



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 1/10/2022

Consent Agenda

1. Consideration of a motion to approve the minutes of the December 20, 2021 Council meeting
2. Consideration of a motion to approve ownership updates for PMA Petroleum, LLC. doing business as Super Mart
3. Consideration of a motion to approve liquor license renewal for Clete and Connie's
4. Consideration of a motion to approve wine permit renewal for Farmer's Daughter's Quilt. LLC.

Ordinances

5. Consideration of an Ordinance Amending Section 3-5, Section 3-73, Section 5-2 through Section 11, Section 5-21, Section 11-10, and Section 16-80 to modify Fire Department and Public Safety Chief - Third and Final Reading
 1. Council directed the City Administrator to update city code to reflect changes to a public safety chief. The following changes clean up city code and allow for a public safety chief. The City Administrator recommends approving the third and final reading.

Resolutions

6. A consideration to adopt the Non-Discrimination Resolution
 1. This policy is required now that the city has receive federal funds for the fire truck. This policy ensures that no community member will be discriminated against by the city. This resolution sets up the policy and the process for filing a complaint. The City Administrator recommends approving the resolution.
7. A consideration to adopt the Non-Discrimination Against those with Disabilities Resolution
 1. This policy is also required because of the funds received for the fire truck through the federal grant. This policy ensures that the city will not discriminate against persons with disabilities. This policy allows for the city to make reasonable accommodations to ensure all who want to participate are not turned away because of a disability. The City Administrator recommends approving the resolution.
8. A consideration to adopt the Policy and Procedures for those with Limited English Proficiency Resolution



1. This policy is for the federal grant we received. This will ensure that anyone coming into city hall will be accommodated within reason. The City will work with members of the public where English is a second language. The City Administrator recommends approving the resolution.
9. Consideration of a Resolution to approve the 2022 Housing Tax Abatement Applications
 1. Each year the city provides opportunity for a residential tax abatement. This year the city has the lowest number of properties in the five-year program. This is the last year of the program, so the city will have to work on a new one to attract new homes. The City Administrator recommends approving the resolution.
10. Consideration of a Resolution to set a public hearing on January 24th at 6:00 PM at City Hall to on proposal to enter into a General Obligation Corporate Purpose and Refunding Loan Agreement and to borrow money thereunder in a principal amount not to exceed \$4,500,000
 1. This is setting the city up to bond for projects that were discussed in 2021. This process will allow the city to take on debt for projects. This is a new bond and a refinance of 2014 bond that paid for the police station. The City has the debt capacity and the ability to pay off this debt. The City Administrator recommends approving the resolution.

Motions

11. Consideration of a motion to amend the employment contract of Public Safety Chief, Jeremy Logan
 1. Council discussed this during the police department budget. This will allow the city to continue to move forward with a Public Safety Chief. The funding for this is available, and this provides an appropriate incentive for the new position. The public safety program will be reviewed each year. The City Administrator recommends approving the motion.
12. Consideration of a motion to set a public hearing on CDBG-CV Plaza Improvement Project for January 24th at 6:00PM at Oelwein City Hall
 1. This public hearing is for the plaza project. We are required by the CDBG grant process to have a public hearing. The city is looking to obtain through this program \$500,000 and tear down the plaza and add onto the park. Tearing down the plaza is the start is the downtown flood mitigation efforts and the bridge replacement on West Charles. The City Administrator recommends approving the motion.
13. Consideration of a motion to approve a task order with AECOM in the amount of \$54,000 for Rehabilitation of Runway Pavements
 1. The City is ready to do a project at the airport to reserve and rehabilitate the runway and taxiway. This is being funded by federal entitlement funds that the airport receives each year, and the local match will come from the city's general fund. The city has been reimbursed for expense this year through CARES Act grants, and this will more than cover the



city's match for this project. The City Administrator recommends approving the motion.

14. Consideration of a motion to dispose of 777 - 1996 Special Ops Fire Vehicle

1. Through a careful evaluation of equipment, this truck is no longer needed. This truck has gone on 1 fire call in two years. The City will sell this truck to the volunteers and they will market it to raise funds for their programs. The City Administrator recommends approving the motion.