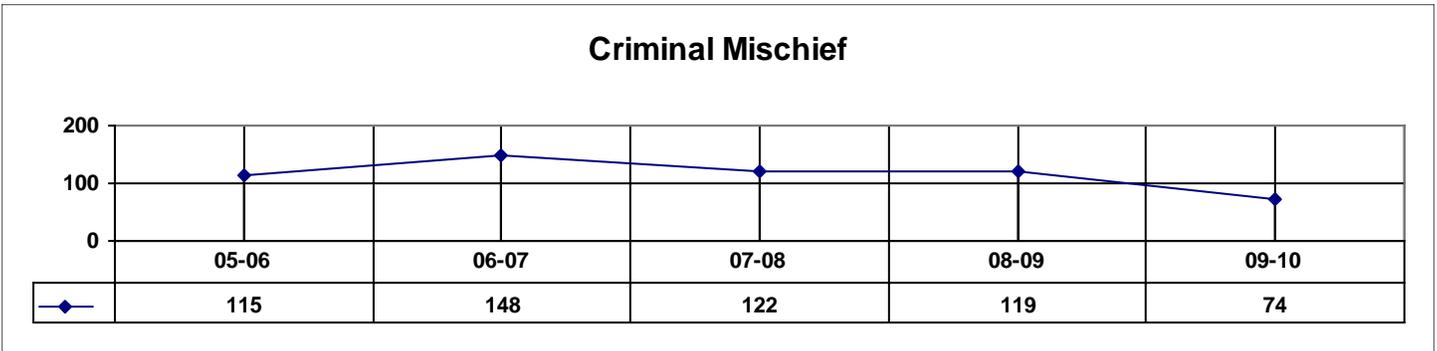
Burglaries decreased 33% compared to FY2009.

**All Other Thefts**

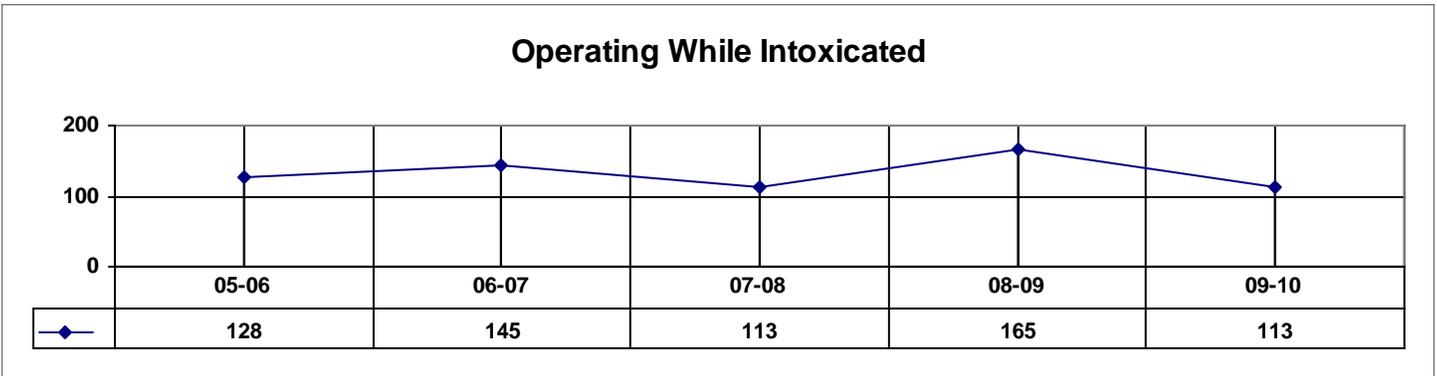


All other thefts decreased by 30% compared to FY2009.

**OSKALOOSA POLICE DEPARTMENT - CALLS FOR SERVICE (continued)**



Criminal Mischief decreased by 38% compared to FY2009.

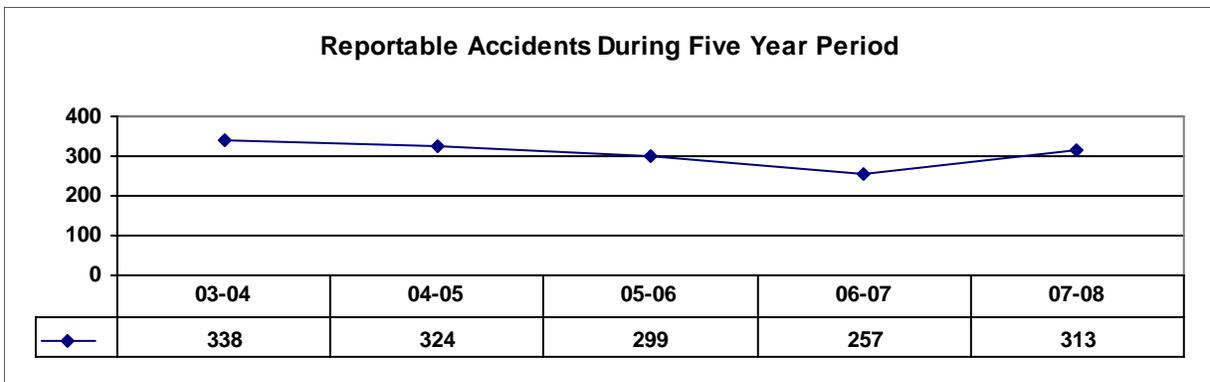


O.W.I. decreased by 32% compared to FY2009.

**OSKALOOSA POLICE DEPARTMENT - TRAFFIC SAFETY**

During the 2009-2010 fiscal year, the Oskaloosa Police Department responded to 350 accidents, 223 of those accidents were reportable. Of the reportable accidents responded to, 25 were personal injury accidents, 172 were property damage only, and 26 were hit and run.

While the total number of accidents reported to our department declined by 31, hit and run accidents increased by a total of five, personal injury accidents decreased by 11, and property damage accidents decreased by 25 for the fiscal year.

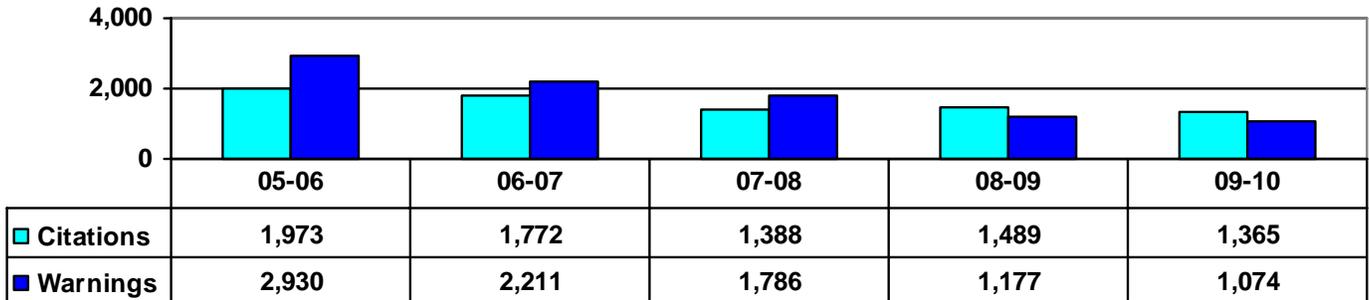


**OSKALOOSA POLICE DEPARTMENT - TRAFFIC SAFETY (continued)**

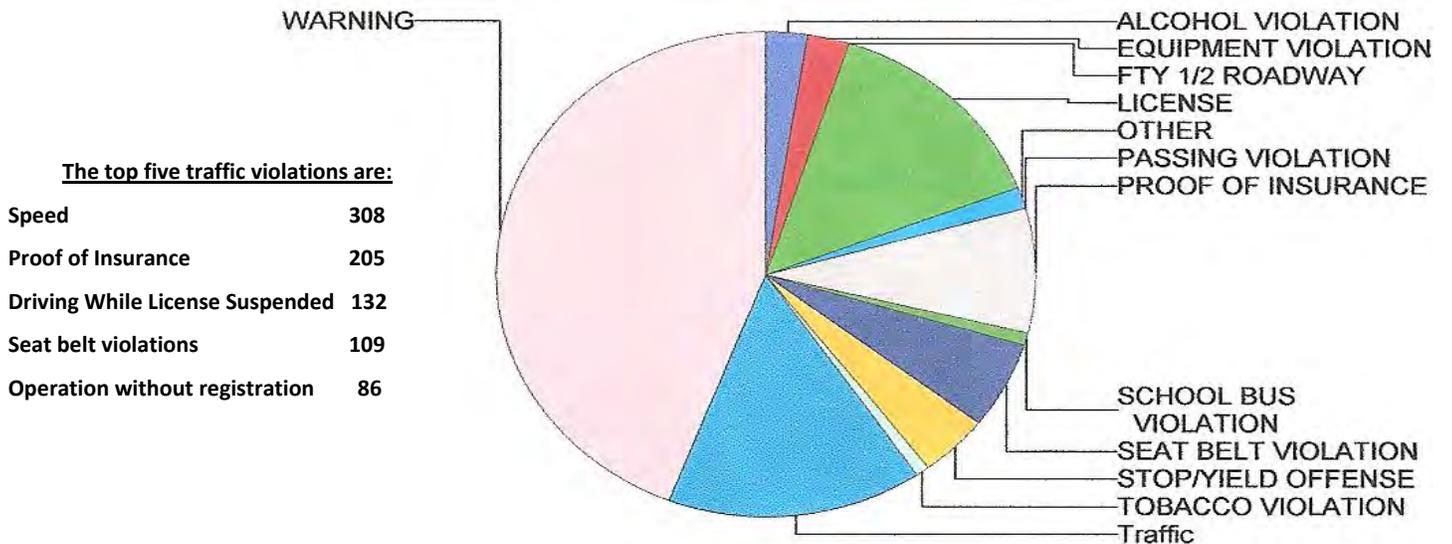
With an eye toward reducing the number of reportable accidents and injuries the department has instituted a policy of increased visibility in high traffic risk areas with an emphasis on enforcement of existing traffic laws. A total of 1,365 citations and 1,074 warnings were written during the year. Numerous verbal warnings were also given and are not included in these totals. The following graphs demonstrate citations and warnings given during the previous five-year period.



**Written Citations and Warnings for Five Year Period**



A breakdown of the different types of citations is listed below.



## OSKALOOSA POLICE DEPARTMENT - K9 TEAM

The department graduated its' second canine officer in December of 2003. Nash, an 8 year old German Shepherd, along with his handler, Lieutenant Gary McClun, began working the streets of Oskaloosa in mid-December of that year. Nash, like his predecessor Quest, is trained in building and vehicle searches, criminal apprehension, officer protection, and drug searches. Both officer and dog work routine patrol as well.

Nash is certified through the United States Police Canine Association (USPCA) as a narcotic detection dog as well as being certified as a patrol dog. Nash placed third at the 2006 USPCA Region 21 Police Dog 1 certification trials and sixth at the 2007 USPCA Region 21 Narcotic Detection Trials. In 2009, Nash placed first overall as the Region 21 champion at the USPCA Region 21 Police Dog 1 certification trials and competed at the National Field Trials that same year where he obtained national certification.



Lieutenant Gary McClun and Nash with their first place award

Nash has been deployed for drug searches, building searches, tracking

and search warrants. Lt. McClun and Nash have assisted the Iowa State Patrol, Iowa Department of Transportation, United States Postal Inspections, Mahaska County Sheriff's Office, Marion County Sheriff's Office, Pella Police Department, Ottumwa Police Department, Wapello County Sheriff's Office, the Department of Narcotics Enforcement, the 8th Judicial Department of Corrections, William Penn University security and the Mahaska County Conservation Officers with investigations.

He has given various demonstrations to both civic and school groups, including William Penn University; Oskaloosa High, Middle, and Elementary Schools; as well as several local church youth groups; boy and girl scout troops; and various day cares around Oskaloosa.

## OSKALOOSA POLICE DEPARTMENT - BICYCLE PATROL

During the summer of 1993 the Oskaloosa Police Department formed a bicycle patrol unit and has maintained that unit every summer since. The bicycle patrol consists of three certified Police Mountain Bike Officers. The bicycle officers share most of the same responsibilities as the patrol officers assigned to automobiles. The bicycle patrol is a useful public relations tool and can patrol areas inaccessible to a patrol automobile.

The bicycle officers work during the late afternoon and early evening hours during the months of June, July, and August. This shift was chosen because it provides the best opportunity to interact with the public when people are most likely to be involved in outdoor activities. During the summer, the bicycle officers spend a great deal of their time at the baseball fields, bicycle trails, and residential areas interacting with the public. During the evening hours on Fridays and Saturdays, the bicycle patrol is assigned to the city downtown area. During this time, the downtown area is heavily congested with vehicles and pedestrians where many of the young people of Oskaloosa and surrounding communities congregate. This makes it difficult for an officer in an automobile to respond to and leave this area in a timely manner. The bicycle officers have proven themselves valuable in maintaining order and reducing problems in this area.



The department has three bicycle officers and they spent approximately 480 hours riding bikes this past summer. A great deal of time was spent interacting with the youth of the community. The officers have been asked to speak to youth groups about bicycle safety and they demonstrate that safety by wearing helmets and obeying the rules of the road while patrolling.

## OSKALOOSA POLICE DEPARTMENT - CRIMINAL INVESTIGATIONS UNIT

The Criminal Investigations Unit of the Oskaloosa Police Department is comprised of a supervising lieutenant, one crimes against person and property investigator, and a department drug investigator. Due to manpower shortages in the fall of 2009 through the end of this fiscal year, the investigations unit has been operating at less than full strength because one of the investigators is now covering patrol duties and the other two are filling in as needed.

The Investigations Unit is primarily responsible for crimes against persons and property including working financial crimes, sex crimes, computer crimes, identity thefts, and burglaries to businesses and residential property. The Investigations Unit also works closely with local business in the areas of drug investigations and general crime. Throughout the year, Investigators provide presentations in these areas to educate businesses of what new crime trends are and what they need to do to lessen their chance of becoming a victim of crime. The Investigations Unit is also responsible for any and all special investigations that are required by the Chief of Police, City of Oskaloosa Attorney's office, and the Mahaska County Attorney's office. Over the past year, the Investigations Unit has been recognized by the Internet Crimes Against Children Division (I.C.A.C.) located at the State Lab in Ankeny, Iowa. Along with this recognition two investigators have been chosen to receive special training in the areas of computer forensics and peer to peer investigations. Upon the completion of this training, these officers will be assisting other law enforcement agencies in Southeast Iowa with crimes against children.

The Investigations Unit also worked closely with other agencies with investigating burglaries over a seven county area. In both of these cases thousands of dollars worth of stolen property was recovered and several arrests were made. One of those investigations also led to the Federal Government becoming involved and prosecuting these defendants at the federal level.

## OSKALOOSA POLICE DEPARTMENT - CRIMINAL INVESTIGATIONS

### SEX CRIMES:

Over the past year, the Investigations Unit investigated eighteen sex related crimes. Of these, six were possession of child pornography cases. Eight were sex crimes against children, and the other four were sex assaults against adult females.

### COMPUTER CRIMES:

The Investigations Unit over the past year has seen a steady increase of crimes involving computers. As people increasingly use the internet for personal and business use the chance of them becoming victims of crime dramatically increase. During the past year, the Investigations Unit has looked into several identity thefts involving people from all facets of life. The unit investigates several thefts involving the following internet entities, Ebay, MySpace, FaceBook, and Craig's list. Computer crimes are on the rise all over the country and it is the goal of the Oskaloosa Police Department to stay on top of new investigative techniques and training in this area.



## OSKALOOSA POLICE DEPARTMENT - DRUG TASK FORCE

In FY2010, detectives with the Mahaska County Drug Task Force, consisting of an officer with the Oskaloosa Police Department and a deputy with the Mahaska County Sheriff's office, closed a total of 39 cases. Stemming from those cases, detectives made or assisted in making 40 felony arrests, 18 misdemeanor arrests, and executed a total of 13 drug related search warrants. Fifteen of the 40 cases involved delivery of illegal drugs, possession of illegal drugs, or manufacturing illegal drugs (not including manufacturing methamphetamine). One case resulted in the largest methamphetamine seizure by the task force and a federal indictment for possession of methamphetamine with intent to distribute and maintenance of a drug-involved premises.

Of the cases investigated, 10 cases were related to clandestine methamphetamine laboratories or participation in a conspiracy to manufacture methamphetamine. This includes disrupting several "smurfing" operations where individuals, or groups of individuals, travel to various pharmacies purchasing cold medicine containing pseudoephedrine, a precursor used to manufacture methamphetamine. The frequent inspections of the state mandated pseudoephedrine purchase logs were instrumental in making these cases.

Of the 30 cases investigated by the task force, 10 cases involved drug endangered children. Detectives worked closely with Child Protection Workers from the Department of Human Services conducting home visits where it was suspected that parents were using illegal drugs in the presence of their children or while caring for their children.

Included in the cases closed by the task force, detectives worked with other detectives with the Southeast Iowa Inter-Agency Drug Task Force based out of Ottumwa and the Mid-Iowa Narcotics Enforcement Task Force based out of Des Moines and Newton.

The task force was also able to assist the department's Investigations Unit in a large scale business burglary case involving seven business burglaries over a four month period. Detectives were able to clear all seven burglary cases and made an arrest resulting in a conviction and a 30-year sentence for the career criminal offender.

**OSKALOOSA POLICE DEPARTMENT - COMMUNITY SERVICE & SCHOOL RESOURCE OFFICER****COMMUNITY SERVICE CONTRACTS:**

The Community Service office was contacted by various groups and organizations that requested presentations, law center tours and demonstrations be given. These groups included school age children, pre-school children, boy and girls scouts, church groups and civic organizations.

The Community Service Officer is responsible for the Halloween parade each year in the city square. He helps organize and then provides safe passage for youngsters as they travel the event parade route.

**SCHOOL RESOURCE OFFICER:**

The School Resource Officer (SRO) spends the majority of his time at the schools interacting with students, teachers, counselors, administrators and parents. While at school he was involved in a wide range of issues and programs including:

- Teaching D.A.R.E. to all second and fifth grade classes
- Teaching "Keep'n It Real", a new drug prevention program, to all seventh grade students
- Teaching all ninth grade students about having a minor school license
- Teaching high school health classes about alcohol using "Fatal vision Goggles" while driving golf carts
- Teaching high school science classes about crime scene investigations
- Building positive relationships with students, staff and parents by being involved in their day-to-day schedule
- Deterring and investigating criminal incidents such as harassments, bullying, threats, assaults, thefts and bus stop complainants. Fifty-two criminal charges and 10 tobacco citations were filed during the school year.
- Enforcing traffic laws and addressing school safety issues. Twelve citations were issued for unlawfully passing a school bus
- Reduced and investigated truancy. Truancy has decreased since the start of this program by 40%.
- Provide a safe learning environment by being present and available to the students during the school day.

The department feels having an SRO in the schools does not mean the schools are unsafe, it means the community is taking a positive, proactive step to create orderly, safe and secure schools. Many incidents can be minimized or dealt with, with a positive outcome, if the situation is reported. Having an SRO available to the students is an important first step in keeping our schools safe.

**OSKALOOSA POLICE DEPARTMENT - GRANTS**

**GTSB Grant**

**Amount Received:**  
\$22,800



**Received From:**  
Governor's Traffic Safety Bureau

**Purpose:**  
Overtime for Operating While Intoxicated (OWI) enforcement and training.

**Byrne Grant**

**Amount Received:**  
\$27,090

**Received From:**  
Department of Justice

**Purpose:**  
Used to purchase department SUV 4x4.

**Tobacco Enforcement Grant**

**Amount Received:**  
\$50/per check



**Received From:**  
Iowa Alcohol Beverages

**Purpose:**  
Compliance checks to ensure establishments w/tobacco licenses do not sell to minors, or to provide training

**Juvenile Alcohol Grant**

**Amount Received:**  
\$3,486

**Received From:**  
8th Judicial Juvenile Court Services

**Purpose:**  
To provide training and enforcement for juvenile alcohol programs (i.e. under age drinking checks at events).

**Elementary Camera Grant**

**Amount Received:**  
\$3,486



**Received From:**  
COPS Grant - Secure Our Schools

**Purpose:**  
Web based camera system utilized by school and police personnel for security purposes.

<b>Vest</b>		<b>Grant</b>
<b>Amount</b>		<b>Received:</b>
\$1,050		
<b>Received</b>		<b>From:</b>
Bureau of Justice Assistance		
<b>Purpose:</b>		
Used to provide vests for new officers and to replace existing vests that have expired.		

## OSKALOOSA POLICE DEPARTMENT - FIELD TRAINING PROGRAM

In 1987 the Oskaloosa Police Department began its Field Training Program. This program was designed to give newly hired police recruits the training needed to perform their numerous duties as police officers for the City of Oskaloosa.

Over the years this program has evolved into a twelve-week training process. During the Field Training Program, newly hired officers receive training in every facet of law enforcement. Areas of law enforcement training covered during the Field Training Program include, but are not limited to,; legal issues, domestic abuse investigations, alcohol and drug violations, police ethics, thefts, juvenile offenders, assaults and traffic enforcement.

Three officers have been chosen to work as the department's Field Training Officers (FTO). They work side-by-side with the new officers. Officers use a FTO manual to teach from and after each section is completed the officers give feed back to the new officer and how the training is going.

Specialized aspects of law enforcement training, such as defensive tactics, firearms, O.C. spray, ASP Police Baton, CPR, etc. are also included in the Field Training Program. These specialized areas of training are taught by state certified instructors on the department.



### OSKALOOSA POLICE DEPARTMENT - TECHNOLOGY ON ROAD

Officers patrol the city in cars that can do so much more than in past years. It is literally the officer's office space. Here you see the typical set-up of a squad car. In the upper right-hand corner of the picture, near the rear view mirror) is the mobile video camera that records all traffic stops and calls. In the middle of the picture is the computer system for the cars. This allows officers to issue citations and warnings and to write reports. In the left-hand corner of the picture is the radar system used for speeding violations. Not seen, but located next to the officer's right elbow, are the switches that run the light bar and sirens and the printer for the computer system.



### OSKALOOSA POLICE DEPARTMENT - AWARDS & RECOGNITION

Officer Charlie Valentine is named the Department's Officer of the Year for 2009/10. Here Chief McGee congratulates Officer Valentine and presents him with a plaque for his award.



**OSKALOOSA MUNICIPAL HOUSING DEPARTMENT**

The Oskaloosa Housing Department is in charge of the administration of its grant/loan programs. The office has two basic divisions: The Oskaloosa Housing Trust Fund (OHTF) and the Oskaloosa Municipal Housing Agency (OMHA). The office is currently staffed by three full-time employees with a total of approximately fifty-seven (57) years of combined experience.

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>HIRE DATE</u>
Laura Russell	Interim Director/Program Manager	06/27/1985
Carolyn Rice	Housing Specialist	06/08/1989
Chris Schippers	Secretary	10/23/2000

**OSKALOOSA MUNICIPAL HOUSING AGENCY (OMHA)**

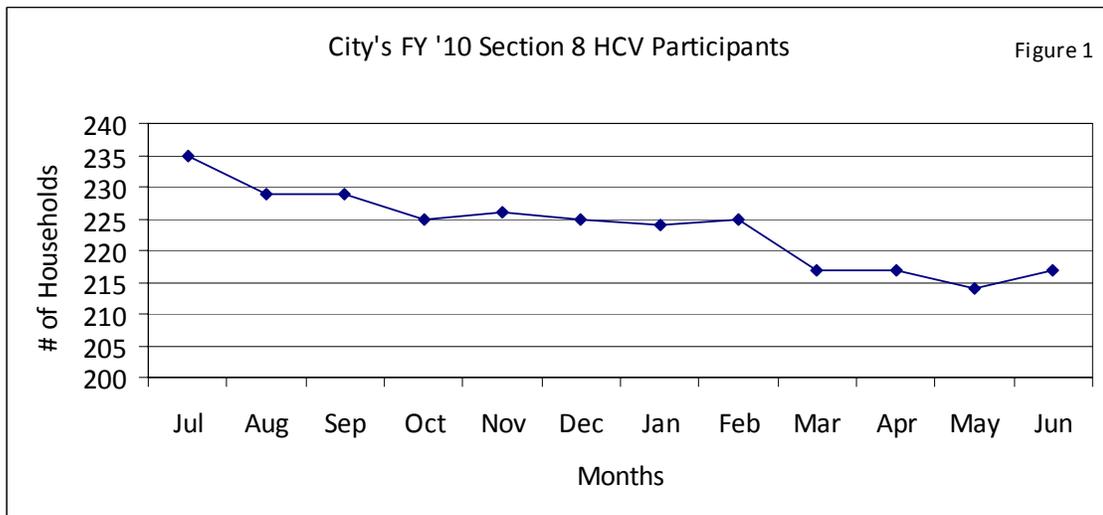
The OMHA administers the Section 8 Housing Choice Voucher rental assistance program for lower income residents of Oskaloosa. A board appointed by the Mayor with the advice and consent of the City Council governs the OMHA activities.

OMHA Board members for FY2010 include:

Donald Patterson, Chair; Michael Collins, Vice Chair; Sandra Rowe, Secretary/Treasurer; Jackie Black; and Steve Brown. Meetings of the OMHA Board are typically held at noon on the first Tuesday of the month.

**OMHA - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

The Section 8 Housing Choice Voucher rent assistance program allows us to assist an average of 230 households per month. The program requires the tenants to pay at least 30% of their income toward rent and utilities with the rent assistance program picking up the balance of those costs. All tenants are required to have their incomes reviewed at least annually. If income changes are reported to the office in a timely manner, an increase in income does not affect the tenant’s portion of rent until their next annual review. Reported decreases in income, however, result in a recalculation of the tenant portion of rent for the following month. As seen in Figure 1, during the city’s FY2010 an average of 224 participants/month (97.4% occupancy) received rent assistance.



**OMHA - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

The OMHA maintains a waiting list for the rent assistance program. During the city's FY 2010 we have maintained an average of about 96 families per month on the waiting list as shown on Figure 2 below. Applicants are selected from the waiting list as the need exists to keep lease-ups at a maximum. The housing authority leases up approximately 25% of applicants that are selected from the waiting list.

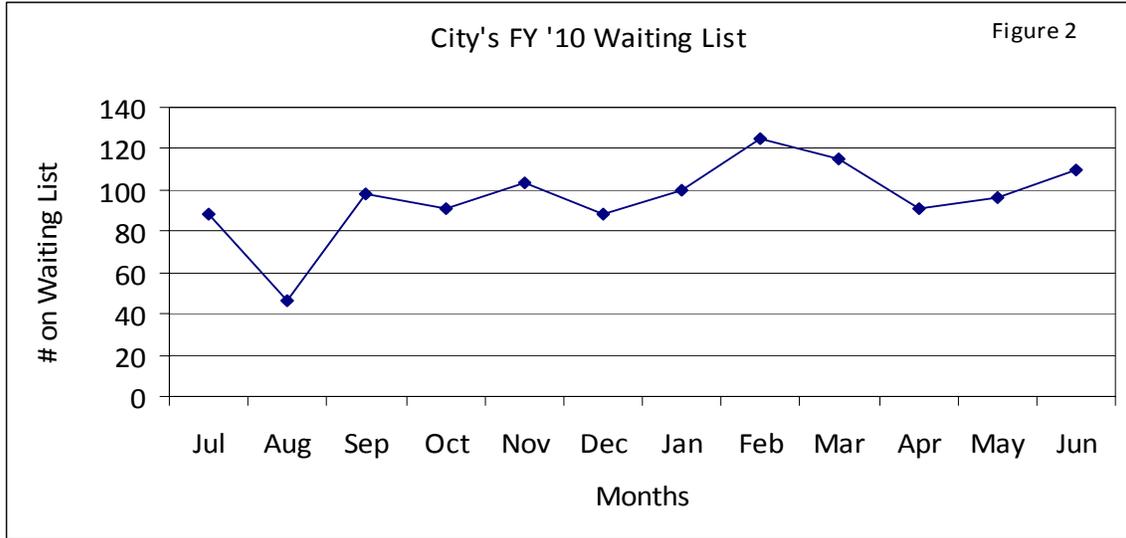
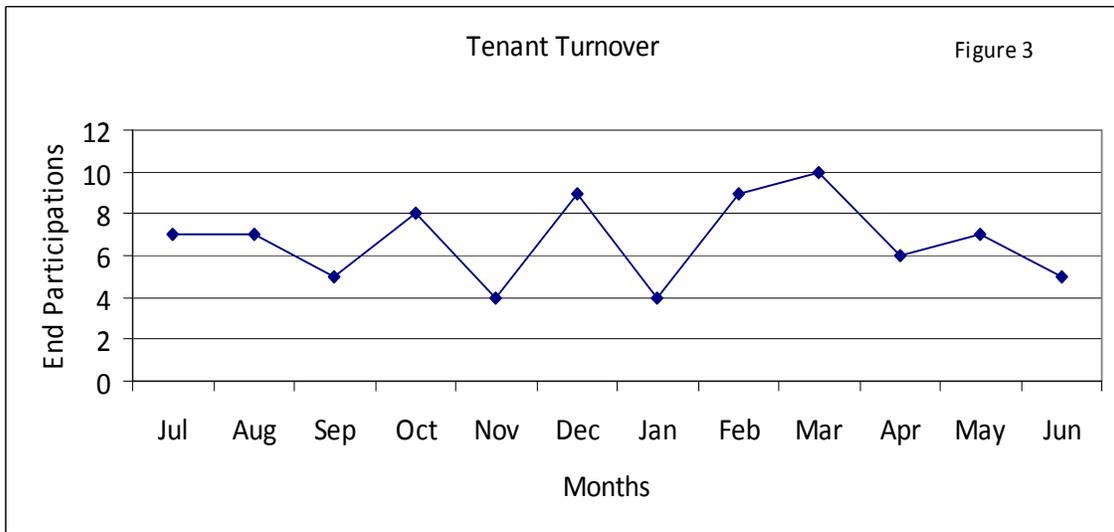


Figure 3 below reflects an average turnover of seven families per month, ending their participation in the program for various reasons (move-outs, termination, income exceeding limits, etc.). An additional eight tenants ported out to other agencies. The receiving housing agency has the option to absorb these portable tenants or bill the OMHA.



**OMHA - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM (continued)**

The average assistance amount each month during the city's FY '10 was \$273 (Figure 4). The Voucher program is having a profound effect on the economy of the community with more than \$733,000 paid to landlords annually. Our landlords are receiving their rent in a timely fashion and the assistance allows participants extra income for other needs. This attributes to more accessible income for the purchase of other goods and services within the community.

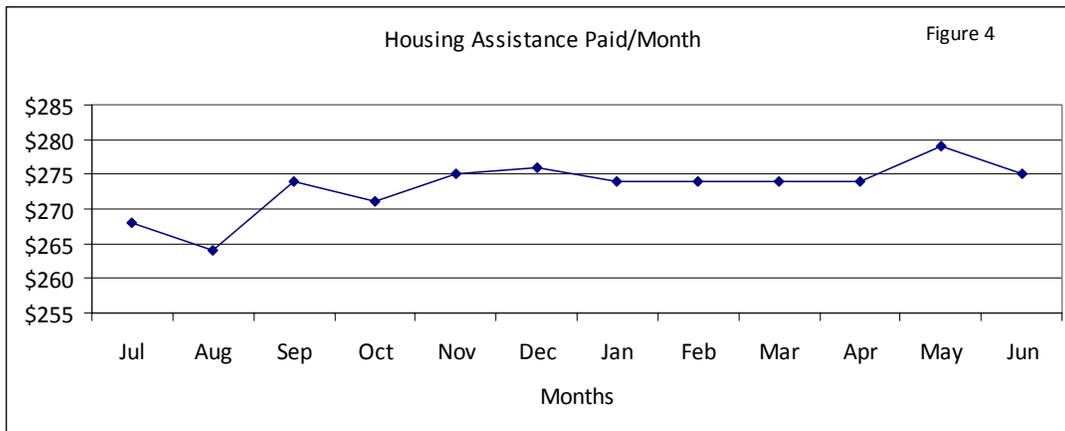
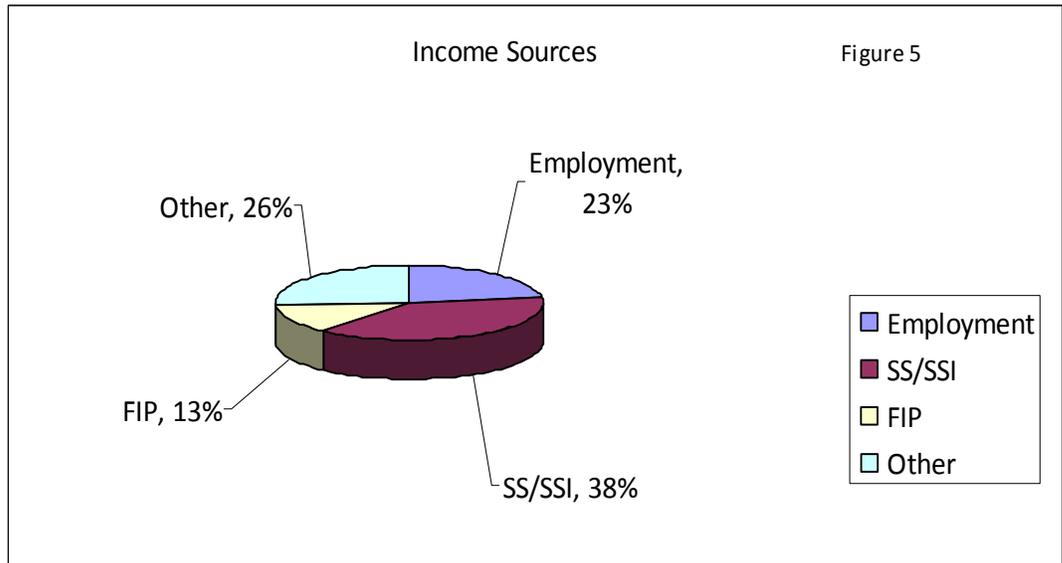


Figure 5 reflects that 23% of the Section 8 participants were employed; 38% of the participants received their income from Social Security or other types of disability; 13% of the participants received their primary source of income from FIP; and, 26% had income from other sources (child support, work study, etc.).



Landlords are required to maintain their properties

to meet the Minimum Housing Quality Standards (HQS). This requires annual inspections of all properties and most of the time a second inspection to verify that the noted repairs have been made. While these standards are "minimum" as the name implies, we know from

**OMHA - OSKALOOSA MUNICIPAL HOUSING AGENCY - RECAP**

The rent assistance program was able to assist an average of 224 households each month and has provided \$732,824 in income to Os-kaloosa's landlords who help support our local economy. The assistance payments have allowed the participants to have an extra \$273/month to spend on other goods and services within the community that would have otherwise gone toward rent payments. As of 6/30/10, this program had a housing assistance payment (HAP) reserve of \$64,190 and an administrative reserve of \$10,692. The housing authority has been able to remain within the desired occupancy rate of 95-100% and its calendar year budget of HAP funds. The OMHA has collected \$7,097 in fraud recovery payments during the city's FY 2010.

## OSKALOOSA HOUSING TRUST FUND (OHTF)

The Oskaloosa Housing Trust Fund (OHTF) was established by ordinance in November of 2000 and began its operations in January of 2001. The OHTF focuses energy and resources on programs that address the community's varied housing needs and desire to increase the value of homes in the city. The OHTF currently provides programs for first time home buyers, rent assistance, urgent repair and demolition for removal of dilapidated structures.

A committee comprised of major donors to the trust fund and four City Council appointed members govern the activities of the fund. OHTF committee members representing area businesses at the end of the fiscal year were: Rob Taylor, Chair; Dan Adams, Vice-Chair; Jim Hansen; Kandes Dalbey; Jim Lorber; Leon McCullough; Julia Ross; and Randall Irwin. Representing the community at-large and appointed by the City Council are Pam Blomgren; Bernice Hahn; Debbie Stevens; Doug Hunt; and Thomas Potter. Meetings of the OHTF are generally held on the first Thursday of each month at noon in the City Hall Conference Room.

During the first year of the trust fund, grants were received from the Iowa Department of Economic Development (IDED) in the amount of \$240,000 and \$250,000 from the Federal Home Loan Bank (FHLB). A local fund raising effort and transfer of the City's revolving loan funds for 1<sup>st</sup>-time home buyer and the demolition program resulted in being able to initially capitalize the trust fund with about \$840,000 in cash and assets.

During the past few years, the OHTF has been funded through the Iowa Finance Authority's (IFA) Local Housing Trust Fund (LHTF) grant to assist households with incomes of less than 80% of the Mahaska County Median. The 2009 grant award was in the amount of \$94,181 and the 2010 grant amount was \$51,069. These funds, along with fundraising dollars raised over a three-year campaign, allow the trust fund to continue with existing programs. The grant funds have been decreased significantly by IFA to eliminate small housing trust funds in an effort to support the formation of a regional housing trust fund. The Area XV Regional Planning Commission was contacted to pursue the regional trust fund approach. A meeting was held in May and the agency has received resolutions of support from all six counties in this region (Mahaska, Keokuk, Wapello, Jefferson, Davis & Van Buren). Area XV plans to become a certified regional trust fund in October 2010. The OHTF supports this approach so that we remain eligible to apply for these funds and continue the vital programs that enhance and maintain the housing stock within our community.

Whether it be governmental agencies or local citizens with an interest in improving the quality of housing within the community, contributions are essential to the success of the OHTF efforts. The fifty-seven investors in the trust fund during its nine years are found below:

Aaron Ver Steeg, Ajinomoto USA, Inc., Bank Iowa, Bates Funeral Home, Cablevey, Cargill, Inc., Carter's Int. Material Handling, City of Oskaloosa, Church & Dwight, Clow Valve Company, Community 1<sup>st</sup> Credit Union, D&S Siding, David & Patricia Dixon, Dr. & Arlene Nuckolls, Dr. Paul and Cynthia Riggs, Dr. Tony & Joan Kunz, Drs. Anne & Matt Whitis, Edgetowne Furniture, Edward Jones Investments-Alan Fender, Fannie Mae Iowa Partnership, Federal Home Loan Bank, First National Bank Midwest, Garden & Associates, Ltd., George Daily Charitable Trust, Glaco Mid-West, Inc., Hawkeye Lumber Company, Hawkeye Real Estate, Heather Brown, Horizon Bank, Hunt Kain & Associates, Independent Insurance Agents, Interpower Corporation, Iowa Dept. of Economic Development, Iowa Finance Authority, Jim Zimmerman, K-Line Unlimited, Mahaska Title-Johnson Abstract, Malcom Lumber & Hardware, MidWestOne Bank, MUSCO Charitable Foundation, MUSCO Sports Lighting, Oskaloosa Board of Realtors, Oskaloosa Chiropractic Clinic, Oskaloosa Food Products, Oskaloosa Vision Center, Palmer & Palmer Law Office, Pat Russell, Pella Rolscreen Foundation, Phil Griffin Insurance, Robert Auld Investments, Shankster Masonry, Smith-Wake Ag Group, Steven's Concrete Limited, True Value Hardware, USDA Rural Development, Vermeer Charitable Foundation, Wells Construction Company

**OHTF - DEMOLITION PROGRAM**

The demolition program is a continuation of a program started in 1998 and was modified in 2004 as a result of the City Council contribution of \$117,000 in bond funds. The program provides up to \$4,000 in the form of a grant if the owner agrees to rebuild on the property within 2 years. If the property is not redeveloped within the 2-year period the grant is to be repaid and will include current prime rate interest, accrued over the first 2 years, with the balance to be amortized over 12 months at current prime rate of interest.

In total, since the program began in 1998 there have been 71 applications approved and 70 properties demolished (see Figure 2). Forty-four of the 49 properties that have been demolished and redeveloped through the program are currently on the county's website tax role. They are now assessed at over \$4 million. The average assessed value of those redeveloped properties is \$97,570. An additional 12 loans/grants have been repaid. Two loans are outstanding, two properties were sold at tax sale, one was returned to the bank, and four are currently in the two year timeframe of redevelopment. Two applications were approved for the demolition program during this fiscal year. The applications were for demolition of 910 North A Street and 1007 South F Street. The average assessed value of these two structures at the time of



308 North G (before )



308 North G (after )

Figure 2

**Recap of Demolition Activity Since 1998**

# of Demos	Redeveloped	# Repaid	\$ of Demo	Before Value	After Value
70	49	12	\$280,742	\$812,287	\$4,293,100



715 G Avenue West (before)



715 G Avenue West (after) – 2 Houses

An additional demolition program was approved in March 2010 providing a grant/loan for up to \$4,000 encouraging green space and/or future development in exchange for removal of dilapidated structures. One-half of these awarded funds shall be issued in the form of a no-interest loan to be repaid in 24 monthly installments beginning the first month following project completion. One-half of the awarded funds shall be issued in the form of a non-repayable grant. No activity has occurred with this program.

**OHTF - FIRST TIME HOME BUYER DOWN PAYMENT AND CLOSING COST REVOLVING LOAN FUND**

The continuation of this very successful program continues to be a high priority for the committee and community. These no-interest loans of up to \$3,500 are matched by the family and are repayable over a 10-year period. During FY 2010, the program assisted 23 families with the purchase price of almost \$2 million in Oskaloosa. Since the program’s inception, we have assisted 400 households with the purchase of nearly \$27 million worth of housing. The average purchase price of homes in this loan portfolio is \$66,761 with an average loan amount of \$2,094. In addition to these families becoming stakeholders in our community and helping to stabilize our workforce, an emphasis on developing home ownership opportunities creates other ripple effects within the community. Some of the obvious examples include approximately: \$1,602,275 in real estate commissions; \$160,000 in appraisal fees; \$80,000 in legal fees; and, \$50,000 in abstracting fees. Figure 3 shows the yearly breakdown of loan activity since the program’s inception.

**Properties utilizing the 1<sup>st</sup> time home buyer program**



506 B Avenue East



1703 South 6<sup>th</sup> Street



1104 B Avenue East



315 South H Street

**OHTF - FIRST TIME HOME BUYER DOWN PAYMENT AND CLOSING COST REVOLVING LOAN FUND****Oskaloosa 1st-time Home Buyer Down Payment and Closing Cost RLF  
(loan activity by year)**

<b>YEAR</b>	<b># OF LOANS</b>	<b>\$ OF LOANS</b>	<b>PURCHASE PRICE</b>	<b>1ST MORT LN AMT</b>
1998	15	\$24,426	\$603,917	\$546,784
1999	42	\$81,667	\$2,252,635	\$2,074,630
2000	34	\$63,731	\$1,928,481	\$1,802,456
2001	42	\$72,437	\$2,358,050	\$2,160,813
2002	40	\$68,005	\$2,408,200	\$2,303,715
2003	41	\$78,255	\$2,783,200	\$2,596,775
2004	48	\$102,518	\$3,444,350	\$3,191,733
2005	34	\$69,612	\$2,313,275	\$2,246,272
2006	41	\$96,821	\$3,314,759	\$3,043,990
2007	7	\$19,678	\$515,000	\$482,300
2008	24	\$64,938	\$1,952,100	\$1,869,634
2009	24	\$68,950	\$2,091,850	\$1,926,669
1/1-6/30/10	8	\$26,625	\$738,760	\$698,639
<b>TOTALS:</b>	<b>400</b>	<b>\$837,663</b>	<b>\$26,704,577</b>	<b>\$24,944,410</b>

In an attempt to alleviate problems associated with our efforts to get people into home ownership that may not fully understand what is involved in being a home owner, the OHTF requires participants to receive home buyer education prior to their loan closing. Each participating lender provides an individual counseling program to the client and verification of course cer-

**OHTF - RENT ASSISTANCE PROGRAM**

One of the requirements of the IFA LHTF grant is that 30% of granted funds are to be used to assist families with incomes at or below 30% of median income. The OHTF utilizes a portion of grant dollars to assist extremely low income families with rent assistance. This program supplements the Oskaloosa Municipal Housing Agency (OMHA) Section 8 Housing Choice Voucher Program. The payments are calculated utilizing formulas that base the tenant's payment on 30% of adjusted gross income. The funds are issued to landlords of participating tenants as a monthly rent subsidy based on the family income and according to Housing & Urban Development's (HUD) guidelines for the Section 8 Voucher Program. During FY 2010, the program has assisted five families for a total of \$10,883 in rent assistance with the average per month assistance amount of \$247.

**OHTF - URGENT HOME REPAIR PROGRAM**

The program was designed to provide funds for homeowners who experience an emergency for items that need repaired (i.e. furnaces, sewer maintenance, water heaters, roofs, etc.). The OHTF offers a deferred payment loan for up to \$5,000 to assist with these repairs. A lien is filed against the property to be repaid with no interest accruing when the property sells or the title transfers. During FY 2010, the program has assisted 2 households with a basement repair and a furnace reflecting an expenditure of \$10,000.

**OHTF - NEW CONSTRUCTION FORGIVABLE LOAN PROGRAM**

The OHTF received a grant in March of 2005 in the amount of \$210,000 from the Iowa Department of Economic Development. These funds which are passed through the state from HUD’s HOME program are intended to assist income eligible households with the purchase of newly constructed homes in Oskaloosa. Households with incomes of less than 80% of the Mahaska County median as established by HUD could be eligible to receive forgivable loans of up to \$20,000 that can be used for down payment and closing costs. The grant includes \$10,000 that can be utilized by the OHTF to pay for administrative costs associated with the program. Therefore, our original intent was to assist with the purchase of ten newly constructed homes in Oskaloosa. The program, when matched with the \$3,500 no-interest loan program is hoped to reduce the risk involved by contractors as they build affordable

**Properties utilizing HOME/ADDI program**



2005 Suffolk Road



409 South 9<sup>th</sup> Street

**OHTF - SUMMARY**

Figure 4 reflects that the OHTF expended a total of \$250,115 in FY 2010. Investments in Oskaloosa's housing stock during the nine and a half years of OHTF existence exceeded \$3 million. These investments have resulted in over \$35 million of total investment in the community's housing stock (see figure 5 on the following page).

**Figure 4**

**CITY OF OSKALOOSA  
HOUSING TRUST FUND  
YEAR ENDED 6/30/10**

<b>RECEIPTS:</b>	
Interest	\$2,516
Loan Repayment	\$73,698
Fees	\$2,886
Refunds	\$112
Contributions - Private Sources	\$68,250
Transfers In	\$20,000
Federal Grants	\$65,641
State Grants	\$51,069
<b>TOTAL RECEIPTS</b>	<b>\$284,172</b>
 <b>DISBURSEMENTS:</b>	
Administration	\$9,080
Transfers Out	\$20,000
Rental Assistance Program	\$11,403
Refund/Reimbursement	\$2,764
Payments to Other Agencies	\$250
First Time Home Buyer Program	\$71,559
Housing Demolition Assistance Program	\$10,650
Urgent Repair	\$29,310
HOME/ADDI	\$64,000
Grant & Lincoln School Development	\$31,100
<b>TOTAL DISBURSEMENTS</b>	<b>\$250,115</b>
 Cash and Investment Balance, beginning	 \$322,231
Cash and Investment Balance, ending	\$356,287

**OHTF - SUMMARY (continued)**

**Programs of the OHTF (1/1/01 – 6/30/10)**

**Figure 5**

Activity	Actual # of Units	OHTF \$ Invested	Total \$ Invested	Outstanding Loan Value
Rental Rehabilitation	13	\$40,140	\$80,280	\$1,985
TBRA (Unit Months)	1083	\$79,561	\$331,304	NA
Affordable Housing Construction Loans	11	\$220,000	\$1,200,000	\$0
Demolition	70	\$255,259	\$4,293,100	\$9,350
Acquisition/Redevelopment	15	\$556,760	\$556,760	\$0
1st-time Home Buyer*	400	\$837,663	\$26,704,577	\$148,945
FHLB Home Owner Rehabilitation **	184	\$852,603	\$877,598	NA
Deferred Payment Home Owner Rehabilitation	36	\$80,858	\$98,320	\$63,674
New Construction Forgivable Loan***	8	\$232,000	\$1,079,704	NA
Urgent Repair Program	6	\$29,310	\$29,310	\$29,310
SHTF Rent Assistance (Unit Months)	142	\$36,002	\$36,002	NA
<b>Totals:</b>	<b>1968</b>	<b>\$3,220,156</b>	<b>\$35,286,955</b>	<b>\$253,264</b>

**Notes:**

\* The 1<sup>st</sup>-time Home Buyer Program made its first loan in June of '98. The 0% interest loans have a 10-year repayment period.

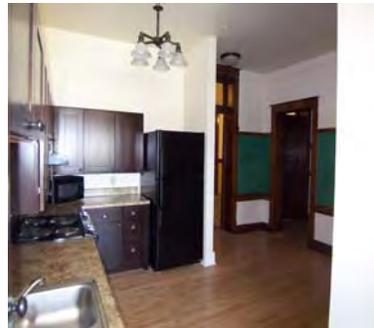
\*\* No outstanding loan value is shown for Home Owner Rehabilitation, as the FHLB funds have been utilized for this activity. The loans are a 5-year forgivable loan. All funds that are repaid are required to be returned to the FHLB.

\*\*\*No outstanding loan value is shown for New Construction Forgivable Loan. All funds recaptured are required to be returned to IDED.

**OHTF - LINCOLN AND GRANT ELEMENTARY SCHOOLS**

The City of Oskaloosa transferred ownership of the Lincoln and Grant Elementary Schools to Community Housing Initiatives, Inc. (CHI), a non-profit housing developer from Spencer, IA. CHI has converted the former Lincoln and Grant Elementary Schools into elderly housing units. The newly remodeled schools are now referred to as Grant Terrace and Lincoln Terrace, providing 15 new units in each building for eligible tenants. The grand opening ceremony and open house was held on January 27, 2010, and residents were expected to move in the following day. Each building offers a community room, exercise room and computer room. The Mahaska County Agency on Aging has relocated to the east side of Grant School. The senior center serves approximately 40 lunch meals at this site Monday thru Friday. Neighbors around the school desired to retain the playground as a neighborhood park and raised money to complete the playground area. This playground area is reported to be used by numerous families in the neighborhood as well as outside of the immediate area.

Lincoln and Grant Elementary Schools



**OHTF - AWARDS & RECOGNITION**

The OHTF applied for a merit award from the National Association of Housing & Redevelopment Officials (NAHRO) under the category of Program Innovation: Community Revitalization for their role in the redevelopment of Grant & Lincoln Schools and the partnership with the school district in developing the NW quadrant of town where the new elementary school was built. The trust fund was notified on May 13<sup>th</sup> that the Merit Award entry received a NAHRO Award of Merit in Housing & Community Development and has also been entered in the National Awards of Excellence competition. The Merit Award will be presented at NAHRO's summer conference in a special ceremony in Boston, MA on July 22, 2010.

**OSKALOOSA PUBLIC LIBRARY**

**BOARD OF TRUSTEES:**

Mike Sytsma, President  
 Darren Dykstra, Vice President  
 Diane VanWyngarden  
 Jane Ireland  
 Peggy Grafke  
 Judy Bishop  
 Candace Slobe  
 Kathy Rothfus  
 Bryan Johnson

**COMMITTEE ASSIGNMENTS**

Budget & Finance

Diane Van Wyngarden  
 Mike Sytsma  
 Darren Dykstra

Buildings & Grounds

Bryan Johnson  
 Mike Sytsma  
 Kathy Rothfus

Technology

Jane Ireland  
 Kathy Rothfus  
 Candice Slobe

Policy & Planning

Judy Bishop  
 Diane Van Wyngarden  
 Candace Slobe

Staff

Darren Dykstra  
 Judy Bishop  
 Jane Ireland

Library Advocate

Peggy Grafke



Oskaloosa Public Library

**OSKALOOSA PUBLIC LIBRARY - STAFF**

DATE HIRED

EMPLOYEE

POSITION

FULL TIME

PART TIME

Suzann Holland	Director	06-09-03	Resigned
Paulette Groet	Library Technician	04-17-89	
Linda Fox	Youth Librarian	09-01-82	
Susan Hasso	Admin. Assistant	03-20-00	06-16-97
Marion Gaughan	Cataloger	04-11-01	01-03-00
Mike Calzaretta	Building Manager	01-09-06	
Cindy Godlove	Library Assistant	03-07-88	07-01-85
Nancy Jones	Library Assistant	01-01-79	07-28-78
Amanda Ver Ploeg	Library Assistant		10-18-05
Nancy Hall	Library Assistant		02-11-09
Aiyanna Looney	Library Assistant		10-21-09
Linda Bruxvoort	Page		10-31-06 Resigned
Gale Drier	Page		06-03-10

**OSKALOOSA PUBLIC LIBRARY****LIBRARY FOUNDATION 2009/2010**

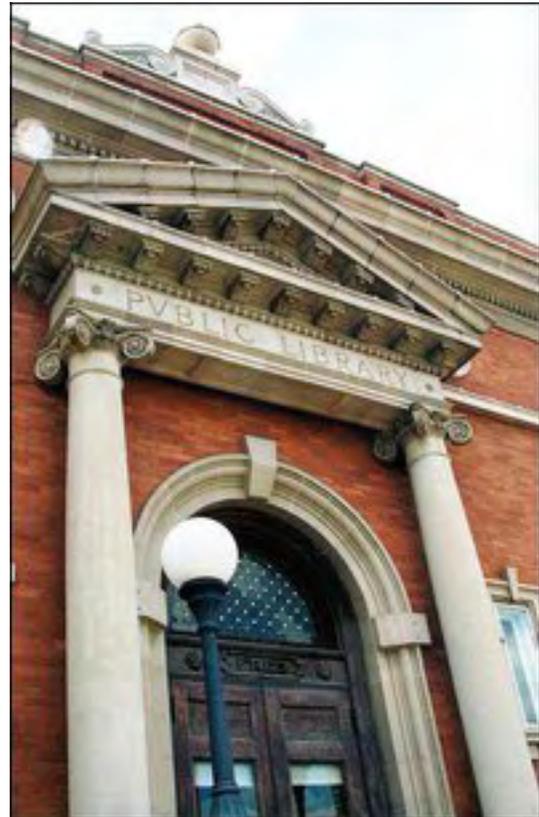
The Oskaloosa Public Library Foundation provides funds for special projects and/or capital improvement projects. It is a non-profit corporation with a board of seven members, two of whom are also trustees of the library.

Dianne VanGorp, President  
Perry Lund, Vice-president  
David Dixon, Treasurer  
Terri Nielsen  
Kate Hite  
Mike Sytsma, Library Trustee  
Peggy Grafke, Library Trustee

**FRIENDS OF THE OSKALOOSA PUBLIC LIBRARY 2009/2010**

The Friends of the Oskaloosa Public Library are a group of volunteers that helps the library through fundraisers. The money from the fundraisers goes to support library programs and special projects. The board consists of seven members.

Mike Owsley, President  
Keith Miller, Vice-president  
Jake Roberts, 2<sup>nd</sup> Vice-president  
Nancy Brown, Treasurer  
Chris VanWyk, Secretary  
Joan B., At Large  
Karen A., At Large

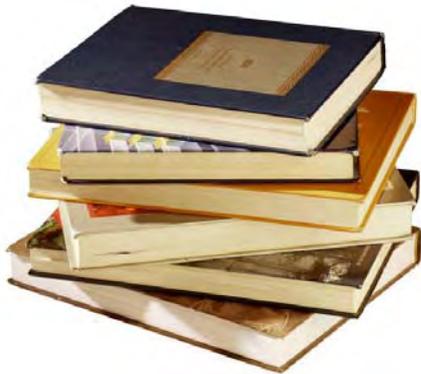




## OSKALOOSA PUBLIC LIBRARY - YEAR AT A GLANCE

### PROGRAMS AND SERVICES (continued)

- Outreach programs were offered at area preschools and the Oskaloosa Elementary School. Books were delivered and the Youth Librarian book talked to 50 classes each month.
- In September the library held its "Mahaska Reads" program for adults entitled, "The Five Sullivan Brothers".
- The writing campaign *Let's Write* kicked off November 1, 2009 and concluded March 1, 2010. A special Writer's Workshop was held every Tuesday night. Program attendees were invited to come and listen to the presenter, listen to other people's work or share their own writings.
- Computer classes were offered to assist adults who were finding computer technology difficult.
- The 2009 Volunteer Matching Fair was held on September 24<sup>th</sup>. A variety of non-profit organizations, nursing homes and children's programs were invited to attend.
- The Teen Advisory Board held their annual Cemetery Walk in September. Teens built a float and entered it in the Christmas parade, and they planned teen programs throughout the year.
- The library's hours changed allowing the library to be open Wednesday, Friday, and Saturday until 5:00 p.m.



### GRANTS, GIFTS, AND DONATIONS RECEIVED

- In August the Library received a bequest from the Norman Riefe estate totaling just over \$175,000.
- Purchased planned computers donated by the Gates Foundation.
- Received \$6,725.06 from Mahaska/Wapello Empowerment from a grant the Youth Librarian wrote for early childhood materials.
- Received Microsoft class-action settlement check in the amount of \$1,681.00.
- A \$33,000 rebate was received from MidAmerican Energy. City Hall staff will use the funds to make the final payment on the new HVAC controls system to the Baker Group.
- Received a grant from Mahaska County Community Foundation to cover half the price of reupholstering the furniture.
- MUSCO Sports Lighting donated the full-time employment of two college students for the summer. They staffed the children's reference desk during summer reading.
- Received \$9,304.18 from the Lena Dollar estate.



**OSKALOOSA PUBLIC LIBRARY - COLLECTION CHANGES**

Collection changes are a healthy part of a library’s existence. Each year, new materials are added with budgeted funds. Materials are also withdrawn for a variety of reasons: they become outdated, worn or damaged; they fail to circulate, indicating a lack of patron interest; or are never returned by the patron.

Material	Held at Start of Year	Added	Withdrawn	Held at End of Year
Books	55,583	3,331	1,200	57,714
Periodicals	216	11	3	224
Audio	3,300	436	36	3,700
DVD/Video	4,776	701	641	4,836
Other Library Materials	1,183	48	0	1,231
<b>Total</b>	<b>65,058</b>	<b>4,527</b>	<b>1,880</b>	<b>67,705</b>

**OSKALOOSA PUBLIC LIBRARY - CIRCULATION**

**MONTHLY CIRCULATION TOTALS**

MONTH	FY2008	FY2009	FY2010
July	24,882	24,657	24,182
August	20,192	18,024	19,135
September	19,379	19,546	20,250
October	22,357	22,612	21,780
November	21,403	19,488	19,920
December	17,607	20,296	18,966
January	19,840	22,870	21,168
February	21,434	21,201	20,738
March	22,525	23,421	19,689
April	21,076	22,271	17,603
May	20,425	15,879	14,992
June	27,666	28,375	25,670
<b>Total</b>	<b>258,786</b>	<b>258,640</b>	<b>244,093</b>

**OSKALOOSA PUBLIC LIBRARY - REFERENCE QUESTION & DOOR COUNT**

MONTH	DESK	PHONE	COMPUTER	DOOR COUNT
July	330	76	168	12,311
August	351	54	132	9,838
September	352	28	155	9,838
October	421	107	171	9,838
November	298	59	100	9,838
December	246	46	116	9,838
January	334	53	102	9,838
February	284	62	74	9,838
March	320	58	97	9,295
April	322	70	156	8,588
May	326	90	164	8,261
June	334	84	116	12,497
<b>Total</b>	<b>3,918</b>	<b>787</b>	<b>1,551</b>	<b>119,818</b>

**OSKALOOSA PUBLIC LIBRARY - ACTIVITIES**

**CHILDREN'S ACTIVITIES**



In house and outreach programs are an important part of library service for youth. Children's program attendance totaled 15,411 for ages 0-12.

**TEEN ACTIVITIES**



Teen Halloween party, cemetery walk and lighted parade. Teen program attendance for the year was 353.

**OSKALOOSA PUBLIC LIBRARY - ACTIVITIES**



Thanks to the donation of the Norman Riefe estate a locking cabinet was purchased to secure local history items.



The Friends of the Oskaloosa Public Library purchased a desk for the Genealogy Librarian.

The materials in the local history room are now in the process of being rearranged to be more user friendly.

