



To: Mayor and City Council  
From: Dylan Mulfinger  
Subject: City Administrator Agenda Memo  
Date: 12/9/2024

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#### Public Hearing

3. Public Hearing for December 9th, 2024 at 6:00 PM in the Oelwein City Council Chambers for the construction plan specifications for the construction of the 10th Street Bridge over Otter Creek.
4. Public Hearing for December 9th, 2024 at 6:00 PM in the Oelwein City Council Chambers for the proposed sale of 124 7th Ave NW, Parcel No. 1820281004, and the previously vacated alley adjacent to the parcels to Hunter Woodward in the amount of \$2,000.00.

#### Ordinances

5. Consideration of an ordinance amending Chapter 7: Water and Sewers, Article 3, Section 7-47: Collection Procedures. - First Reading
  1. The city needs to update the code to allow the city to collect an administration fee when using the state income offset program. This program allows the city to collect debts from tax returns and gambling winnings. This will allow for a fee to be collected so the city can offset the state fee. This fee does not cover all the expenses, because the fee would be much too high. The fee will be \$25. This fee is \$25 because the city at this point of collection has made several attempts to collect funds. The City Administrator recommends approving the ordinance.

#### Resolutions

6. Consideration of a resolution amending the personnel policy for police officers by adding Appendix A.
  1. This appendix will allow the police officers to function under benefits that are in alignment with their current contract. This will help the city as the police union transitions from teamsters to a collective bargaining unit. This information was reviewed by the city council in the November 25 work session. The City Administrator recommends approving the resolution.
7. Consideration of a resolution approving the Code of Ethics addendum to the Rules of Procedure for the Conduct of City Council.
  1. The city council reviewed this at the November 25 work session. This will help guide the city council as they govern themselves. The City Administrator recommends approving the resolution.



8. Consideration of a resolution approving Task Order No. 2 with Origin Design for the design of 10th Street Bridge in the amount of \$255,000.00.
  1. The city is moving forward in replacing 10<sup>th</sup> street bridge. This task order will lead the city through bidding and construction. This ensures all federal requirements are met and the bridge is built to the engineer design. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving the replacement of Blower #2 VFD from Automatic Systems in the amount of \$19,233.00 for the Oelwein Waste Treatment Plant.
  1. The city needs to spend all of its APRA funds. The plan was to spend this on the NE sewer project. The NE sewer project went so well the city has money left over. This piece of equipment is critical and will be used by the city. The City Administrator recommends approving the resolution.
10. Consideration of a resolution approving a HVAC system heat pump repair with Waldinger Corporation in the amount of \$12,288.89 for the Oelwein Public Library.
  1. Another piece of the HVAC at the library has failed. We are using reserves to pay for this repair. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving the sale of 124 7th Ave NW, Parcel No. 1820281004, and the previously vacated alley adjacent to the parcels to Hunter Woodward in the amount of \$2,000.00.
  1. This is a great sale and will take two lots off the city mow list and provide a great piece of land for a new homeowner. The City Administrator recommends approving the resolution.
12. Consideration of a resolution setting a public hearing for December 23rd, 2024 at 6:00 PM in the Oelwein City Council Chambers for the proposed sale of 311 East Charles Street to Shawn Bentley and Christina Edmonds in the amount of \$2,500.00.
  1. The city will greatly benefit with this house going back into production and providing a living space for someone in Oelwein. Community Development is confident in this contractor and their ability to bring homes up to code. The City Administrator recommends approving the resolution.