



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 6/8/2020

Consent Agenda

2. Consideration of a motion to approve the minutes from the May 26, 2020 Council Meeting

Public Hearing

3. Public Hearing on the plans and specifications, form of contract and estimate of cost for the proposed Wings East Pavement Improvements Project

Ordinances

4. Consideration of a motion to suspend rules and adopt an ordinance on the first and final reading
 1. Should the city want to expedite the food truck ordinance the city council has the option to waive the second and third reading and adopt on the first reading.
5. Consideration of an Ordinance Adding Article IV, Section 17-40 thru Section 17-47 Food Truck Permit to the Code of Ordinances of the City of Oelwein, Iowa
 1. This ordinance would allow for the city to have food trucks on public property without the need for a lease each time a food truck approaches the city. The permit process would run through City Hall and would require the trucks to be licensed and insured. Any food truck operating within the city would need a permit unless they meet an exemption. This ordinance will help the city monitor when and where people are setting up to better help each department prepare for large gatherings or resources needed for the food trucks.

Resolutions

6. Consideration of a Resolution creating the Oelwein Home Rehabilitation Program
 1. The City Housing Committee has been working on a local housing program that would directly help homeowners make improvements on their homes. These loans would come as low interest and would help with roofs, siding, windows, and interior improvements. The City would work with Upper Explorerland, as they would be contracted to administer the program. City Council will make the final vote on all improvement projects for this program. The City Administrator recommends approving this resolution.



7. Consideration of a Resolution finally approving and confirming plans, specifications, form of contract and estimate of cost for the Wings East Pavement Improvements Project
 1. The City must approve the plans, specifications, and the estimate of cost from the engineer before accepting the bids. The City Administrator recommends approving the resolution.
8. Consideration of a Resolution awarding contract for the Wings East Pavement Improvements Project
 1. The City received a great price for improvements on Wings East Addition project. This project will address needs for the neighborhood and provide a transportation surface that will serve the neighborhood for years to come. The City Administrator recommends approving the resolution.
9. Consideration of a Resolution adopting Fee Schedule
 1. The City will need to have fees in place for the new food truck ordinance. Adopting this resolution allows for the city to charge for a food truck permit. The goal is to encourage local vendors to sign up for a year and provide the best value of the permit. A fee is also included if the food truck uses city electricity while operating. The city is also including a new fee for a sidewalk café permit. The sidewalk café permit would allow for businesses to setup this summer and provide more seating. The City Council can change these rates if they so desire before adopting the resolution. The City Administrator recommends approving the resolution.
10. Consideration of a Resolution to set Public Hearing on Proposed Vacation of the West Portion of the Alley Running East and West Adjacent to Lots 18-28 and Lots 30-41, Block 2, Irvine's Addition to Oelwein, Fayette County, Iowa
 1. The City has been approached by a property owner to purchase part of an alley. The City has no utilities in the alley, and it does not provide access to any garages on the west side. Setting the public hearing would allow for any neighbor to participate in the discussion. The City will send out a letter to all adjacent property owners to the alley., The City Administrator recommends setting the public hearing.
11. Consideration of a Resolution to set Public Hearing on Proposed Disposal by Sale of the City's Interest in the West Portion of the Alley Running East and West Adjacent to Lots 18-28 and Lots 30-41, Block 2, Irvine's Addition to Oelwein, Fayette County, Iowa
 1. A city must hold a public hearing to sell public property. The City Administrator recommends setting the public hearing.

Motions

12. Consideration of a motion to purchase a pumper apparatus for \$403,907.40 from Toyne, Inc.
 1. The City has a great opportunity to secure a new pumper at a deeply discounted price. Toyne will build the apparatus, demo the product for a year, then the city would purchase the apparatus. The City had bonded \$375,000 for this truck in hopes of getting a used or demo pumper. The city can use additional loan money, \$30,000, that was received so that



the winning bidder could buy down the interest rate. The Fire Chief will provide the final recommendation of additional equipment for the pumper, so the price could go down, but the City Administrator needs approval for the full amount if all additional items are purchased. This pumper compares to the pumper the volunteers were working toward that was priced out for \$450,000. The city will also see proceeds from the sale of the pumper. The City Administrator recommends approving this purchase.

13. Consideration of a request to donate the American LaFrance Fire Truck to the Oelwein Volunteer Firefighters Association
2. The City has been working with the volunteers to make enhancements to the fire station and improvements to operations. The City no longer needs the American LaFrance Fire Truck and has an opportunity to donate to the truck to the Oelwein Volunteer Fire Fighters. This truck would be kept by the volunteers for their activities and would remain in the community stored off of city property.
14. Consideration of a motion approving training burns for 815 4th Avenue SW and 14 2nd Avenue NW
3. The city will be tearing both homes down this summer/fall and wants to use them for training for the fire department. The City can do two burns a year as approved through the DNR. The City has removed all asbestos and will be ready to burn these upon DNR approval. The City Administrator recommends approving these applications to the DNR.
15. Consideration of a motion to return to regular collection procedures for the water/wastewater utility
4. Should council have any questions or concerns about the city retuning to its normal public utility collection process, the City Administrator provides a time for discussion. The City Administrator recommends approving the motion.
16. Consideration of a motion authorizing signatures on Agreement for Cleaning Services with Horan Cleaning LLC
5. The City has had a positive working relationship with Horan Cleaning for several years. The City Administrator recommends approving the contract.