



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 8/12/2024

Consent Agenda

2. Consideration of a motion to approve the July 22, 2024 minutes.
3. Consideration of a motion approving the Class 'E' Alcohol License for Oelwein Mart.
4. Consideration of a motion approving the Class 'E' Alcohol License for Kwik Star #1156, 1350 Industrial Park Drive.
5. Consideration of a motion approving the Special Class 'B' Retail Native Wine License for Buds 'n Blossoms.
6. Consideration of a motion approving the Special Class 'C' Retail Alcohol License for Top of Iowa Lucky Wife.
7. Consideration of a resolution authorizing temporary closure of public ways and grounds for Oelwein Rotary Club Events on August 22, 2024.
8. Consideration of a resolution authorizing temporary closure of public ways and grounds for Oelwein Community High School on September 19, 2024.
9. Consideration of a resolution authorizing temporary closure of public ways and grounds for Ampersand on September 7, 2024.

Public Hearing

10. Public Hearing on August 12, 2024 at 6:00 PM at the Oelwein City Council Chambers on the proposed grant of permanent utility easements over city owned real property.
 1. This easement is for the electrical utility Alliant Energy. The city has no issues with providing the easement. This easement is through the southwest corner of Woodlawn cemetery.

Ordinances

11. Consideration of an ordinance amending, Chapter 17, Article IV, Food Truck Permit, Section 17-45: "Location" of the Code of Ordinances. – First Reading.
 1. This ordinance allows food trucks to be on city streets downtown, whereas previously they had to be 150 feet from an eating establishment. The city council wanted to change this along with fees.

Resolutions

1. Consideration of a resolution approving permanent utility easements over city owned real property.



1. This easement is for the electrical utility Alliant Energy. The city has no issues with providing the easement. This easement is through the southwest corner of Woodlawn cemetery.
2. Consideration of a resolution terminating a lease agreement for Fixed Based Operator (FBO) services with George Tegeler.
 1. The city council provided direction at their last meeting they wanted to end their contract with the current FBO because they chose not to vote on the proposed contract. The City Administrator has provided a recommendation to end the contract September 30. This will give staff time to adjust to the new responsibilities. The City Administrator recommends creating a new contract with George Tegeler to keep an FBO at the airport.
3. Consideration of a resolution approving a change in operations and management at the Oelwein Municipal Airport.
 1. The City Administrator recommends the city council make sure they are aware of the work which will now be on city staff with no FBO. This new work will take staff time and may take away time from other priorities. The City Administrator recommends approving a new contract with the FBO which allows for council, city staff, and the current FBO to work together.
4. Consideration of a resolution requesting a refund of \$10,000.00 from the Oelwein Celebration, Inc. from Hotel Motel funding.
 1. Oelwein Celebration Inc. failed to provide wrestling as they stated in their application. Several city council members requested this item on the agenda. The City Administrator recommends approving the resolution.
5. Consideration of a resolution approving Change Order No. 2 in the amount of \$416.10 for 2024 Street Improvement Project.
 1. This change order includes added patching along interior of curb and gutter section to fill in forming area with PCC for a solid base to place asphalt over. The City Administrator recommends approving the resolution.
6. Consideration of a resolution approving Pay Application No. 2 in the amount of \$422,317.75 to Heartland Asphalt, Inc. for 2024 Street Improvement Project.
 1. This project went very well. The project is not over as some patching and some manholes need work. The City Administrator recommends approving the resolution.
7. Consideration of a resolution approving Pay Application No. 6 in the amount of \$195,988.29 to Shift Companies for Reed Bed Expansion and EQ Basin Liner project.
 1. Progress is being made on this project, although slow and steady. City staff are most concerned about the reed planting and the reeds growing. The City Administrator recommends approving the resolution.
8. Consideration of a resolution approving the City Hall Parking Lot Light bid from Ken's Electric in the amount of \$15,503.90.



1. We waited three weeks for another bid and have not received one for this project. This price is fair and will ensure a lighted parking lot this fall and winter. This is a safety issue for city staff and elected officials. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving MSA for the Dry Run Creek Flood Mitigation pre-award application assistance and post-award engineering, design, and project administration.
 1. The city sent out over 10 requests letters, posted on the League of Cities, and posted on our own website for a firm to complete this project. MSA came to the top as the best firm for the job. MSA was the only firm to apply. The City Administrator still held an evaluation of their RFQ and interviewed the MSA team. The City Administrator recommends approving the resolution.
10. Consideration of a resolution approving the Hotel/Motel Tax Funding Tourism Program Guidelines.
 1. This work was completed on behalf of the PFEED committee. This update is needed as the city moves to only work with nonprofits on funding for hotel motel dollars. The City Administrator recommends approving the resolution.
11. Consideration of a resolution updating the fees on the Fee Schedule for Food Trucks.
 1. The city council determined that fees were too high for food trucks and wanted to encourage more food options in town.
12. Consideration of a resolution authorizing the submission of a CDBG Community Facilities and Services application to the Iowa Economic Development Authority and the expenditure of funds to be applied to local match for a Community Facilities and Services Fund application for the RISE Ltd. Oelwein Day Habilitation Center Improvements Project.
 1. RISE was asked to request more funds from the state. The city is still just a pass through, so no need worries for the city. This resolution is required to request additional funds. The City Administrator recommends approving the resolution.