



To: Mayor and City Council  
From: Dylan Mulfinger  
Subject: Administrator Memo  
Date: 8/14/2023

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#### Consent Agenda

1. Consideration of a motion to approve the July 24, 2023 minutes.
2. Consideration of a motion approving the Class 'E' Retail License for Kwik Star #1156, 1350 Industrial Park Drive.
3. Consideration of a motion approving the Special Class 'C' Retail License for Top of Iowa Lucky Wife.
4. Consideration of a motion approving the Special Class 'B' Retail Native Wine License for Buds 'n Blossoms.

#### Public Hearing

5. Public Hearing on August 14, 2023 at 6:00 PM at Oelwein Council Chambers for the Event Center Parking Lot project.

#### Resolutions

6. Consideration of a resolution approving the bid for the Event Center Parking Lot Improvements project to Bacon Concrete, LLC in the amount of \$212,515.43
  1. In the fall of 2022, the City Council agreed to fund \$500,000 to the Oelwein Event Center and pave four parking lots. The two parking lots adjacent to the Oelwein Event Center are the highest priority and will be done this fall. The Bent Iron Rail (Sale Barn) and Whistle Quilling (Ma and Pas Lot) will be paved in the future when funds become available. The City Administrator recommends approving the resolution.
7. Consideration of a Resolution approving Pay Application No. 1 in the amount of \$35,324.85 for Oelwein NE Sanitary Sewer Improvements Project.
  1. This project is going well and is on target to be finished on time. The City Administrator recommends approving the resolution.
8. Consideration of a resolution to fix a date for a public hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$1,200,000.00.
  1. This SRF loan will fund the Reed Bed Expansion and EQ Basin Project. This is part of the larger plan to work on projects annually for water and sewer. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving Change Order #1 in the amount of -(\$20,897.49) for Pool Backwash Drain Improvement project.
  1. Quantities were to be determined as the project was performed due to some areas of the project being unknown at the time of planning. Crews



were able to use less time and materials than originally planned. The City Administrator recommends approving the resolution.

10. Consideration of a Resolution approving Pay Application No. 1 in the amount of \$103,553.06 for the Pool Backwash Drain Improvement project.
  1. This project is on schedule and is ending this summer season. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving Pay Application No. 3 in the amount of \$137,742.73 with Matt Construction for the Plaza Park Project.
  1. This work is completed according to spec and includes all change orders except number four. The City still holds onto \$100,000 in funds for this project. The City Administrator recommends approving the resolution.
12. Consideration of a resolution to resurface the tennis courts for \$34,000.00 in partnership with the Oelwein Community School District.
  1. The school has been working on improving the tennis courts for a couple of years. Funds have been set aside for this project as anticipated, but not budgeted in this fiscal year. This project is required as the several councils ago the city signed up to pay for these courts together. The City Administrator recommends approving the resolution.
13. Consideration of a resolution to approve the FEMA SAFER Grant Fire Department LED Sign project to Varsity Group Marketing & Signs in the amount of \$44,993.00.
  1. All bidding requirements were followed in accordance with the federal government requirements. The City Administrator recommends approving the resolution.
14. Consideration of a resolution approving a three-year lease with George Tegeler for Fixed Based Operator (FBO) services at the Oelwein Municipal Airport (OLZ)
  1. Council provided direction to the City Administrator to provide this lease/contract to council to vote on at the July 24 work session. The flow fee was raised to \$.14 from \$.10. The increase in the flow fee should raise an estimated \$1,520 in revenue which should cover the new annual fees and credit cards fees. Fees will only be applied to those who use a credit card. The City is working with high flow users on a charge account to avoid credit card fees for both parties. The City Administrator recommends approving the resolution.
15. Consideration of a resolution authorizing temporary closure of public ways or grounds for Oelwein Community High School.
  1. The school has a positive history with having the homecoming parade and providing a safe event for the community. The City Administrator recommends approving the resolution.
16. Consideration of a resolution authorizing temporary closure of public ways or grounds for Oelwein Rotary Club Events.
  1. This will be the fourth year of the Sweet Corn Feed. No major issues have occurred with this event. The City Administrator recommends approving the resolution.



## Motions

17. Consideration of a motion to approve the Loader Snow Pusher from Martin Equipment in the amount of \$9,950.00.
  1. This item is in the CIP and the city council discussed this during the budget meetings in the winter. City Council members wanted to pull this item out and discuss again when it came to purchasing the new equipment. Some council members determined that lack of maintenance led to staff needing a new one. Staff is ready to prove that assertion false and show the need for new equipment. The City Administrator recommends approving the motion.
18. Consideration of a motion accepting the bid from Estling Junk and Removal in the amount of \$17,365.00 for professional junk abatement services to clean 27 South Frederick.
  1. The City needs to clean out 27 South Frederick to begin the process of saving the building. This clean-out will help us determine the next steps with the structure for council to consider. The funds will be taken out of the junk house removal and will slow down our aggressive tear down program this year. The City Administrator recommends approving the motion.
19. Consideration of a motion approving the recommendation from the Public Safety Committee on the handicap parking space request made from 28 West Charles Street.
  1. The downtown has plenty of handicap parking. The City Administrator does not recommend approving this motion.
20. Consideration of a motion approving and authorizing signature on the affirmative defense for Oelwein Mart's cigarette permit pursuant to Iowa Code section 453A.22 resulting from a violation of Iowa Code section 453A.2(1) dated February 12, 2023
  1. While this business violated Iowa Code, their employee has the IPledge training. With Oelwein Mart having their employees trained, the business cannot be held liable. We are still noting this for the state's records. The City Administrator recommends approving the motion.
21. Consideration of a motion to approve signatures on the settlement agreement regarding the tobacco violations for Oelwein Liquors.
  1. This business is in violation of local and state codes for selling tobacco to minors. The City Administrator recommends approving the motion.
22. Consideration of a motion to approve signatures on the settlement agreement regarding the tobacco violations for a Super Mart.
  1. This business is in violation of local and state codes for selling tobacco to minors. The City Administrator recommends approving the motion.