



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator Memo
Date: 9/11/2023

Ordinances

2. Consideration of an ordinance amending Section 22-127 to update handicap parking utilization.
- Second Reading
 1. The location of the handicap parking spot has changed at the request of Podiatry Specialists of Iowa. Podiatry Specialists of Iowa explained they need the spot as close as possible because and do not want the council recommended spot. Podiatry Specialists of Iowa stated the curb is not an issue and they help their clients navigate the curb daily. The City Council may consider this ordinance. The Oelwein downtown is compliant with Iowa Code Chapter 321L Parking for Persons with Disabilities.

Resolutions

3. Consideration of a resolution adopting a 28E for sharing of Law Enforcement Officers and Providing Emergency Response Assistance.
 1. The police department has worked for several months on making an official partnership with the Independence Police Department. This 28E makes this official and will benefit both cities. The City Administrator recommends approving the resolution.
4. Consideration of a resolution directing staff to recover underbilled utility fees.
 1. DCW was underbilled for almost three years. A staff error led to DCW being misclassified as a high-end user and not a regular user. The state of Iowa allows the city to collect these fees. Staff will work with DCW on a repayment plan. The City Administrator recommends approving the resolution.
5. Consideration of a resolution approving project administration with Fehr Graham for the 2023 Event Center Parking Improvement Project for \$12,000.00.
 1. This engineer work is for project administration. This will ensure an observer is on site and that the contractor is following all specifications required in the project. The City Administrator recommends approving the resolution.
6. Consideration of a resolution authorizing the submittal of a Reconnecting Communities Pilot Program grant to the United States Department of Transportation to support the development of a comprehensive plan to support the reconstruction of the Charles Street bridge and viaduct.
 1. The city is working toward a large planning and designing project. Should the city be awarded this grant, the city must match it with



\$300,000. This will ultimately lead to a \$10 million project to fix the viaduct and other structures contributing to the flooding of the downtown. The City Administrator recommends approving the resolution.

7. Consideration of a resolution approving a one-year lease with Geroge Tegeler for Fixed Based Operator (FBO) services at the Oelwein Municipal Airport (OLZ).
 1. The city council discussed this in multiple work sessions. This is the second time this is on the agenda. The City Administrator recommends approving the resolution.
8. Consideration of a resolution approving Pay Estimate No. 2 for the Pool Backwash Drain Project in the amount of \$45,311.01 to Bacon Concrete LLC.
 1. All work has been satisfactory by Bacon Concrete. The project has been finished and this is the second to last pay estimate. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving Pay Estimate No. 3 for the Pool Backwash Drain Project in the amount of \$7,834.95 to Bacon Concrete LLC. and Project Acceptance
 1. The pool project was a great success and ran smoothly. The city enjoyed working with Bacon Concrete. This resolution will approve the pay estimate and accept the project. The City Administrator recommends approving the resolution.
10. Resolution approving pay application no. 2 in the amount of \$481,762.62 for Oelwein NE Sanitary Sewer Improvements project to Dave Schmidt Construction.
 1. Dave Schmidt has done an excellent job. They are great to work with and are professionals. They have worked hard to make sure residents are informed and have kept our engineer informed. We enjoy working with them and appreciate their work in town. The City Administrator recommends approving the resolution.

Motions

11. Consideration of a motion to approve the recommendation from the Planning, Finance, Enterprise, and Economic Development on the Hotel Motel funding request from the Williams Center for the Arts in the amount of \$1,500.00.
 1. The City Administrator recommends approving the motion.
12. Consideration of a motion to approve the recommendation from the Planning, Finance, Enterprise, and Economic Development Committee on the Hotel Motel funding request from O-Town Mania in the amount of \$2,500.00.
 1. The City Administrator recommends approving the motion should the coordinator prove the event does not make money.
13. Consideration of motion to approve the recommendation from Planning, Finance, Enterprise and Economic Development Committee on the Demolition Assistance Application for 420 8th St SW.
 1. The City Administrator recommends denying the request.



14. Consideration of a motion to accept the recommendation from the Planning, Finance, Enterprise, and Economic Development Committee on the Demolition Assistance Application for 1126 South Frederick.
 1. The City Administrator recommends approving the request.
15. Consideration of a motion to approve the recommendation from the Planning, Finance, Enterprise, and Economic Development Committee on the house forfeiture request of 204 8th Ave SW.
 1. The City Administrator recommends accepting the property.
16. Consideration of a motion to approve the recommendation from the Planning, Finance, Enterprise, and Economic Development Committee on the offer to purchase 9 1st St SW to Shama Ministries.
 1. The City Administrator recommends selling the property.