



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 12/20/2019

Consent Agenda

1. Consideration of a motion approving December 9, 2019 Council Minutes
2. Claims Resolution in the amount of \$982,565.37
3. Consideration of a Class 'B' Wine Permit Renewal for Oelwein Family Pharmacy
4. Consideration of a motion authorizing beer and wine tasting at Oelwein Public Library's Chocolate Festival February 14, 2020
5. Consideration of a motion approving Pay Request No. 1 in the amount of \$69,463.98 to Matt Construction for work completed on Wings Park Trail Improvements project

90 percent of the project is complete with minor work being completed in the spring of 2020. The City Administrator recommends approving the pay request.
6. Consideration of a motion approving Pay Request No. 2 from Matt Construction, Inc. in the amount of \$74,151.81 for work completed on Wings Park Trail Improvements project

90 percent of the project is complete with minor work being completed in the spring of 2020. The City Administrator recommends approving the pay request.
7. Consideration of a motion approving Pay Request No. 15 to Portzen Construction in the amount of \$10,488.01 for work completed on Disinfection and 42 Well Improvements Project

Staff is working closely with Fox Engineering to finish this project. This project should be complete by spring of 2020. The well is operational and is serving the community. The City Administrator recommends approving this pay request.

Public Hearing

8. Public Hearing on the proposed plans, specifications, form of contract and estimate of cost for Oelwein Street Department Building Addition and Rehabilitation Project

Ordinances

9. Consideration of an Ordinance Amending Section 22-92, Parking in Residential Areas and Section 22-94, Prohibited Parking - First Reading



This ordinance comes from recommendation of Police Chief Jeremy Logan. The safety committee reviewed this proposed ordinance and passed it in their committee for recommendation to council. A recommendation has been provided by Jeremy Logan and the first reading of this ordinance is also recommended for approval by the City Administrator.

10. Consideration of an Ordinance Amending Oelwein Code of Ordinances Chapter 3 Article IX and Chapter 21 Parks Violations - First Reading

The Parks and Rec committee provides recommendation to the City Council. This year they reviewed their ordinance to clean up language and make changes. Council is being provided with this recommendation from the Parks and Rec Board and Park Superintendent Joshua Johnson. The City Administrator recommends approving the first reading.

Resolutions

11. Consideration of a Resolution Filling the Vacancy in the Office of Council at Large by Appointment

The Mayor recommends an appointment to council and the council confirms this appointment by resolution. The appointment can be challenged with 144 signatures of community members. The City Administrator has been told by a community member that signatures are gathered.

12. Consideration of a Resolution Authorizing Temporary Closure of Public Ways or Grounds for Oelwein Odd Rods

This event has been providing a good time for Oelwein residents for many years. The City Administrator recommends approving the resolution.

13. Consideration of a Resolution to set Public Hearing on Proposed Disposal by Sale of the City's Interest in 14 2nd Avenue NW, 20 2nd Avenue NW, 24 2nd Avenue NW, 129 5th Avenue NE, 608 1st Avenue SE and 620 3rd Avenue SW all in Oelwein, Fayette County, Iowa

The city is working on selling property that has been acquired by the 657A process. This property is in need of serious rehabilitation. If no offers are received for these properties, they will be torn down. The City is also working with Northeast Iowa Community Action Agency on building a house on 2nd Ave NW. This item will be brought back to council for final approval. The City Administrator recommends setting the public hearing.

14. Consideration of a Resolution Amending the Oelwein Rental Inspection Policy

The Community Development Department has reviewed the Oelwein Rental Inspection Policy and recommends minor changes. The changes are minor and are mostly for staff and landlord clarification. No substantial changes to the program are needed as it enters its second year. The City Administrator recommends approving the resolution.



Motions

15. Consideration of a motion authorizing a three-year contract with T.P. Anderson & Company for auditing services

The Mayor and Council discussed working with TP and Anderson at a work session in November. Staff has been pleased with the service provided by T.P. Anderson and has a great working relationship with their team. The City Administrator recommends entering into another three-year agreement with T.P. Anderson for audit services.

16. Consideration of a motion awarding bid re: Street Department Building Addition and Rehabilitation Project

The Utilities Superintendent covers this item well in his memo to council. Funding for this item has been budgeted for in sale of the Donaldson Building dollars, Road User Tax, and Water Utility. Council has already approved this item in the budget, and the City Administrator is recommending awarding the bid to the lowest bidder.

17. Consideration of a motion authorizing signatures on Task Order with Fox Engineering in the amount of \$87,500.00 for West Water Tower Painting project

The West Water Tower is in need of maintenance and the city has the funding for this project. The Water utility fee has received enough revenue to pay for this project. The city will not be bonding and will be using cash on hand to cover the expenses of this project. A detailed image of the tower is attached showing the final project. The City Administrator recommends approving this task order.

18. Consideration of a motion approving the purchase of a Dump Truck with Snowplow and Hydraulics from Don's Truck Sales in the amount of \$115,255.35

Council discussed this purchase with staff in November. The city is in need of a new dump truck as aging equipment needs replaced. Utility Superintendent Vic Kane has provided a memo on this item. This item is substituting the purchase of the loader that council agreed on in the last budget. The City Administrator recommends approving this purchase.

19. Consideration of a motion authorizing signatures on Option to Purchase with Northeast Iowa Community Action Corporation Lots 5, 6, 7, Block 1, McDonald's Addition to Oelwein, Fayette County, Iowa locally known as 20 2nd Avenue NW

The City is working with Northeast Iowa Community Action (NEICA) to build homes in Oelwein. This agreement allows for NEICA to get started on their grant process. This home would be an excellent feature to 2nd Ave NW. The city is not selling this property tonight but making a commitment to NEICA. The City Administrator recommends approving this option to purchase.

20. Consideration of a motion authorizing signatures on an Agreement for Professional Services with Fehr Graham for City of Oelwein - Segment 1 Trail Improvements



Funding is in place and the Parks Department is ready to add a much-needed trail to the NW side of Oelwein. This trail is one of many that the city will work on for the next five years. Funding for this trail comes from the bond that the city is still working on and a great charitable gift from Northeast Iowa Charitable Organization. The City Administrator recommends approving this agreement with Fehr Graham.