



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator Memo
Date: 6/12/2023

Consent Agenda

1. Consideration of a motion to approve the May 22, 2023 minutes.
2. Consideration of a motion to approve the 2023-2024 Cigarette/Tobacco Perming Renewal for Dollar General #2328.
3. Consideration of a motion approving the AECOM Invoice # 2000765110 in the amount of \$8,113.45 for the Airport Repavement Project.
4. Consideration of a motion approving the Class 'C' Retail Alcohol License for Hacienda Del Rio.

Resolutions

5. Consideration of a Resolution amending the Oelwein Personnel Policy Manual.
 1. The City Administrator presented these changes to council in the spring of 2023 as part of the improved benefits for the city. This turned into a larger project as staff had some items which needed correcting with the personnel manual so all of those are included. All of the changes are listed in the resolution for City Council. The City Administrator recommends approving the resolution.
6. Consideration of a resolution to approve Pay Application No. 2 in the amount of \$311,308.55 to Matt Construction, Inc for Plaza Park Improvements Project.
 1. All of the work completed so far is approved. The City Administrator recommends approving the resolution.
7. Consideration of a Resolution approving Streets Improvements with Fayette County for Outer Road SS4A Project in the amount of \$33,650.
 1. The county approached the city and had grant funding to reduce the cost of this project. Road User Tax is available for this improvement. I did advise the county that our funding for these improvements is limited. I was told this should clear up most of the projects for several years. The City Administrator recommends approving the resolution.
8. Consideration of a Resolution to accept the 2022-2023 Airport Runway, Taxiway and Apron Pavement Rehabilitation Project.
 1. This project is complete and done to the specifications that were required. The City Administrator recommends approving the resolution.
9. Consideration of a corrective resolution regarding the direction of the sale of the city's interest in 815 4th Ave SW, Oelwein, Fayette County, Iowa.
 1. The City is almost done doing corrective resolutions for the sale of property. This process has been a tumultuous learning curve for city staff



and myself in selling properties. A new process has been created and checks are in place that properties are sold much quicker and with one resolution. The City Administrator recommends approving the resolution.

10. Consideration of a Corrective Resolution regarding directing the sale of the City's Interest in 123 6th Ave NE, 145 2nd Ave NW, 149 2nd Ave NW, 202 4th Ave NW, 205 3rd Street NW, 206 4th Ave NW, 210 4th Ave NW, and 602 2nd Ave NE, Oelwein, Fayette County, Iowa.
 1. The City is almost done doing corrective resolutions for the sale of property. This process has been a tumultuous learning curve for city staff and myself in selling properties. A new process has been created and checks are in place that properties are sold much quicker and with one resolution. The City Administrator recommends approving the resolution.
11. Consideration of a resolution directing the sale of the City's Interest in Parcel AD and AE, Oelwein, Fayette County, Iowa.
 1. This will set a public hearing to sell two lots owned by the city north of City Hall. This sale will now follow the new and improved selling process. The new process requires a public hearing to be set by resolution. The City Administrator recommends approving the resolution.

Motions

12. Consideration of a motion to seek bids on Reed Bed Expansion and EQ Basin Liner Replacement project.
 1. The city is ready to move forward with the reed bed expansion project. This project will be funded by a SRF loan. The City Administrator recommends approving the motion.
13. Consideration of a motion to set a public hearing on July 24, 2023 at 6:00 PM at Oelwein Council Chambers for the Reed Bed Expansion and EQ Basin Liner Replacement project.
 1. The public hearing is required for the project. The City Administrator recommends approving the motion.
14. Consideration of a motion approving a Beer Mile Athletic Event for Ampersand Taproom on July 15, 2023.
 1. The City Administrator can not provide feedback on this event.
15. Consideration of a motion to approve Change Order No. 3 for Plaza Park Improvement Project with Matt Construction Inc. in the amount for \$19,900 for Sod.
 1. Originally this project was to start in the spring allowing for grass to be grown. That timeline has been shortened significantly. If the city wants to use this project this summer the City Administrator highly advises doing sod on the park. Funding is available especially now that City Hall is not being completed This improvement will make this part a feature of our downtown. The City Administrator recommends approving the motion.
16. Consideration of a motion to approve the Planning, Finance, Enterprise, and Economic Development Committee's recommendation on the Italian Heritage Days \$600.00 Hotel/Motel Funding Request.



1. This event has worked well in the past and they do well at attracting people to Redgate Park. The City Administrator recommends approving the motion.
17. Consideration of a motion to approve the Planning, Finance, Enterprise, and Economic Development Committee's recommendation on the Williams Center for the Arts \$1,500.00 Hotel/Motel Funding Request.
1. This Williams Center for the Arts is a regular user of Hotel/Motel funding. The City Administrator recommends approving the motion.