



City of Oskaloosa  
City Council Meeting Regular Session  
Council Chambers  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
June 18, 2018

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

**1. Invocation: Pastor Jonathan Spronk or Pastor Paul Hoekstra, First Christian Reformed Church**

**2. Pledge of Allegiance.**

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

**3. Roll Call**

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

\_\_\_\_\_ Burnett, \_\_\_\_\_ Caligiuri, \_\_\_\_\_ Moore, \_\_\_\_\_ Ottosson, \_\_\_\_\_ Walling, \_\_\_\_\_ Yates.

Documents:

[20180618 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:

[20180618 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:

[20180618 CONSENT AGENDA PAGE.DOCX](#)

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

1. May 19, 2018 Special City Council Meeting Minutes
2. June 4, 2018 Special City Council Meeting Minutes
3. June 4, 2018 Regular City Council Meeting Minutes
2. June 18, 2018 Agenda

Documents:

[20180618 CONSENT AGENDA CITY CLERK MINUTES.DOCX](#)  
[CITY COUNCIL SPEC MINUTES MAY 19, 2018.DOC](#)  
[20180604 SPEC MEETING MINUTES.DOCX](#)  
[CITY COUNCIL MINUTES JUNE 4, 2018.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:

[20180618 BOARD AND COMMISSION MINUTES.DOCX](#)  
[20180605 PZ MINUTES.DOCX](#)  
[MAY 4, 2018 SPECIAL LIB BOARD MEETING MINUTES.DOC](#)  
[MAY 2018 LIB MINUTES.DOC](#)  
[20180514 WB MINUTES.DOCX](#)

**C. Consider approval of a renewal application for a Class C Liquor License with Sunday Sales from Mi Ranchito, Inc., dba Mi Ranchito Restaurant, 200 High Avenue West, Suite #31/33.**

Who is submitting this item. City Clerk/Finance Director

Documents:

[CITY COMM MI RAN 06182017.DOCX](#)

**D. Consider approval of a new Class C Liquor License with Outdoor Service and Sunday Sales for Lomima, L.L.C. dba Wood Iron Grille, 2214 South 11th Street, effective July 1, 2018**

Who is submitting this item. City Clerk/Finance Director

Documents:

[CITY COMM WOOD IRON GRILLE 06182018.DOCX](#)

**E. Consider approval of FY 2019 Retail Cigarette/Tobacco/Nicotine/Vapor Permits**

Who is submitting this item. City Clerk/Finance Director

Documents:

[CITY COMM CIGARETTE PERMITS 2018.DOCX](#)  
[FY 2019 RETAIL CIGARETTE FOR COUNCIL.PDF](#)

**F. Consider a motion to receive and file financial reports for May 2018.**

Who is submitting this item. City Clerk/Finance Director

Documents:

[CITY COMM FINANCIAL REPORTS.DOCX](#)  
[OSKALOOSA IA TREASURERS REPORT MAY 2018 \(002\).PDF](#)

**G. Consider approval of payment of \$15,798.40 to Moulder and Associates LLC for police executive consultant services.**

Who is submitting this item. City Manager's Office

Documents:

[20180618 PAYMENT OF MOULDER AND ASSOCIATES CLAIM.DOCX](#)  
[MOULDER INVOICE.PDF](#)

**H. Consider payment of \$4,265.00 to ManpowerGroup US Inc.**

Who is submitting this item. Public Works Department

Documents:

[MANPOWER REIMBURSEMENT.DOCX](#)  
[420\\_32817771\\_20180604.PDF](#)

**I. Consider a motion approving payment of \$33,819.01 to Christner Contracting Inc. and \$3,406.27 to Area 15 Regional Planning Commission, for a total of \$37,225.28, for work completed on the Façade Improvement Project.**

Who is submitting this item. Development Services Department

Documents:

FACADE JUNE 2018 PAYMENT EXPLANATION.DOCX  
16DTR001 DRAW 19 INVOICES (REDUCED).PDF  
16DTR001 DRAW 19 BALANCE SHEET.PDF  
PROGRESS REPORT 22 - 201806.PDF

**J. Consider approval of Pay Application No. 2 in the amount of \$256,901.98 to Visu-Sewer, Inc. for Division 2 of the Phase 1 Sanitary Sewer System Improvements Project.**

Who is submitting this item. Public Works Department

Documents:

PHASE 1 SANITARY SEWER PROJECTS DIV 1 PAY APP NO 2 EXPLANATION.DOCX  
LETTER FROM GARDENS, PAY APPLICATION, COST BREAKDOWN.PDF

**K. Consider appointments to the Water Board.**

Who is submitting this item. City Manager Department

Documents:

201806018 WATER BOARD APPOINTMENT ITEM.DOCX  
TACKE 2018 APPLICATION FOR WATER BOARD.PDF  
STRASSER WATER BOARD APP 2018.PDF

**L. Consider approval of the purchase of one (1) new 2018 Elgin Pelican NP Street Sweeper and trade-in of the 2011 Elgin Pelican Street Sweeper for a total cost of \$182,572.00.**

Who is submitting this item. Public Works Department

Documents:

EXPLANATION 2018 SWEEPER PURCHASE\_2 (1).DOCX  
MNDOT ELGIN PELICAN PURCHASE PROPOSAL 2018 WITH GPS.PDF  
2018 MNDOT CONTRACT BID- ELGIN PELICAN.PDF

**M. Consider a resolution scheduling a public hearing on an ordinance to add a new section 17.24.035 – “Single-family residential minimum width adjustments” to Chapter 17.24 of the Oskaloosa Municipal Code.**

Who is submitting this item. Development Services Department

Documents:

[20180618\\_ZONING TEXT CHANGES COMMUNICATION.DOCX](#)  
[20180618\\_RESOLUTION ZONING TEXT CHANGE HEARING.DOCX](#)

- N. Consider a resolution approving the Payment Service Agreement with RevoPay and the purchase of four MagTek Wedge USB Card Readers.**

Who is submitting this Development Services Department  
item.

Documents:

[20180618\\_REVOPAY CREDIT CARD AGREEMENT.DOCX](#)  
[20180618\\_CREDIT CARDS RESOLUTION.DOCX](#)  
[CITY OF OSKALOOSA REVOPAY APPLICATION.PDF](#)

- O. Consider a resolution scheduling a public hearing on vacation and sale of the 55 foot by 16.5 foot section of the east-west alley adjacent to 116 3rd Avenue West and referring the request to the Planning & Zoning Commission.**

Who is submitting this Public Works Department  
item.

Documents:

[116 3RD AVENUE WEST ALLEY VACATE EXPLANATION.DOCX](#)  
[116 3RD AVENUE WEST ALLEY VACATE RESOLUTION.DOCX](#)  
[116 3RD AVENUE WEST ALLEY VACATE MAP.PDF](#)  
[ALLEY PICTURES.DOCX](#)  
[116 3RD AVENUE WEST ALLEY VACATE REQUEST.PDF](#)

- P. Consider a resolution scheduling a public hearing on vacation and sale of the 16.5 foot by 120 foot section of the north-south alley adjacent to 1009 C Avenue West and referring the request to the Planning & Zoning Commission.**

Who is submitting this Public Works Department  
item.

Documents:

[1009 C AVE W ALLEY VACATE EXPLANATION.DOCX](#)  
[1009 C AVE W ALLEY VACATE RESOLUTION.DOCX](#)  
[1009 C AVENUE WEST ALLEY VACATE MAP.PDF](#)  
[ALLEY PICTURES.DOCX](#)  
[1009 C AVENUE WEST ALLEY VACATE REQUEST.PDF](#)

- Q. Consider a resolution scheduling a public hearing on levying a special assessment against the property located at 423 North 3rd Street for nuisance abatement.**

Who is submitting this Fire Department  
item.

Documents:

20180618 ABATEMENT COMM.DOCX  
RESOLUTION SCHEDULING A PUBLIC HEARING  
ASSESSMENT.DOCX  
SCHEDULE FOR EMERGENCY ABATEMENT 423 N 3RD ST  
PORTRAIT.PDF

R. ----- **END OF CONSENT AGENDA** -----

## 6. Regular Agenda

Documents:

20180618 REGULAR AGENDA BURST.DOCX

- A. **Consider a resolution adopting the proposal for Fiscal Year 2019 Property, Liability, Automobile, Equipment and Workers Compensation Insurance for a cost of \$168,611.**

Who is submitting this City Clerk/Finance Director  
item.

Documents:

CITY COMM INSURANCE.DOCX  
INSURANCE RESOLUTION.DOCX  
COPY OF CITY OF OSKALOOSA 2018 PROPOSAL AND SUMMARY  
OF COVERAGES.XLSX  
COPY OF CITY OF OSKALOOSA SOV 2018.XLSX

- B. **Consider a resolution authorizing the vacation and sale of the 120 foot by 16.5 foot section of the north-south alley adjacent to 1210 B Avenue West. (PUBLIC HEARING)**

Who is submitting this Public Works Department  
item.

Documents:

1210 B AVE W ALLEY VACATE EXPLANATION (3).DOCX  
1210 B AVE W ALLEY VACATE RESOLUTION.DOCX  
1210 B AVENUE WEST ALLEY VACATE MAP.PDF  
ALLEY PICTURES.DOCX  
1210 B AVE W ALLEY VACATE RESPONSE TABULATION.PDF  
1210 B AVENUE WEST ALLEY VACATE APPLICATION.PDF

- C. **Consider a resolution authorizing the vacation and sale of the 49 foot by 16 foot section of the east-west alley adjacent to 1009 9th Avenue East. (PUBLIC HEARING)**

Who is submitting this Public Works Department  
item.

Documents:

[1009 9TH AVENUE EAST ALLEY VACATE EXPLANATION.DOCX](#)  
[1009 9TH AVENUE EAST ALLEY VACATE RESOLUTION \(3\).DOCX](#)  
[1009 9TH AVENUE EAST ALLEY VACATE MAP.PDF](#)  
[ALLEY PICTURES.DOCX](#)  
[1009 9TH AVE E ALLEY VACATE SURVEY RESPONSE  
TABULATION.PDF](#)  
[1009 9TH AVENUE EAST ALLEY VACATE REQUEST.PDF](#)

**D. Consider a Resolution approving and authorizing execution of a Development Agreement by and between the City of Oskaloosa and Marje, L.C. (PUBLIC HEARING)**

Who is submitting this City Manager's Office  
item.

Documents:

[20180618\\_MARJE DEVELOPMENT AGREEMENT PUBLIC  
HEARING.DOCX](#)  
[20180618\\_MARJE L.C. DA AUTHORIZING RESOLUTION.DOCX](#)  
[MARJE, LC DEVELOPMENT AGREEMENT - EXECUTION VERSION  
\(01488631X7F7E1\).PDF](#)

**E. Consider a resolution to approve, and direct the Mayor to execute, an agreement with Garden and Associates, Ltd. for engineering services related to pavement improvements on B Avenue West and sanitary sewer extension to the proposed Apartment Complex at 1315 B Avenue West.**

Who is submitting this Public Works Department  
item.

Documents:

[EXPLANATION GA ENGINEERING CONTRACT B AVE BURRELL  
APT.DOCX](#)  
[RESOLUTION \(37\).DOCX](#)  
[GA CONTRACT BURRELL APT.PDF](#)

**F. Consider a resolution authorizing advancement of costs for Urban Renewal Project and certification of expenses incurred by the city for payment under Iowa Code Section 403.19.**

Who is submitting this City Manager's Office  
item.

Documents:

20180618\_TIF ADVANCEMENT B AVENUE WEST BURRELL  
APARTMENTS STREET AND SEWER.DOCX  
20180618\_TIF ADVANCEMENT BURRELL APARTMENTS B AVENUE  
STREET AND SEWER IMPROVEMENTS.DOC

**G. Consider a resolution approving revisions to the Rental Housing Inspection Program Administrative Policy.**

Who is submitting this Development Services Department  
item.

Documents:

20180618\_RENTAL INSPECTION ADMIN PLAN  
COMMUNICATION.DOCX  
20180618\_RENTAL INSPECTION ADMINISTRATIVE POLICY  
RESOLUTION.DOC  
ADMINISTRATIVE POLICY RENTAL INSPECTION FINAL 2018REV  
WITH APPENDICES.PDF

**H. Consider an ordinance to amend Oskaloosa Municipal Code Chapter 15.60 – “Rental Housing Inspection” Sections 15.60.030, 15.60.040, and to add section 15.60.055 – Rental compliance certificates. (1st Reading)**

Who is submitting this Development Services Department  
item.

Documents:

20180618\_RENTAL INSPECTION ORDINANCE  
COMMUNICATION.DOCX  
20180606\_RENTAL INSPECTION ORDINANCE.DOCX

**I. Consider approval of Pay Application No. 1 - Final in the amount of \$33,500.00 and completion of work for installing new streetlight poles on South 1st Street and 2nd Avenue East.**

Who is submitting this Public Works Department  
item.

Documents:

STREET LIGHTING PAY APP 1 - FINAL.DOCX  
PAY APP.PDF  
PICTURES.DOCX

**J. Consider appointment of 2nd Ward City Council Member.**

Who is submitting this City Manager Department  
item.



Documents:

[201806018\\_WARD 2 COUNCIL APPOINTMENT.DOCX](#)  
[BLANCHARD APPLICATION.PDF](#)  
[DROST APPLICATION.PDF](#)  
[RUSSELL APPLICATION.PDF](#)

## **7. Report on Items from City Staff.**

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

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

Documents:

[20180618 REPORTS FROM STAFF BURST.DOCX](#)

## **8. City Council Information**

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

Documents:

[20180618 CITY COUNCIL INFORMATION BURST.DOCX](#)

## **9. 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.**