



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 4/27/2020

Consent Agenda

2. Consideration of a motion approving the April 13, 2020 Council Minutes
3. Claims Resolution in the amount of \$838,478.43
4. Consideration of final pay request to Yoder Construction of NE Iowa in the amount of \$68,754.15 for work completed on Street Department Building Project
5. Consideration of a motion approving a Class 'C' Beer Permit and Sunday Sales renewal for Dollar General Store #2328

Public Hearing

6. Public Hearing - UERPC Presentation on CDBG Status of Funds
 1. Sarah Snitker with Upper Explorerland will provide an update on the progress of the CDBG housing project.

Resolutions

7. Consideration of a Resolution adopting a temporary employee leave policy due to COVID-19
 1. The city must follow the new policies put in place by the federal government. The City Administrator is requesting that sick leave be expanded to include spouse and dependents during this time. This expansion will expire December 31, 2020. The City Administrator recommends approving the resolution.
8. Consideration of a Resolution approving temporary closure in an effort to prevent the spread of COVID-19
 1. The city has closed down several facilities to ensure that the spread of COVID-19 pandemic is limited. These closures have helped reduce the amount of public spaces open and ensured that city staff are safe. Opening the facilities will start once the state allows. The City Administrator recommends approving the resolution.
9. Consideration of a Resolution awarding downtown properties forgivable loans for building improvements provided by Tax Increment Financing
 1. The city had excellent applications this year for the downtown TIF program. The City administrator recommends approving the applicants recommended by the OCAD committee.
10. Consideration of a Resolution to set Public Hearing on Proposed Disposal by Sale of the City's Interest in Multiple Properties all in Oelwein, Fayette County, Iowa for May 11, 2020 at 6:00 P.M.



1. The City needs to start selling residential property that they have acquired through code enforcement, and sales. These properties will be sold through resolution by the council when a beneficial sale can be made. The City Administrator recommends setting the public hearing.
11. Consideration of a Resolution Approving an Easement for a Utility Line in the City Owned Right-of-Way
1. A resident needs to install a sewer line to connect to an existing service line. This new line will run under the city's trail and in the right-of-way. This easement is required for the resident. The City Administrator recommends approving the easement.

Motions

12. Consideration of a motion to set May 26, 2020 as second council meeting of month due to Memorial Day Holiday
1. The City is off for holiday on May 25. The city has moved Monday meetings to Tuesday as needed. The City Administrator recommends moving the meeting.
13. Consideration of a motion to apply for and purchase two homes from the Homes for Iowa Program
1. The City is ready to start moving on and improving empty lots. This program will work well for the city. The city is ready to apply for and purchase two homes. The next step for the city is to take bids and hire a contractor for the project. The City Administrator recommends applying for two homes.
14. Consideration of a motion to enter into a Road Construction Agreement with Fayette County on the city owned portion of County Line Road East
1. The City Administrator has laid out a lot of information in the memo in the agenda. At this time, the City Administrator cannot recommend approving this project.
15. Consideration of a motion to purchase an entrance sign for Woodlawn Cemetery
1. Donations have allowed the city to make improvements at their cemetery. Approval of this improvement is needed by Council. The City Administrator recommends approving this purchase.
16. Consideration of a motion adding summer staff
1. The city needs an additional staff member to maintain the residential lots that were acquired in 2019. The City Administrator recommends approving this position.
17. Consideration of a motion to approve Redgate Park and Woodlawn Cemetery Improvements
1. Parks Superintendent Josh Johnson has a proposal for using the insurance money from the tornado. The Parks and Rec Commission approved of the improvements. The City Administrator recommends approving this plan so that staff can bring bids and purchases back to City Council.