



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 02/22/2021

Consent Agenda

1. Consideration of a motion to approve the minutes of the February 8, 2021 meeting
2. Claims Resolution in the amount of \$847,547.85
3. Consideration of a Class 'B' Wine Permit, Class 'E' Liquor, Class 'C' Beer, Class 'E' Liquor and Sunday Sales license for Hy-Vee Oelwein Dollar Fresh
4. Consideration of a motion approving the Ownership update for Dollar General
5. Consideration of a Class 'B' Wine, Class 'C' Beer and Sunday Sales renewal for Dollar General Store #2328

Public Hearing

6. 6. Public Hearing on proposed disposal by sale of the City's interest in 322 North Frederick, 208 8th Avenue SW, 702 3rd Avenue SW, 132 2nd Avenue NW and 524 2nd Avenue NW, Oelwein, Fayette County, Iowa

Resolutions

7. Consideration of a Resolution directing the sale of the City's Interest in 25 3rd Street NW, Oelwein, Fayette County, Iowa
 1. The City is selling this property to the east neighbor. The neighbor has done considerable amount of work on their own house and it shows on their street. The City is excited to sell this house and provide an extra lot to a home that only on a 50 foot lot. The neighbor will apply for funds to tear down this property on their own. The City Administrator recommends selling the property.
8. Consideration of a Resolution directing the sale of the City's interest in 132 2nd Avenue NW, Oelwein, Fayette County, Iowa
 1. This sale will help take an existing 50 foot property and provide them another 50 foot property. This will allow for 128 2nd Ave NW to expand and become a viable property. The City Administrator recommends selling the property.
9. Consideration of a Resolution directing the sale of the City's interest in 524 2nd Avenue NW, Oelwein, Fayette County, Iowa



1. We had one offer on this property. Selling this property will help the city as we work toward less property ownership. This is a non-buildable lot. The City Administrator recommends selling the property.
10. Consideration of a Resolution directing the sale of City's interest in 308 6th Avenue SE, Oelwein, Fayette County, Iowa
 1. The city has received an offer from a young contractor that is interested in flipping this house. The City will require a development agreement with a timeline requiring that the buyer flip this house. The City has received minimal offers on this house and has worked hard to market the house. The City Administrator recommends selling the property.
11. Consideration of a Resolution directing the sale of the City's interest in 134 North Frederick and 140 North Frederick, Oelwein, Fayette County, Iowa
 1. While this is a low offer council should consider some variables. The home needs work and a low offer will allow the property owner to invest in the home once they gain possession. The buyer has lived in Victorian era homes and understands the work needed. The buyer is a business owner and would be relocating from out of state to Oelwein. This is the first offer the city has received almost a year. The City Administrator recommends selling the property.
12. Consideration of a Resolution to set public hearing on proposed disposal by sale of the City's interest in 412 1st Avenue NE, Oelwein, Fayette County, Iowa
 1. The City recently acquired this property and now can sell this property. The City must go through a public hearing to sell this property. The City Administrator recommends setting the public hearing.

Motions

13. Consideration of a motion to set a Public Hearing for March 8, 2021 at 6:00 P.M. on FY 2022 Budget
 1. The city is required to hold a public hearing on the city's budget each year. The City will talk about the tax levy and the budget during this public hearing. The City Administrator recommends setting the public hearing.
14. Consideration of a motion authorizing signatures on Task Order 3406-18A-2 with Fox Engineering for 12th Street Paving Improvements in the amount of \$9,750.00
 1. Council directed staff to complete improvements on 12th Ave SE in a February 8 work session. Staff has worked with Fox to add this to the water infrastructure project which will allow for cost savings in bidding, project design, and contractor mobility. Staff will not present an option for assessment as the memo to council was provided shows that an assessment is not feasible financially because of the low cost on return. The City Administrator recommends approving the task order.
15. Consideration of a motion to extend Demolition deadline for Lansing Brothers to June 1, 2021
 1. Community Development's Building Official has provided a memo to council for direction. The City Administrator recommends extending the deadline.



16. Consideration of a motion approving change order No. 3 in the amount of -\$25,000.00 to Portzen Construction for work completed on Disinfection and 42 Well Improvement Project
 1. City Council has determined that a deduction of \$25,000 is appropriate for the late close out of the 42 Well project to Portzen Construction. The City sees two outstanding bills with this project with K&W Electric being owed \$19,000 and the engineering overage charges of \$16,228. Should Portzen not provide a payment to K&W the city could provide that payment. The City Administrator has worked with Fox and negotiations on their charges have occurred. Should the City have to pay out, the city will not pay more than \$25,000 that was deducted from the total project. The City Administrator recommends approving the change order. All of these charges are covered by a water revenue bond as is the entire project.
17. Consideration of a motion approving pay request No. 17 in the amount of \$48,064.75 to Portzen Construction for work completed on Disinfection and 42 Well Improvement Project
 1. This is the final payout to Portzen Construction. The City Administrator recommends approving the final pay request.
18. Consideration of a motion authorizing signature on Engineer's statement of completion for Disinfection and 42 Well Improvement Project
 1. This will allow for the city to complete the 42 Well project and focus on future projects. The City Administrator recommends approving signatures.

Admin Notes

We will have a final work session on rates March 8 at 6:30. This will allow us to bring rates to the March 22 meeting and start the radianse process.

I plan to bring back the Wellness Center discussion in April to show progress this year and line goals back up to council expectations.

City Hall is coming along well, and an April 1 opening date is now realistic.

Our new home will have an open house event on February 25th at 318 7th street Thurs, Feb 25, 2021 4 pm – 6pm.