



To: Mayor and City Council  
From: Dylan Mulfinger  
Subject: City Administrator Agenda Memo  
Date: 12/23/2024

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#### Consent Agenda

1. Consideration of a motion to approve the December 9, 2024 minutes
2. Claims Resolution in the amount of \$753,354.65.

#### Public Hearing

3. A public hearing for December 23rd, 2024 at 6:00 PM in the Oelwein City Council Chambers for the proposed sale of 311 East Charles Street to Shawn Bentley and Christina Edmonds in the amount of \$2,500.00.

#### Ordinances

4. Consideration of an ordinance amending Chapter 7: Water and Sewers, Article 3, Section 7-47: Collection Procedures. - Second Reading
  1. The city needs to update the code to allow the city to collect an administration fee when using the state income setoff program. This program allows the city to collect debts from tax returns and gambling winnings. This will allow for a fee to be collected so that the city can setoff the state fee. This fee does not cover all the expenses, because that fee would be much too high. The fee will be \$25. This fee is \$25 because the city at this point of collection has made several attempts to collect funds. The City Administrator recommends approving the second reading of the ordinance.

#### Resolutions

5. Consideration of a resolution amending the Fee Schedule.
  1. The city council reviewed the fee changes at the December 9 work session. The major fee changes are in the cemetery to lessen the burden the cemetery has on the general fund. A new addition is the fee change to the airport hangers. The City Administrator recommends approving the resolution.
6. Consideration of a resolution amending the Salary Resolution for Fiscal Years 2026 and 2027.
  1. The salary resolution is changing for the police officers and incorporates the already approved four percent for staff. These changes will go into effect July of 2025. The City Administrator recommends approving the resolution.



7. Consideration of a resolution amending the Oelwein Utility Collection Policy.
  1. The city needs to charge an administration fee to ensure debts are paid off. This policy will ensure the city can collect debt. The City Administrator recommends approving the resolution.
8. Consideration of a resolution approving Pay Application No. 4 in the amount of \$38,325.85 to Woodruff Construction for the Oelwein Municipal Airport Airfield Vault.
  1. The progress on this project has met the city's expectations. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving Pay Application No. 8 in the amount of \$155,819.59 for Oelwein Reed Bed Expansion and EQ Liner Replacement project.
  1. This project is reaching the point of substantial completion. Reeds are growing in the beds and are now dormant for winter. We are excited about this expansion and the completion of this project. The City Administrator recommends approving the resolution.
10. Consideration of a resolution approving project expense reimbursement number one in the amount of \$2,369.00 for the Oelwein RISE Day Habilitation Center Improvements Project.
  1. This is a pass-through project. Once the city receives a check, the city cuts a check to RISE. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving the sale of 311 E. Charles to Shawn Bentley and Christina Edmonds in the amount of \$2,500.00 subject to the terms in the reversion agreement.
  1. This sale will place a house back on the tax role. The new owner will make several repairs before the house is rentable. The City Administrator recommends approving the resolution.