



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator Memo
Date: 12/11/2023

Consent Agenda

1. Consideration of a motion approving the November 27, 2023 minutes.
2. Consideration of a motion approving the Class 'E' Alcohol License for Oelwein Liquors.
3. Consideration of a motion to approve 2024 Cigarette/Tobacco Permit for Super Mart.

Public Hearing

4. Public Hearing on proposed sale of city owned real property located at 11 12th Avenue SW.

Resolutions

5. Consideration of a resolution approving Pay Application No. 1 in the amount of \$99,750.00 to Shift Companies for the Reed Bed Expansion and EQ Basin Liner Replacement Project.
 1. This project is moving along, and the first pay app is ready. The City Administrator recommends approving the resolution.
6. Consideration of a resolution approving Pay Application No. 4 in the amount of \$149,012.91 to Dave Schmitt Construction for Oelwein NE Sanitary Sewer Improvements project.
 1. Progress on this project slowed as the contractor waited for a subcontractor to drill under the four-lane highway. Work is almost complete with this project with final completion being spring of 2024. The City Administrator recommends approving the resolution.
7. Consideration of a resolution amending the Collection Policy.
 1. Changes are needed to the collection policy as the city continues to deal with delinquent utility bills. This change ensures someone cannot continue to abuse the online payment system. The City Administrator recommends approving the resolution.
8. Consideration of a resolution adopting rules of Procedure for Conduct of City Council Business.
 1. The council meetings are business meetings and should be run accordingly. Creating polices for this will help the city council in times where proceeding may not be explicitly clear. The city council should make sure that all of these rules work for their current system. The City Administrator recommends approving the resolution.



9. Consideration of a resolution adopting a Public Comment Policy.
 1. In the spring of 2023, Council was yelled at during the public comment period. This is unacceptable and council should be allowed to excuse any abusive or disruptive community members from the meeting. This policy ensures the city council has a process to follow when allowing public comment. The City Administrator recommends approving the resolution.
10. Consideration of a resolution authorizing and approving a Loan and Disbursement Agreement and providing for the issuance and securing the payment of \$1,138,000 Sewer Revenue Bonds, Series 2023. (Attachment)
 1. This is the bond for the Reed Bed Expansion and EQ Basin Liner Replacement Project. This bond was needed as the city did not have enough cash on hand to pay for the project. Payments on this bond will come from wastewater fees. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving the sale of City owned real estate at 11-12th Ave. SW, Oelwein, Fayette County, Iowa.
 1. PFEED made a recommendation of sale to the city council. The City Administrator recommends approving the resolution.
12. Consideration of a resolution scheduling a public hearing on December 18, 2023 at 6:00PM in the City Council Chambers regarding the proposed vacation and transfer of city alleyway right of way.
 1. This ROW is not needed for the city. The City Administrator recommends approving the resolution.

Motions

13. Consideration of a motion approving the recommendation from the Planning, Finance, Enterprise, and Economic Development Committee on the Hotel Motel Application for the Williams Center for the Arts in the amount of \$1,500.00.
14. Consideration of a motion approving the recommendation from the Planning, Finance, Enterprise, and Economic Development Committee on the Hotel Motel Application for T&T BBQ in the amount of \$15,000.00.