



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 04/26/2021

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#### Consent Agenda

1. Consideration of a motion to approve the minutes of the April 12, 2021 Council meeting
2. Claims Resolution in the amount of \$456,061.32
3. Consideration of a new Tobacco Permit for Olwein Liquor and Vape
4. Consideration of a new Class 'E' Liquor and Sunday Sales Permit for Olwein Liquor and Vape

#### Ordinances

5. Consideration of an Ordinance Amending Section 14-130, Public Tree Care and Fees - Second Reading
  1. This increase in the tree utility will allow for the city to address the large number of street trees that need to be taken down. The take down of Ash trees will add cost to removal and disposal. The City Administrator recommends approving the second reading.
6. Consideration of an Ordinance Amending Water and Sewer Rates, Chapter 7 of the Code of Ordinances of the City of Oelwein - Second Reading
  1. The City Administrator has met with council several times to work through the needed rate increases. The new rate increases remove the infrastructure fee and add all charges to the rates. These rate increases will help address several projects occurring in water and wastewater. The City is taking a significant step in upgrading infrastructure and fixing problems. The city is trying to stay ahead of DNR mandates and new utility requirements. The City Administrator recommends approving the second reading.

#### Resolutions

7. Consideration of a Resolution to fix a date for a public hearing on proposal to enter into a Water Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed \$709,000
  1. This is setting a public hearing for a state revolving loan (SRF) for the water utility. This loan is needed to pay for the infrastructure project taking place this summer. This will pay for the city portion that is not covered by the CDBG grant. This project has been approved by council. Staff evaluated paying this portion with cash on hand, but the cost would



place reserves too low in the water utility. The City Administrator recommends setting the public hearing.

2. The project includes 5,200-ft of 8-inch water main installation under existing sealcoat streets in residential neighborhoods. Work on 1st ST NE (8th AVE NE to Elmwood Parkway) includes transfer of water services from an old 4-inch water main to a 12-inch water main along the south side of 1st ST NE. Work on 1st ST NE (Elmwood Parkway to 13th Ave NE), 12th ST SE (Charles St to Oelwein Jr High), 5th ST NE (4th AVE SE to 9th Ave SE), and 6th AVE SE (5th ST SE to 7th ST SE) includes installation of a new 8-inch water main and transfer of water services. The project includes trenchless construction to reconnect 84 residential properties with a new 1-inch water services up to the curb stop, 5,400 S.Y. of 5-inch HMA patch over the water main trench, PCC curb/gutter replacement, 8-inch trenchless water main, traffic control, storm sewer replacement, sanitary sewer replacement, and seeding. Work also includes 300-ft of 3-inch HMA overlay of 12th Ave SE (just south of 2nd ST SE).
8. Consideration of a Resolution authorizing Temporary Closure of Public Ways or Grounds for Oelwein Chamber and Area Development Events
  1. This is a routine street closure from the Chamber of Commerce. The City Administrator recommends approving the resolution.
9. Consideration of a Resolution Awarding Downtown Properties Forgivable Loans for Building Improvements Provided by Tax Increment Financing
  1. All applications were reviewed by members of the OCAD housing committee. Recommendations are provided for the following improvements.
    - a. 101 South Frederick     \$25,000.00
      - i. These funds will provide a new window facelift for 101 South Frederick. The new location for the Mexican Restaurant Hacienda Del Rio in town. The owner has put in significant funding into the new building.
    - b. 21 South Frederick     \$ 3,712.00
      - i. These funds will be used for a new awning. The committee only awarded this portion of the application. First Garden is a stable restaurant in the downtown.
    - c. 100 1st Street SW     \$19,130.00
      - i. These funds will be used to update a downtown apartment. This business owner continues to invest in their building and is ready to create more housing in Oelwein. These funds will also help renovations to the Kokomo.
    - d. 21 East Charles     \$22,400.00
      - i. Farmer's Daughters Quilts brings in people from all over the state and country for quilting retreats. The committee is funding the tuck-pointing portion of the



application. The City will have to visit with them on the mural and determine if it is allowed in code.

- e. 22 South Frederick \$ 4,275.00
  - i. These funds will help tuck point the brick on this building and ensure the front façade continue to be in good shape.
  - f. The funds are provided in a five year forgivable loan. Anyone failing to make the repairs must pay the money back to the city. The City Administrator recommends approving the funding.

10. Consideration of a Resolution Officially Endorsing the Application for Trail Funding for the Iowa DOT COVID-19 Relief Recreational Trails Program

- 1. The Parks Department is going for the moon and is applying for trail funds set aside by the Iowa DOT from the Cares Act. These funds will help the city finish their trail and will help create a horseshoe around the town. The City Administrator recommends approving the resolution.

**Motions**

11. Consideration of a motion updating the Oelwein Intermediary Relending Program

- 1. This change allows for a member of Oelwein Community Bank to reside on the board. This board determines funding for the revolving loan fund. The City Administrator recommends approving the update.

12. Consideration of a motion to forward a request to rezone 1105 North Frederick and 1205 North Frederick from C2 Commercial to R1 Residential to Planning and Zoning Commission for a recommendation

- 1. City Council must forward all rezone requests to the planning and zoning. Once planning and zoning makes a recommendation, the council formally votes on the rezone.

13. Consideration of a motion allowing Oelwein Community School District to set up a mobile Food trailer in the Oelwein Aquatic Center Parking Lot

- 1. This will allow for the school to provide summer meals in the swimming pool parking lot. The City is excited to partner with the school and help kids in Oelwein. The City Administrator recommends approving the request.

14. Consideration of a motion to accept quote from Municipal Pipe Tool for television inspection of sanitary sewers in an amount not to exceed \$12,000.00

- 1. This work is required to evaluate the condition of several sanitary sewer lines. The Utility Superintendent has provided more information in the packet. The City Administrator recommends approving the quote.

15. Consideration of a motion to accept proposal from A-Line Striping in the amount of \$10,208.44 for paint striping of roads, crosswalks and parking lots

- 1. The City does line striping each year. A-Line has consistently provided the best product for Oelwein. The City Administrator recommends approving the proposal.