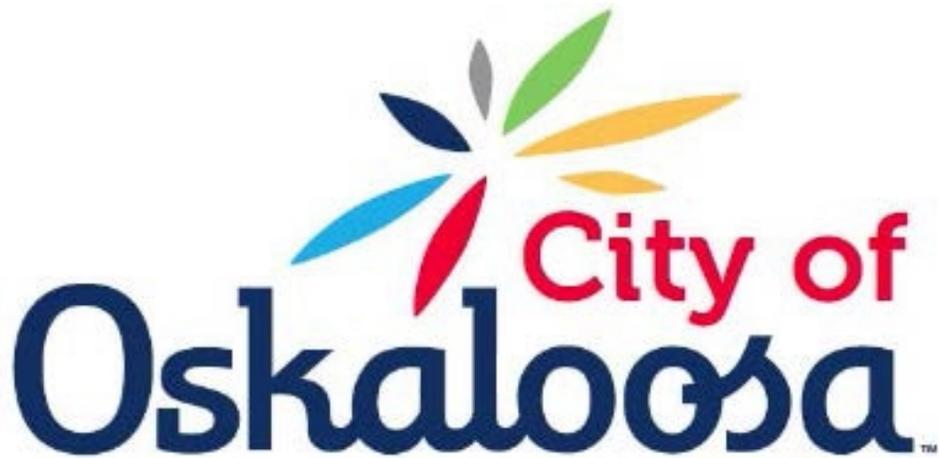


City of Oskaloosa Boards and Commissions Orientation Packet



Enterprise Zone Commission

Created April of 2015
Updated August 2015

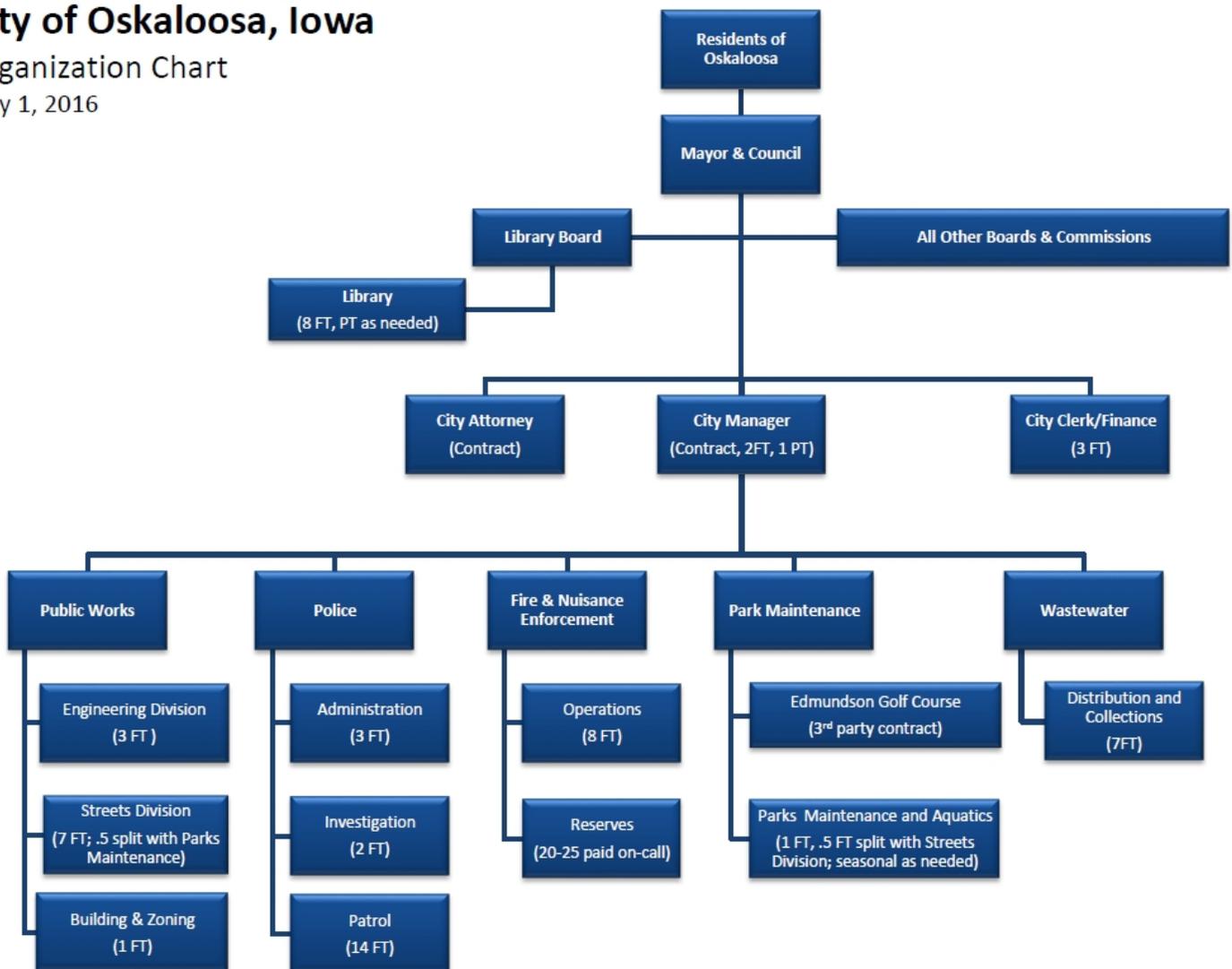
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City of Oskaloosa, Iowa

Organization Chart

July 1, 2016



Oskaloosa, Iowa

Oskaloosa is a diverse, micropolitan community offering big-city amenities. It is a “hot spot” for entrepreneurs thanks to public and private leaders who work to build strong infrastructure, communication, and transportation systems and have a vision of sustainable growth. It is a place businesses and workers want to call home. Our historic downtown district is a hub for live music, shopping, and dining. A high-speed fiber optic system delivers world-class communication solutions and can grow with technological changes and demands. With a current population of approximately 11,500 people, Oskaloosa continues to grow and change. The community is approximately 45 minutes from the state capital of Des Moines and just over an hour away from Iowa City, home to the University of Iowa.



Mission

Serve and protect the citizens of Oskaloosa to provide a positive environment which encourages desirable growth and enhances the quality of life in the community.

Vision Statement

Make Oskaloosa an irresistible place to grow business so the quality of life is enhanced for the whole community.

City Departments

- City Clerk's Office- City Hall 220 South Market Street
 - Appointed by the City Council, the City Clerk attends all council meetings and is responsible for duties defined by the Code of Iowa and designated by the City Council. The City Clerk is the Finance Director and City Treasurer by Oskaloosa City Code. The staff from the City Clerk's Office is responsible for maintaining all public records, which consists of storage, retention and scanning of official records.
- City Manager's Office- City Hall 220 South Market Street
 - Appointed by the City Council, the City Manager oversees all administrative tasks necessary for city operations, supervises city departments, maintains the city budget and represents the municipality in a variety of settings. The City Manager implements policy adopted by the City Council.
- Fire Department- 220 South Market Street
 - The Fire Department provides emergency response services to residents within and around the city limits of Oskaloosa, three cities, and eight townships. The department also assists the building official with fire prevention inspections. The Fire Department oversees Code Enforcement to keep our community safe and attractive for residents and visitors alike.
- Oskaloosa Public Library- at 220 South Market Street
 - The Oskaloosa Public Library exists to serve as a primary source of information, education, recreation, and personal fulfillment for all of the City of Oskaloosa and Mahaska County.
- Parks and Recreation at 220 South Market Street
 - The Oskaloosa Parks Department oversees Edmundson Park, the Downtown Park, Jaycee's Parks, and Vanderwilt Park. The Parks Department monitors and maintains the health of the city's urban forestry program. The Parks Department assists with downtown activities and oversees seven shelters.
- Police Department- Mahaska Law Enforcement Center 214 High Avenue East
 - The City of Oskaloosa Police Department provides public safety services to the residents of Oskaloosa. The Department uses bicycle, foot and vehicle patrol to provide public safety services to the city's residents, across 7.98 square miles.
- Public Works- 804 South D Street
 - Engineering
 - The Engineering/GIS Department is responsible for the design and oversight of city infrastructure construction, the maintenance of city maps and plats, and providing general engineering assistance to a variety of city departments.
 - Building and Zoning
 - The Building and Zoning department works with residents on building permits, setback requirements, and fence permits. The Building Official works with residents, contractors and local business owners on community improvements and local construction.

- Streets
 - The Streets Department fills potholes, replaces damaged concrete panels, chip seals or seal coats certain streets, and performs crack sealing.
- Wastewater- 2632 Kent Ave
 - The Wastewater Department oversees two treatment plants and seven lift stations and are responsible for the sanitary sewer and stormwater system. The plants that Wastewater monitors treat just under 2 million gallons of wastewater per day.
- Oskaloosa Municipal Water Department- 1208 S 7th Street
 - The Oskaloosa Municipal Water Department (OMWD) is responsible for providing clean drinkable water for the City of Oskaloosa. OMWD treatment plant is located north of Oskaloosa and relies on a series of wells to pull from the Skunk River watershed.

City of Oskaloosa's Form of Government

The City of Oskaloosa has a Mayor-Council form of government with the City Council appointing a City Manager to serve at the discretion of the City Council. The City Council consists of seven Council Members, four elected by ward and three elected at large for overlapping terms of four years. The Mayor is elected for a two-year term. The Mayor is not a member of the City Council and does not vote. The City Council, Mayor, and city officers have such powers and shall perform such duties as are authorized by State law and by the ordinances, resolutions, rules, and regulations of the city.

Appointment Process

Residents of Oskaloosa are appointed to the Planning and Zoning Commission by the Oskaloosa City Council through an application process. Candidates may be required to interview as part of the appointment process.

Enterprise Zone Commission

The Enterprise Zone Commission is responsible for administering the Enterprise Zone Program in accordance with state statute. The Enterprise Zone Program is designed to stimulate development by targeting economically distressed areas in the city. Through state and local tax incentives, businesses and developers are encouraged to make new investments and create or retain jobs in these areas. The goal of the program is to revitalize these areas and make them competitive with other locations throughout the state. Meetings are as needed, and are conducted under Robert's Rules of Order. The staff contact for the Enterprise Zone Commission is the City Manager.

Enterprise Zone Commission Policies and Procedures

Purpose: The Oskaloosa Enterprise Zone Commission ("Commission") is established as the City's agent to administer the Enterprise Zone Program in accordance with State law.

Members: The Commission shall consist of Nine (9) members, six (6) of whom shall consist of the following: one representative of the City Council, one representative of an international labor organization, one representative of the City Planning and Zoning Commission, one representative of the local workforce development center, a member of Indian Hills Community College Board of Directors, and a member selected by the Iowa Department of Economic Development These six (6) members shall select the remaining three (3) at-large members. All members, including the three at-large members, shall be approved and appointed by the City Council. Each of the Commission members shall serve for a three year term.

Officers: By majority vote, the Commission shall elect a chairperson and a vice chairperson who shall serve one year terms.

Quorum and Voting Requirements: A quorum shall consist of five (5) members and shall be necessary to conduct business. Upon convening a quorum, a majority of members present - including those who abstain from voting - shall be necessary for approval of all actions.

Meetings: Meetings shall be held as needed for the Commission to administer the Enterprise Zone Program. All meetings shall be in compliance with the Iowa Open Meetings Law and in compliance with Roberts' Rules of Order.

Compensation: Commission members shall not be paid compensation for their service.

Staff to the Commission: The Oskaloosa City Manager's Office shall provide technical assistance to the Commission and businesses and shall be responsible for posting meeting notices, preparing agendas and minutes of Commission meetings and performing other administrative duties as necessary.

Application Process: Businesses shall submit completed applications to the Oskaloosa City Council and the Commission in care of the City Manager's Office. Staff will prepare a report regarding the application for the Council and the Commission. The Council shall review the application and forward its recommendation by Resolution to the Commission. The Commission shall review the application and forward its recommendation by Resolution and its meeting minutes to the Iowa Department of Economic Development the Commission may require more information from businesses and may develop additional eligibility requirements in cooperation with the Council.

Additional Information

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

