



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administration City Council Agenda Memo
Date: 3/11/2024

Consent Agenda

2. Consideration of a motion approving the February 26, 2024 minutes.

Public Hearing

3. Public hearing on proposal to enter into a General Obligation Bridge Improvement Loan Agreement.

Ordinances

4. Consideration of an ordinance amending Chapter 19: Animals and Fowl, Section 3: Botherome Animals and Adding Section 12: Chickens on Residential Property - Second Reading.
 1. After a public work session, staff worked with the city attorney to design an ordinance which allowed chickens and helps staff to enforce instances where chickens are at large. Public comment was overwhelmingly in support of chickens. Community members felt passionately about their flocks. A properly kept roost does not cause issues in the community and provides a recreational activity for a property owner. The City Administrator recommends passing the second reading.
5. Consideration of an ordinance amending Chapter 7: Water and Sewer, Article II, Section 10: Water Rates and amending Article III, Section 41: Sanitary Sewer - Surcharges: Schedules. - First Reading.
 1. The city council has the opportunity to make a significant investment in the water and sewer utility. The proposed rate increase would create a ten-year plan which would feature a project every other year for both utilities. Projects would start in the fiscal year 2027 after the city collected revenues for the project. This plan ensures the city is ready to tackle problems before they become a major problem. The City Administrator recommends passing the first reading.

Resolutions

6. Consideration of a resolution taking additional action on proposal to enter into a General Obligation Bridge Improvement Loan Agreement and providing for the levy of taxes to pay General Obligation Bridge Improvement Bonds, Series 2024.
 1. This action allows the city to acquire a bond for 10th street bridge improvement. This bond is needed as the city needs \$1.5 million to cover the cost of the project. The City Administrator recommends approving the resolution.



7. Consideration of a resolution approving an engineering agreement with Origin Design for the 10th Street Bridge.
 1. This agreement will allow the city to work with Origin Design for the 10th street bridge project. This agreement is a master agreement and will encompass all future agreements. The City Administrator recommends approving the resolution.
8. Consideration of a resolution task order No. 1 with Origin Design for the design of 10th Street Bridge in the amount of \$154,000.00.
 1. This is the first task order with Origin Design. This task order includes designing the bridge which will replace the current 10th street bridge. The city has a positive working relationship with Origin Design. The City Administrator recommends approving the resolution.
9. Consideration of a resolution scheduling a Public Hearing for the Proposed Property Tax Hearing for the Fiscal Year 2025 (2024-2025) Budget for April 8, 2024 at 5:30 PM at the Oelwein City Council Chambers.
 1. This hearing is required by the state of Iowa. This hearing replaces the max tax levy hearing. The City Administrator recommends approving the resolution.
10. Consideration of a resolution authorizing staff to seek bids for the Oelwein Municipal Airport Lighting Vault.
 1. The design is complete, and the city is ready to go out for bid. The city council must authorize the city to seek bids. This project is federally funded and has additional rules and regulations. The City Administrator recommends approving the resolution.
11. Consideration of a resolution setting a public hearing on the proposed plans and specifications on the Oelwein Municipal Airport Lighting Vault on March 25, 2024 at 6PM in the Oelwein Council Chambers.
 1. This project is budgeted for and will help maintain the current airport. The project has been in the capital improvement plans for five years. The City Administrator recommends approving the resolution.
- 12.
13. Consideration of a resolution approving a contract with TP Anderson & Company, P.C. for auditing services for fiscal years 2024, 2025, and 2026.
 1. The City of Oelwein is required to have an audit done annually. Our current contract has expired and the city needs to renew. The current auditor, TP Anderson & Company, has worked well with the city. The City Administrator recommends approving the resolution.
14. Consideration of a resolution to approve the City Hall Window Replacement Project in the amount of \$62,977.00 with Allied Glass.
 1. Improvements for City Hall are needed now and forever. The City has \$275,000 budgeted this year. \$75,000 is from capital improvement funds from franchise fees. \$200,000 is from the existing bond proceeds which did not go to the large renovation. These funds allow the city to make



much needed improvements. This spring the Administration also wants to remove asbestos, new flooring, and upgrades to the Council Chambers. The City Administrator recommends approving the resolution.

15. Consideration of a resolution to enter into a development agreement with Matt Construction for 1 South Frederick.
 1. The City Council reviewed this project on the February 26 work session. This incentive will ensure a downtown building is saved. This funding will not impact the current downtown TIF program as the reserve in this program is healthy. The City Administrator recommends approving the resolution.
16. Consideration of a resolution awarding Downtown Property Forgivable Loans for building improvements provided by Tax Increment Financing.
 1. These projects are ready to be awarded. These recommendations come from the Oelwein Housing Board which sits with the Oelwein Area Chamber and Development. The City Administrator recommends approving the resolution.
17. Consideration of a resolution approving a contract with CSG Forte for CivicRec payment processing software.
 1. Staff went back and determined this contract is the only one which will work for the new program. The city cannot negotiate these fees. All fees are passed on to the customer. Cash payments will still be taken at City Hall. The City Administrator recommends approving the resolution.

Motions

18. Consideration of a motion approving the direction from the Planning, Finance, Enterprise, and Economic Development Committee the Hotel Motel funding request of \$10,000.00 to the Grand Theatre of Oelwein.
19. Consideration of a motion approving the direction from the Planning, Finance, Enterprise, and Economic Development Committee the Hotel Motel funding request of \$1,500.00 to the Williams Center for the Arts.