



City of Oskaloosa  
City Council Meeting Regular Session  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
April 1, 2019  
6:00 PM

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

**1. Invocation: Pastor Darren Melton, Gateway Church of the Nazarene**

**2. Pledge of Allegiance.**

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

**3. Roll Call**

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

\_\_\_\_\_ Burnett, \_\_\_\_\_ Caligiuri, \_\_\_\_\_ Drost, \_\_\_\_\_ Moore, \_\_\_\_\_ Ottosson,

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

Documents:

[20190401 AGENDA ITEMS 1 TO 3 BURST.DOCX](#)

**4. Community Comments.**

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

Documents:

[20190401 COMMUNITY COMMENTS BURST.DOCX](#)

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

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

Documents:

[20190401 CONSENT AGENDA PAGE.DOCX](#)

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

1. March 18, 2019 Regular City Council Meeting Minutes
2. April 1, 2019 Agenda

Documents:

[20190401 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)  
[CITY COUNCIL MINUTES MARCH 18, 2019.DOC](#)

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

Any recommendations contained in minutes become effective only upon separate Council action.

The minutes of various city boards and commissions are contained in the agenda packet to receive and file.

Documents:

[20190401 BOARD AND COMMISSION MINUTES.DOCX](#)  
[WB MINUTES 20190211.DOCX](#)  
[20190304 AIRPORT COMMISSION MINUTES.PDF](#)

**C. Consider payment of claims for March 2019.**

Who is submitting this item. City Clerk/Finance Director

Documents:

[CLAIMS FOR MARCH COMM..DOCX](#)  
[COUNCIL CLAIMS LIST 03222019.PDF](#)  
[MANUAL CHECK REPORT 03212019\\_.PDF](#)

**D. Consider approval of a new Class B Native Wine Permit with Sunday Sales for Book Vault LLC dba Book Vault, 105 South Market Street.**

Who is submitting this item. City Clerk/Finance Director

Documents:

[CITY COMM BOOK VAULT NEW LICENSE 04012019.DOCX](#)

**E. Consider approval of a new Class C Liquor License with Sunday Sales for Aerie No 276 Fraternal Order of Eagles dba Eagles Aerie 276 FOE, 215 High Avenue East.**

Who is submitting this City Clerk/Finance Director  
item.

Documents:

[CITY COMM EAGLES NEW LICENSE 04012019.DOCX](#)

- F. Consider approval of a five day application for a Class C Liquor License from Sodexo America, LLC dba William Penn University - Musco Technical Center, 319 R Avenue West, effective April 18, 2019.**

Who is submitting this City Clerk/Finance Director  
item.

Documents:

[CITY COMM MUSCO TECH CENTER 04012019.DOCX](#)

- G. Consider a resolution approving and directing the city attorney to initiate condemnation proceedings for a property located within the City of Oskaloosa.**

Who is submitting this City Attorney  
item.

Documents:

[20190401 EXPLANATION CITY ATTORNEY ITEM.DOCX](#)  
[20190401 CONDEMNATION RESOLUTION.PDF](#)  
[1105 ARBOR TRACE CONDEMNATION.PDF](#)

- H. Consider approval of a renewal application for a Class B Native Wine Permit with Living Quarters for Debbie Sedrel dba Debbie's Merle Norman, 119 South Market Street.**

Who is submitting this City Clerk/Finance Director  
item.

Documents:

[CITY COMM DEBBIES MERLE NORMAN 04012019.DOCX](#)

- I. Consider approval of Pay Application No. 6 in the amount of \$60,435.78 to TK Concrete, Inc. for Division 1 of the Phase 2 Sanitary Sewer System Improvements Project.**

Who is submitting this Public Works Department  
item.

Documents:

[20190401 TK CONCRETE PAY APP.DOCX](#)  
[PAY APP 6.PDF](#)  
[CHANGE ORDER 1.PDF](#)

**J. Consider appointment to the Oskaloosa Municipal Housing Agency.**

Who is submitting this City Manager Department  
item.

Documents:

[20190401\\_ITEM OMHA APPOINTMENT BURST.DOCX](#)  
[ESTHER STOCKER OMHA APPLICATION.PDF](#)

**K. Consider a resolution allowing the disposal of surplus city-owned equipment.**

Who is submitting this City Manager Department  
item.

Documents:

[20190401 DISPOSAL LIST COMM.DOCX](#)  
[20190401 DISPOSAL ITEMS RESOLUTION.DOCX](#)  
[SURPLUS LIST.PDF](#)

**L. Consider a resolution setting date for a public hearing on charges of selling tobacco to a minor.**

Who is submitting this City Attorney  
item.

Documents:

[20190401 JIFFY TOBACCO VIOLATION COMM.DOCX](#)  
[20190401 JIFFY TOBACCO VIOLATION RESN.DOCX](#)

**M. Consider a resolution scheduling a public hearing for the sale of city owned property located at 412 North H Street.**

Who is submitting this Development Services Department  
item.

Documents:

[20190401 SALE OF CITY-OWNED PROPERTY COMM.DOCX](#)  
[SETTING PUBLIC HEARING RESOLUTION.DOCX](#)

**N. Consider a resolution extending the site plan approval period for development of a Fairfield Inn and Suites located at Lot 1 of Gateway Commercial Park Subdivision – Plat 1.**

Who is submitting this Development Services Department item.

Documents:

[20190401 FAIRFIELD INN EXTENSION COMM..DOCX](#)  
[20190401\\_FAIRFIELD INN SITE PLAN EXTENSION RESOLUTION.DOCX](#)  
[FAIRFIELD OSKALOOSA PERMIT EXTENSION REQUEST 3.15.19.PDF](#)

O. ----- **END OF CONSENT AGENDA** -----

## 6. Announcement of Vacancies

This item is reserved to provide the most current information about existing or upcoming vacancies for Boards, Committees, or Commissions filled by appointment of the Mayor, or the City Council. Appointment to fill vacancies requires a separate action or confirmation by the City Council.

- Airport Commission – One vacancy to fill upon appointment for a term that ends December 31, 2021. This is a five member board that typically meets the first Monday of the month. (4 males and 0 females currently serve with 1 vacancy)
- Board of Adjustment – One vacancy to fill upon appointment for a term that ends December 31, 2020. This is a five member board that meets as needed. (4 males and 0 females currently serve with 1 vacancy).
- Building Code Board of Appeals - One vacancy for an ex officio member to serve at the pleasure of the Mayor. This is a five member board with two ex officio members that meets as needed. (5 males and 1 female currently serve with 1 vacancy for an ex officio member)
- Historic Preservation Commission – One vacancy for an alternate member for a three year term. This is a seven member board with two alternate members that meets as needed. (6 males and 2 females currently serve with one vacancy for an alternate member)
- Library Board - One vacancy for a county representative and two vacancies for city representatives for six year terms that begin July 1, 2019 and end June 30, 2025. This is a nine member board that typically meets the 4th Monday of the month. (4 males and 5 females currently serve)
- Municipal Housing Agency – One vacancy to fill upon appointment for a term that ends February 28, 2021. This is a five member board that meets quarterly. (2 males and 2 females currently serve with 1 vacancy).
- Planning and Zoning Commission - One vacancy to fill upon appointment for an unexpired term that ends April 30, 2020; and three vacancies for five year terms that begin May 1, 2019 and end April 30, 2024. This is a seven member board that typically meets the second Tuesday of the month. (4 males and 2 females currently serve with 1 vacancy)

Documents:

[20190401 BOARD AND COMMISSION VACANCIES.DOCX](#)

## 7. Regular Agenda

Documents:

[20190401 REGULAR AGENDA BURST.DOCX](#)

**A. Consider a resolution approving the plans, specifications, form of contract, and estimated cost for the Phase 3 Sanitary Sewer System Improvements Project. (Public Hearing)**

Who is submitting this item. Public Works Department

Documents:

[PHASE 3 SANITARY SEWER SYSTEM IMPROVEMENTS PH COMM.DOCX](#)  
[RESOLUTION PHASE 3 SANITARY PROJECT.DOCX](#)  
[PHASE 3 LOCATION MAP OVERVIEW.PDF](#)  
[ENGINEERS OPINION OF PROBABLE COST PHASE 3.PDF](#)  
[PHASE 3 FINAL PLANS REDUCED.PDF](#)

**B. Consider a resolution awarding the contract to Cornerstone Excavating, Inc. for Division 1 and Division 3 of the Phase 3 Sanitary Sewer System Improvements Project.**

Who is submitting this item. Public Works Department

Documents:

[PHASE 3 SANITARY SEWER SYSTEM IMPROVEMENTS PROJECT DIVISION 1 EXPLANATION.DOCX](#)  
[PHASE 3 SANITARY SEWER SYSTEM IMPROVEMENTS PROJECT DIVISION 1 RESOLUTION REJECTING.DOCX](#)  
[LETTER FROM GARDENS AND BID TABULATION.PDF](#)

**C. Consider a resolution awarding the contract to Visu-Sewer, Inc. for Division 2 of the Phase 3 Sanitary Sewer System Improvements Project.**

Who is submitting this item. Public Works Department

Documents:

[20190401 EXPLANATION VISU SEWER AWARD.DOCX](#)  
[PHASE 3 SANITARY SEWER SYSTEM IMPROVEMENTS PROJECT DIVISION 2 RESOLUTION.DOCX](#)  
[LETTER FROM GARDENS BID TABULATION AND NOTICE OF AWARD.PDF](#)

**D. Consider a resolution approving and authorizing a Construction Loan Application, Clean Water SRF, for inclusion in the Iowa Finance Authority State Revolving Fund.**

Who is submitting this item. Public Works Department

Documents:

[20190401\\_SEWER IMPROVEMENT PROJECT SRF \(1\).DOCX](#)  
[CONSTRUCTION LOAN APPLICATION RESOLUTION\\_1.DOCX](#)  
[SRF LOAN 2 - CONSTRUCTION LOAN APPLICATION - OSKALOOSA  
PHASE 3 DIV 2.PDF](#)  
[OSKALOOSA\\_SEWER\\_CASHFLOW\\_WITH\\_SEWER\\_SRF\\_LOANS\\_2019  
-1\\_AND\\_2019-2\\_AS\\_OF\\_03-22-2019.PDF](#)

**E. Consider a resolution approving an amendment to the professional services agreement between the City of Oskaloosa and Calhoun-Burns & Associates, Inc. for the North 17th Street Bridge Replacement Project.**

Who is submitting this item. Public Works Department

Documents:

[20190401 BRIDGE REPLACEMENT AMENDMENT 2.DOCX](#)  
[BRIDGE CONTRACT AMENDMENT RESOLUTION.DOCX](#)  
[PROFESSIONAL SERVICES SUPPLEMENTAL AGREEMENT NO.  
2.PDF](#)

**F. Consider a motion authorizing the city manager to negotiate a design service agreement for the early childhood education and recreation center project**

Who is submitting this item. City Manager's Office

Documents:

[20190401\\_ARCHITECT RECOMMENDATION RECREATION CENTER  
PROJECT.DOCX](#)  
[0.1 RFQ ARCHITECTURAL SERVICES FINAL WITH ADDENDUMS 01-  
25-2019.PDF](#)

**G. Discussion and possible action on the city of Oskaloosa Spring Cleanup Program.**

Who is submitting this item. City Manager's Office

Documents:

[20190401\\_SPRING CLEANUP PROGRAM DISCUSSION.DOCX](#)  
[SPRING CLEANUP INFORMATION.PDF](#)

**8. Report on Items from City Staff.**

- a) City Manager
  - i. On-street parking on South 8th Street
- b) City Clerk.

c) City Attorney.

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

Who is submitting this City Manager Department item.

Documents:

[20190401 REPORTS FROM STAFF BURST.DOCX](#)  
[MEMO SOUTH 8TH STREET PARKING.PDF](#)

## 9. City Council Information

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

Documents:

[20190401 CITY COUNCIL INFORMATION BURST.DOCX](#)

## 10. Adjournment

**THE REQUIREMENT THAT AN ORDINANCE BE READ THREE (3) TIMES BEFORE PASSAGE MAY BE WAIVED BY COUNCIL UPON AN AFFIRMATIVE VOTE OF SIX (6) OF THE SEVEN (7) COUNCIL MEMBERS. THE PUBLIC IS ADVISED TO TAKE NOTE OF THIS PROCESS AND BE PREPARED TO SPEAK EITHER FOR OR AGAINST ANY ORDINANCE AT THE TIME OF FIRST READING.**

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