



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 2/24/2025

Council Member Appointment

1. Consideration of a resolution approving Renee Cantrell to the City Council for the Fourth Ward.
 1. With the sudden passing of Dave Garrigus, the city council has the option to vote on a replacement. City staff has provided all of the notices needed for the city council to make the appointment.
2. Swearing in of Renee Cantrell to the City Council for the Fourth Ward.

Employee Recognition

3. Recognition of years of service awards for the fire and police departments.

Consent Agenda

5. Consideration of a motion to approve the February 10, 2025 minutes.
6. Claims resolution in the amount of \$380,768.03.

Public Hearing

7. Public Hearing for February 24, 2025 at 6:00 PM in the Oelwein City Council Chambers for the sale of 632 5th Avenue SW to Travis Staack.
 1. This property is ready to be sold and will go to a property owner who has maintained the property for several years.

Resolutions

8. Consideration of a resolution scheduling a public hearing for the Proposed Property Tax Hearing for the Fiscal Year 2026 Budget for March 24, 2025 at 5:30 PM at the Oelwein City Council Chambers.
 1. This public hearing is required by the state of Iowa for the city to adopt their budget. This is the second year the city will do a levy hearing. The City Administrator recommends approving the resolution.
9. Consideration of a resolution authorizing staff to seek bids for the Oelwein Municipal Snow Removal Equipment and schedule a public hearing for March 24, 2025 at 6:00 PM in the Oelwein City Council Chambers.
 1. The airport needs a new piece of equipment for snow removal. The current tractor has reached its useful life at the airport. The city will receive 90 percent funding for this project from the FAA. The City Administrator recommends approving the resolution.



10. Consideration of a resolution approving an additional \$13,500.00 to K&W Electric for work completed on the traffic signal at Rock Island Road (State Highway 150) and 7th Street SE.
 1. This project was approved in the capital improvement program. The overages, while anticipated, eclipsed the spending authority of the City Administrator. This issue has been brought back to the city council to ensure the amount is approved. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving the sale of 632 5th Avenue SW to Travis Staack in the amount of \$1,050.00
 1. This property is ready to be sold and will go to a property owner who has maintained the property for several years. The City Administrator recommends approving the resolution.
12. Consideration of a resolution scheduling public hearing on proposed vacation and transfer of that portion of 1st Avenue SE and 2nd Avenue SE lying south of 11th Street SE for March 10, 2025 at 6:00 PM in the Oelwein City Council Chambers.
 1. The city is vacating two right of ways which are no longer needed. The City Administrator recommends approving the resolution.
13. Consideration of a resolution amending the Demolition Assistance Grant Policy.
 1. The city council has determined this policy needs changed. The main change is property owners who previously made income on the property can now apply as long as they improve the property once the demolition is complete. The City Administrator recommends approving the resolution.
14. Consideration of a resolution creating the City of Oelwein Special Event Policy.
 1. City Hall staff has been working on this application for several months ensuring the city is ready should a larger event plan to happen within the city of Oelwein. This application will help staff be in line with the applicant and make sure all departments are aware of the event. This policy needs to be approved by the city council as it is city policy and will have to be followed by staff and anyone planning a special event. This policy is for events that are not occurring annually and so most events that are already happening in town will not need to apply each year. The city administrator recommends approving the resolution.

Motions

15. Consideration of a motion to provide Fayette County with the City of Oelwein's Proposed Tax Levy.
 1. This motion will allow staff to send the proposed tax levy to Fayette County. Fayette County will be mailing out notices about the tax levy to each resident in Oelwein. With the City Council passing a formal motion, it ensures all council members are on the same page and the county is receiving accurate information. The city administrator recommends passing the motion.