



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

**Call to Order and Roll Call - June 19,2023 - 6:00 P.M.**

**1. Invocation: Lifehouse Community Church**

**2. Pledge of Allegiance**

**3. Roll Call**

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

\_\_\_ Almond, \_\_\_Burnett, \_\_\_Caligiuri, \_\_\_ Comfort, \_\_\_Drost, \_\_\_ Hermsen, \_\_\_Ossian

**4. Community Comments**

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda. The community is encouraged to speak before the Mayor and City Council and asked to keep statements brief. Time shall be limited to no more than three (3) minutes. Any questions are to be asked of the City staff, Council members, or the Mayor prior to speaking to the full Council so concerns may be properly researched and answered away from the meeting. Comments are to be directed to the Mayor and City Council only.

For those wishing to provide comment during the meeting, the Mayor will call for public comment.

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

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

**A. Consider approval of Council Agenda and Minutes, subject to corrections (Consent Agenda)**

Consider approval of Council Agenda and Minutes, subject to corrections.  
(Consent Agenda)

1. June 19, 2023 City Council Agenda

2. June 5, 2023 City Council Regular Meeting Minutes

3. June 1, 2023 City Council Special Meeting Minutes

Documents:

[City Council Minutes June 5 2023.docx](#)  
[City Council Special Minutes June 1 2023.docx](#)

**B. Consider a motion to receive and file reports and communications from advisory and operating boards and commissions (Consent Agenda)**

Documents:

[Planning and Zoning Minutes 6-6-23.pdf](#)

**C. Consider a motion to receive and file financial reports for May 2023. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[City Council Communication\\_20230619 Financial Reports.docx](#)  
[CITY OF OSKALOOSA FINANCIAL REPORT MAY 2023.pdf](#)

**D. Consider approval of a liquor license application. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[City Council Communication 20230619 Liquor Licenses.docx](#)

**E. Consider approval of FY2024 Retail Cigarette/Tobacco/Nicotine/Vapor Permits. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[City Council Communication\\_20230619 Cigarette Permits.docx](#)  
[FY 2024 RETAIL CIGARETTE PERMITS.docx](#)

**F. Consider approval of Pay Application No. 4 in the amount of \$172,375.12 to KLC Construction, Inc. for the 2022 Sanitary Sewer Project (Consent Agenda).**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_2022 Sanitary Sewer Project Pay App.docx](#)  
[20230619\\_Letter from Gardens.pdf](#)  
[20230619\\_Pay Application 4.pdf](#)  
[20230619\\_Change Order 1.pdf](#)

**G. Consider approval of final payments totaling \$4,435.52 to Area 15 Regional Planning Commission and final budget amendment for work completed on the Façade Improvement Project Phase III. (Consent Agenda)**

Who is submitting this Development Services Department  
item.

Documents:

[Communication 20230619 Facade3 Jun 2023 final payments budget amend.pdf](#)  
[20DTR004 - Draw 27.pdf](#)  
[Amendment Request Letter\\_draft.pdf](#)

**H. Consider approval of Pay Application No. 4 in the amount of \$6,250 to Josiah Updegraff for the Edmundson Park – Masonry Work Project. (Consent Agenda)**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_Edmundson Park Masonry Project Pay App No 4.docx](#)  
[20230619 APPLICATION FOR PAYMENT NO 4.pdf](#)

**I. Consider approval of payment of \$10,000 to Seda consulting for certification training and the MPO Annual Contract. (Consent Agenda)**

Who is submitting this City Manager  
item.

Documents:

[Communication 20230619 Seda Consulting.docx](#)  
[2023 06 Oskaloosa.pdf](#)

**J. Consider a resolution allowing the disposal of surplus city-owned equipment. (CONSENT AGENDA)**

Who is submitting this City Manager  
item.

Documents:

[Communication 20230619 Disposal List.docx](#)  
[RESOLUTION 20230619 Surplus Property 2023.docx](#)  
[Disposal List.docx](#)

**K. Consider a motion approving and engaging Ahlers & Cooney as legal counsel for emergency management matters. (Consent Agenda)**

Who is submitting this City Manager  
item.

Documents:

[Communication 20230619 Engagement Letter.docx](#)  
[Engagement letter - Emergency Management matters \(02204663x7F7E1\).pdf](#)

**L. Consider an ordinance establishing a Vacant Buildings Code. (3rd Reading)**

Who is submitting this Development Services Department  
item.

Documents:

[Communication 20230619 vacant buildings code.docx](#)  
[Ordinance vacant buildings 15.34 FINAL.doc](#)

**M. Consider and approve the proposed Ordinance Amending Current Electric Franchise with MidAmerican Energy Company to Increase the Rate of Franchise Fee. (3rd Reading)**

Who is submitting this City Manager  
item.

Documents:

[Communication 20230619 Franchise Fees Electric.docx](#)  
[Electric Ordinance - Midamerican \(02184765x7F7E1\).DOCX](#)

**N. Consider and approve the proposed Ordinance Amending Current Gas Franchise with MidAmerican Energy Company to Increase the Rate of Franchise Fee. (3rd Reading)**

Who is submitting this City Manager  
item.

Documents:

[Communication 20230619 Franchise Fees Gas.docx](#)  
[Natural Gas Ordinance \(02185276x7F7E1\).DOCX](#)

6. ----- **End of Consent Agenda** -----

7. **Regular Agenda**

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

A. **Discussion of the project to dredge the pond at Edmundson Park**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_Edmundson Park Pond Dredging.docx](#)  
[20230619\\_Edmundson Park Depth Report.pdf](#)  
[20230619\\_Pictures.pdf](#)

B. **Consider a resolution approving the final plans, specifications, form of contract, and estimated cost for the South 7th Street Improvements Project (PUBLIC HEARING)**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_South 7th Street Public Hearing.docx](#)  
[Resolution\\_20230619\\_South 7th Street Public Hearing.docx](#)  
[20230619\\_Preliminary Plans.pdf](#)  
[20230619\\_Cost Estimate.pdf](#)

C. **Consider a resolution on vacation and sale of the 56.2 foot by 16.5 foot section of the north-south alley adjacent to 1311 South 2nd Street. (PUBLIC HEARING)**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_1311 South 2nd Street Alley Vacate.docx](#)  
[Resolution\\_20230619\\_APPROVE 1311 South 2nd Street Alley Vacate.docx](#)  
[Resolution\\_20230619\\_DENY 1311 South 2nd Street Alley Vacate.docx](#)  
[20230619\\_1311 South 2nd Location Map.pdf](#)  
[20230619\\_Pictures.docx](#)  
[20230619\\_Application.pdf](#)

D. **Consider a resolution authorizing and approving the City**

**Manager signing and executing an improvement project grant agreement with the FAA for work at the Oskaloosa Municipal Airport.**

Who is submitting this City Manager  
item.

Documents:

[Communication 20230619 Airport.docx](#)  
[Resolution 20230619 Airport.docx](#)  
[OOA-CEG-3-19-0072-017-2023-Grant Agreement.pdf](#)

**E. Consider a resolution adopting the proposal for Fiscal Year 2024 Property, Liability, Automobile, Equipment and Workers Compensation Insurance for a cost of \$310,142.**

Who is submitting this City Clerk/Finance Department  
item.

Documents:

[City Council Communication\\_20230619 Insurance.docx](#)  
[Resolution\\_20230619 Insurance Resolution.docx](#)  
[City of Oskaloosa 2023 Proposal Summary.pdf](#)

**F. Consider a resolution amending the 2023 fee schedule to include registration of vacant buildings**

Who is submitting this Development Services Department  
item.

Documents:

[Communication 20230619 vacant buildings fees.docx](#)  
[Resolution Fee Schedule vacant buildings.doc](#)

**G. Consider a resolution approving a professional services agreement with Garden and Associates, LTD. for engineering services for the 2024 Sanitary Sewer Project (Project 3 – North Park)**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_2024 Sanitary Sewer Project Engineering.docx](#)  
[Resolution\\_20230619\\_2024 Sanitary Sewer Project.docx](#)  
[20230619\\_Letter from Gardens.pdf](#)  
[20230619\\_Engineering Agreement.pdf](#)

**H. Consider an ordinance amending Title 17, "Zoning", to change the "Downtown Residential" land use type to "Mixed Use Residential" and allow in all business districts. (2nd Reading)**

Who is submitting this Development Services Department  
item.

Documents:

[Communication 20230619 zoning 2nd reading.docx](#)  
[Ordinance 20230502 Mixed Use Residential Title 17.docx](#)

**I. Consider a resolution approving a site plan for One West, a mixed-use building at Gateway Commercial Park**

Who is submitting this Development Services Department  
item.

Documents:

[Communication CC One West 6-19-23.docx](#)  
[Resolution 20230619 One West site plan.docx](#)  
[20230619 One West Presentation.pdf](#)

**J. Consider a resolution approving an amendment to a professional service agreement with Garden and Associates, Ltd. for construction phase services for the South 7th Street Improvements Project.**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_South 7th Engineering Agreement.docx](#)  
[Resolution\\_20230619\\_South 7th Engineering Agreeemnt.docx](#)  
[20230619\\_Letter and Amendment.pdf](#)

**K. Consider a resolution awarding the contract for the South 7th Street Improvements Project**

Who is submitting this Public Works  
item.

Documents:

[Communication\\_20230619\\_7th Street Reconstruction.docx](#)  
[Resolution\\_20230619\\_7th Street Project.docx](#)  
[20230619\\_Bid Tab.pdf](#)  
[20230619\\_Cost Estimate.pdf](#)

**8. Report on items from City staff**

This item is reserved to receive reports from the following:

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

**9. City Council Information**

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

**10. CLOSED SESSION Employment: Consider holding a closed session under Iowa Code Section 21.5.1.i. to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.**

City Manager Amal Eltahir has been working as City Manager since her hire by the city. Her employment agreement provides that the Council shall review and evaluate her performance after 1 year. Now is time for an evaluation.

**11. OPEN SESSION: Consider a motion to Open Session after the Closed Session.**

**12. Adjournment**

If you require special accommodations, please contact the city manager's office at least 24 hour prior to the meeting at 641.673.9431.