

# City of Oskaloosa Boards and Commissions Orientation Packet



Recycling Committee

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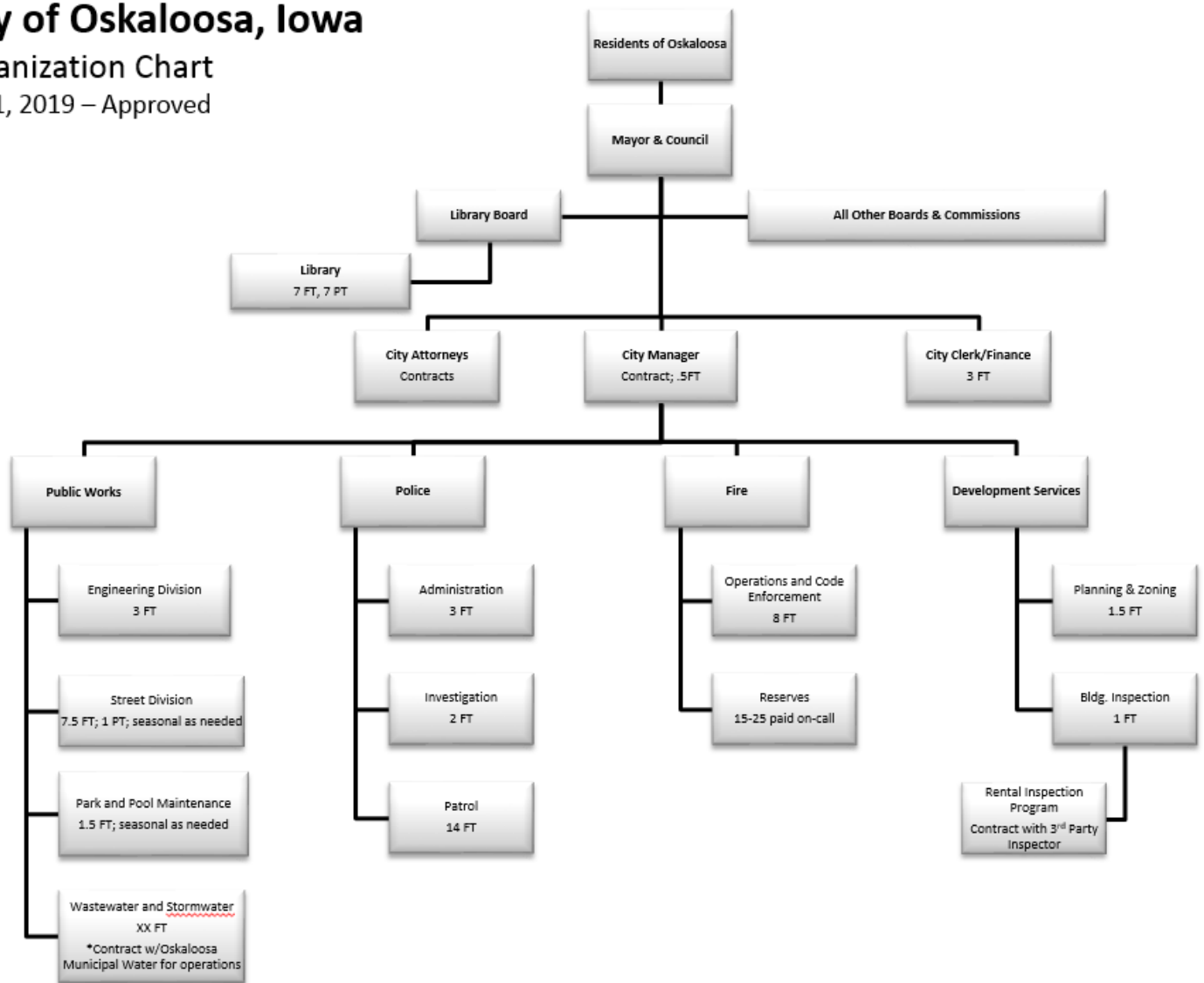
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## City of Oskaloosa, Iowa

### Organization Chart

July 1, 2019 – Approved



## 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.
- Development Services: City Hall, 220 South Market Street
  - The Development Services Department has a variety of responsibilities all related to the development, improvement, and maintenance of real property in Oskaloosa. Development Services staff oversee: building permits and inspections, long and short-range planning, zoning administration and enforcement, historic preservation, site plan review, rental housing inspections, housing development.
- 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: 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.
- Police Department: Mahaska Law Enforcement Center, 214 High Avenue
  - 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: City Hall, 220 South Market 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.
  - Parks and Recreation: 804 South D 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.

- Streets
  - The Streets Department fills potholes, replaces damaged concrete panels, chip seals or seal coats certain streets, and performs crack sealing.
- Wastewater: 2632 Kent Avenue
  - 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 South 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 Recycling Committee by the Oskaloosa City Council through an application process. Candidates may be required to interview as part of the appointment process.

### Recycling Committee

The Recycling Committee is responsible for developing and recommending policies, ordinances, resolutions or regulations necessary to provide a recycling program for the city. The Recycling Committee is expected to stay current with laws and regulations governing recycling programs and means for providing effective recycling programs. The members shall work with the local sanitation haulers and the Mahaska County Solid Waste Management Commission to promote recycling programs. The duties of the Recycling Commission are outlined in Section 2.78 of the Municipal Code.

The Recycling Committee is composed of five members that serve four year terms. They typically meet the second Thursday of the month at 6:30 pm at the Mahaska County Courthouse, as needed. Meetings are conducted under Robert’s Rules of Order.

## Powers Designated by Code

### Oskaloosa Municipal Code Chapter 2.78 - Recycling Committee

#### 2.78.010 - Purpose and intent.

The purpose of this chapter is to:

- A. Provide for the health, safety and welfare of the public through the promotion and regulation of recycling;
- B. To provide a means to reduce waste materials being disposed of at the Mahaska County Landfill to comply with federal and state mandates;
- C. To preserve global resources through recycling;
- D. To provide for the appointment of a city recycling committee and to specify the powers and duties of the committee.
- E. (Ord. 962 § 1, 1996)

#### 2.78.020 - Establishment—Membership.

The city recycling committee shall be appointed by the city council, and shall consist of five resident members who shall be citizens and residents of the city. All members shall be over the age of eighteen, and registered voters. Committee members shall not hold elected office.

#### Term

Members shall be appointed to four-year terms beginning July 1st. During the initial appointment two members shall be appointed for two years, and three members shall be appointed for four years. Vacancies shall be filled by the city council for the unexpired term for which the appointment is made.

(Ord. 962 § 2, 1996)

#### 2.78.030 - Compensation.

Committee members shall receive no compensation for their service.

(Ord. 962 § 3, 1996)

#### 2.78.040 - Powers and duties.

The committee shall have and exercise the following powers and duties:

- A. The committee shall meet at least four times per calendar year, and more often as necessary.
- B. The committee shall select a chair from its members.
- C. The committee shall develop and present for consideration to city council ordinances, resolutions or regulations necessary to provide a recycling program for the city.

- D. The committee will stay current with laws governing recycling programs and means of providing effective recycling programs.
- E. The committee will work with the Mahaska County landfill commission to promote recycling and coordinate recycling programs. The committee will keep current on landfill commission plans for recycling and with the Mahaska recycling center.
- F. The committee shall work with solid waste haulers within Oskaloosa to insure all haulers are providing effective recycling programs as may be established.
- G. The committee shall distribute promotional material to educate the community on recycling.
- H. (Ord. 962 § 4, 1996)

2.78.050 - Expenditures.

City council may appropriate funds for operations and expenses of the committee.

Expenditures shall only be paid upon approval of a majority of the committee and approval of the city manager.