



**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 - Monday, October 2, 2023 - 6:00 P.M.**

**1. Invocation: Bethel Baptist 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. Proclamation signing for Community Planning Month**

Who is submitting this Development Services Department  
item.

Documents:

[Communication Community Planning Month 2023.pdf](#)  
[Community Planning Month proclamation 2023.pdf](#)

**6. Update from Oskaloosa Main Street**

Who is submitting this Community Services/Parks & Recreation

item.

Documents:

[Communication Oskaloosa Main Street Board.docx](#)

## **7. 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. October 2, 2023 City Council Agenda
2. September 18, 2023 City Council Regular Meeting Minutes

Documents:

[City Council Minutes September 18 2023.docx](#)

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

Documents:

[20230913 Airport Commission Minutes.pdf](#)  
[HPC Minutes 9-15-2023.pdf](#)

### **C. Consider payment of claims for September 2023. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Communication\\_20231002 Claims List.docx](#)  
[COUNCIL CLAIMS LIST 09192023.pdf](#)  
[MANUAL CHECK REPORT 09192023.pdf](#)

### **D. Consider a motion to receive and file the Annual Report for FY2023.**

Who is submitting this item. City Manager

Documents:

[Communication 20231002 Consider a motion to receive and file the Annual Report for FY2023.docx](#)  
[FY23 Annual Report.pdf](#)

**E. Consider a motion to approve a renewal application for a Class E Retail Alcohol License for Fareway Stores, Inc. dba Fareway Stores, Inc. #625, 311 3rd Avenue West and approve the request for auto-renewal of subsequent renewal applications. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[City Council Communication 20231016 Fareway 625 license renewal and auto renewal.docx](#)

**F. Consider a resolution adopting the Oskaloosa Employee Handbook. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Council Communication 20231002 Employee Handbook.docx](#)  
[Resolution 20231002 Employee Handbook update.doc](#)  
[Employee Handbook - Redlined 2023 09072023.pdf](#)  
[Employee Handbook\\_Clean Version.pdf](#)

**G. Consider a resolution approving an Assumption of Grant Lien Agreement for property located at 506 4th Avenue East. (Consent Agenda)**

Who is submitting this item. Development Services Department

Documents:

[Communication 506 4th Ave E OHTF transfer.docx](#)  
[Resolution 506 4th Ave E transfer SV to Vande Wall.doc](#)  
[Grant-Lien Agreement.pdf](#)  
[Grant Lien Assumption Agreement 9.117.23.docx](#)

**H. Consider a resolution authorizing internal advance to tax increment revenue fund. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Communication\\_20231002 TIF Internal Advance-Administration.docx](#)  
[Resolution\\_20231002 Internal Advance TIF funds.docx](#)

**I. Consider a resolution approving the 2023 Fiscal Year Urban Renewal Report. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Communication\\_20231002 Urban Renewal Report.docx](#)  
[Resolution\\_20231002 Urban Renewal Report FY23.doc](#)  
[TIF-62G590-2021\\_08-28-2023.pdf](#)

**J. Consider a resolution approving the Fiscal Year 2023 Financial Report. (Consent Agenda)**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Communication\\_20231002 AFR FY2023.docx](#)  
[Resolution\\_20231002 AFR FY23.doc](#)  
[AFR FY2023.pdf](#)

**K. Consider a resolution approving a Memorandum of Understanding between the Iowa Department of Revenue and the city of Oskaloosa to participate in the State of Iowa Setoff Program and submission of documents to the Iowa Department of Revenue for admission into the program.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Council Communication 20231002 State of Iowa Setoff Program.docx](#)  
[Resolution 20231002 Agreement for State Setoff Program.docx](#)  
[CITY OF OSKALOOSA STATE SETOFF MOU.pdf](#)

**L. Consider a resolution affirming the agreement between Cloudpermit, Inc. and the City of Oskaloosa for software services for business licensing.**

Who is submitting this item. Development Services

Documents:

[Communication 2023 Cloudpermit BL Agreement.docx](#)  
[Resolution 20231002 Cloudpermit Agreement.docx](#)  
[20230831 Cloudpermit Contract for Business Licensing - Signed Pricing Redacted.pdf](#)  
[20230831 Cloudpermit Contract for Business Licensing.pdf](#)

M. ----- **End of Consent Agenda** -----

**8. Announcement of Vacancies**

Applicants must reside in Oskaloosa and be 18 years of age unless specific specifications are stated.

- o **Airport Commission** : One vacancy for a term ending December 2027 and one vacancy for a term ending December 2028
- o **Building Code Board of Appeals** : Two vacancies for regular members and one for an ex officio member
- o **Historic Preservation Commission** : One vacancy for a term ending December 2024
- o **Board of Adjustments** : Two vacancies for terms ending December 2024

**9. Regular Agenda**

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

**A. Consider a motion accepting donation from the Golden Goose Club.**

Who is submitting this item. Community Services/ Parks & Recreation

Documents:

[Communication Golden Goose Club.docx](#)

**B. Consider a motion waiving the Developer's default under Section 6.6 only through July 1, 2024, and consistent with Section 11.4 such a waiver should not be deemed to waive a breach of any other provision or any other subsequent breach of Section 6.6 pursuant to Development Agreement with Oskaloosa Gateway Hotel, LLC dated July 9, 2019, and continue authorizing certification for tax increment for payment of an Economic Development Grant.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Communication\\_20231002 Oskaloosa Gateway Hotel Certification.docx](#)  
[Developer Annual Certification - Gateway Hotel.pdf](#)

**C. Consider a resolution accepting the completion of the**

**Luminary Lane Surface Repair Project by Norris Asphalt Paving Co., LC, and approval of Pay Application No. 2 (Final) in the amount of \$80,367.85.**

Who is submitting this item. Public Works

Documents:

[Communication Luminary Lane Surface Repair Project Pay App No. 1.docx](#)  
[Resolution Luminary Lane Surface Repair Project Final Completion.docx](#)  
[Luminary Lane Surface Repair Project Change Order No. 1.pdf](#)  
[Luminary Lane Surface Repair Project Pay Application No. 2.pdf](#)  
[Luminary Lane Surface Repair Project Before and After Photos.pdf](#)

**D. Consider a resolution authorizing certification of debt under Iowa Code Section 403.19 associated with an agreement for private development between the City and Marje, L.C.**

Who is submitting this item. City Clerk/Finance Department

Documents:

[Communication\\_20231002 Marje, L.C. Certification.docx](#)  
[Oskaloosa Certification Resolution for Marje DA.docx](#)  
[230919 Marje TIF Certification - FINAL.pdf](#)

**10. 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

**11. 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.

**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.