



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator Memo
Date: 10/9/2023

Consent Agenda

1. Consideration of a motion approving the September 25, 2023 minutes.

Public Hearing

2. Public Hearing on the proposed sale of 9 1st Street Southwest to Shama Ministries.

Resolutions

3. Consideration of a resolution approves Pay Application No. 3 in the amount of \$304,552.33 for Oelwein NE Sanitary Sewer Improvements project.
 1. All work on this project has been satisfactory. The City Administrator recommends approving the resolution.
4. Consideration of a resolution approving Final Pay Application No. 4 for Matt Construction on Plaza Park Improvements in the amount of \$77,480.64.
 1. This is the final pay application for the project. All work has been done on the project. Council approved change order number four and it is included in this pay application. The City Administrator recommends approving the resolution.
5. Consideration of a resolution accepting the completion of Plaza Park Improvement Project with Matt Construction.
 1. All work on the project is completed and satisfactory. The City Administrator recommends approving the resolution.
6. Consideration of a resolution approving Order No. 1 in the amount of \$10,862.30 for the Event Center Parking Lot Improvement with Bacon Concrete.
 1. Additional concrete was cracked and needed to be taken care of to make sure the project was a success. The City Administrator recommends approving the resolution.
7. Consideration of a resolution approving Pay Request No. 1 in the amount of \$121,629.02 for the Event Center Parking Lot Improvement with Bacon Concrete.
 1. All work on this project has been satisfactory. The City Administrator recommends approving the resolution.
8. Consideration of a resolution amending the Oelwein Personnel Policy Manual.
 1. The City continues to make changes as the dispatch department is brought back into the city operations. This change reflects what was previously followed by the dispatch employees.. The City Administrator recommends approving the resolution.



9. Consideration of a resolution setting a Public Hearing for October 23, 2023 at 6:00 PM in the Oelwein City Council Chambers to allow for adoption of the Oelwein Comprehensive Plan.
 1. Notice is required for adopting a comprehensive plan. We are going above and beyond and proving a public hearing. The City Administrator recommends approving the resolution.
10. Consideration of a resolution authorizing the temporary closure of public ways or grounds for the Oelwein Chamber and Area Development Old Tyme Christmas on December 1, 2023.
 1. This event has one of the largest draws for Oelwein. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving the sale and transfer of city's owned real estate located at 9 1st Street SW, Oelwein, Iowa to Shama Ministries.
 1. The city council approved this sale and the resolution makes it official. The City Administrator recommends approving the resolution.
12. Consideration of a resolution setting a public hearing for the sale of Parcel No. 1820402004 (Lot 6 Block 6 Armstrong Addition) located on 12th Ave SW to Deanna Wenner on October 23, 2023 at 6:00 PM in the Oelwein City Council Chambers.
 1. Another empty lot is provided to someone who intends to build and improve the lot. The City Administrator recommends approving the resolution.

Motions

13. Consideration of a motion to direct staff to place an ordinance on the agenda for October 23, 2023 to allow golf carts to operate on city streets.
 1. City council should review the proposed ordinance and make sure it follows what council wants for regulations. The City Administrator would prefer this go back to public safety but understands the city council wants to see this through quickly as the golf cart season is almost over. The City Administrator stands firm is not recommending golf carts along with Public Safety Chief Jeremy Logan.
14. Consideration of a motion approving the direction from the Planning, Finance, Enterprise, and Economic Development on the sale of Parcel No. 182042004 to Deanna Wenner.
 1. This allows for the City to create a resolution officially selling the land. The City Administrator recommends approving the motion.
15. Consideration of a motion to move the Christmas Eve holiday to December 26, 2023.
 1. Usually Saturday holidays go to Friday, and Sunday holidays go to Monday. City staff already has Monday off and upon discussion recommend moving the holiday to Tuesday. The City Administrator recommends approving the motion.
16. Consideration of a motion to move the December 25, 2023 City Council meeting to December 18, 2023.
 1. We move the last meeting back each year to provide a break for council and staff on the last week of December. This year the last meeting



would fall on Christmas. The City Administrator recommends approving the motion.