



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 04/12/2021

Consent Agenda

1. Consideration of a motion to approve the minutes of the March 22, 2021 Council meeting
2. Consideration of a Class 'c' Beer Permit renewal for Kwik Star
3. Consideration of a Class 'E' Liquor and Sunday Sales renewal for Casey's General Store
4. Consideration of a new Cigarette Permit for Oelwein Liquor
5. Consideration of a new Class 'E' Liquor and Sunday Sales Permit for Oelwein Liquor

Public Hearing

6. Public Hearing on Notice of Intent to apply for financial assistance with the USDA Rural Development for the Oelwein Police Department Heating and Cooling System and the Oelwein Fire Department Aerial Fire Truck Apparatus

Ordinances

7. Consideration of a motion to suspend the rules and adopt an Ordinance on the first and final reading
 1. Approving this will allow for the city to submit the changes in a timely manner.
8. Consideration of an Ordinance Adopting Flood Plain Management
 1. This ordinance comes from FEMA and has the necessary changes that are required with new federal rules. The City Administrator recommends approving the ordinance on the first reading.
9. Consideration of an Ordinance Amending Section 14-130, Public Tree Care and Fees - First Reading
 1. This increase in the utility will allow for the city to address the large number of street trees that need to be taken down. The take down of Ash trees will add cost to removal and disposal. The City Administrator recommends approving the first reading.
10. Consideration of an Ordinance Amending Water and Sewer Rates, Chapter 7 of the Code of Ordinances of the City of Oelwein - First Reading
 1. The City Administrator has met with council several times to work through the needed rate increases. The new rate increases remove the infrastructure fee and add all charges to the rates. These rate increases will help address several projects occurring in water and waste water. The City is taking a significant step in upgrading infrastructure and fixing



problems. The city is trying to stay ahead of DNR mandates and new utility requirements. The City Administrator recommends approving the first reading.

Resolutions

11. Consideration of a Resolution to Apply for Financial Assistance with the United States Department of Agriculture
 1. The City is applying for a grant for the police department heating system replacement and an ariel fire truck. Part of the grant requires council approval. The City Administrator recommends approving the resolution.

Motions

12. Consideration of a motion authorizing the City Administrator to execute a grant provided by Airport Coronavirus Response Grant Program (ACRGP) Grant Offer, Grant No. 3-19-0067-011-2021 for Oelwein Municipal Airport
 1. This grant is part of a stimulus package. The City Administrator must have permission from the governing body to sign off on the grant. The grant is small at \$13,000 and will go toward airport operations. The City Administrator recommends approving the motion.
13. Consideration of a motion authorizing the Mayor to sign a contract with Fusion Forward for marketing in the amount of \$15,600
 1. The City Administrator has reached out to each reference and has received positive reviews. The City is ready to work on their marketing and put their best foot forward. The City Administrator recommends approving the contract.
14. Consideration of a motion authorizing signatures on Amendment to Owner-Engineer Agreement with Fox Engineers in the amount of \$16,228.00 for work completed on Disinfection and 42 Well Improvements Project
 1. This is the final bill for the 42 Well. The City will pay this from the loan that was received from the project. These charges are above and beyond the original project due to the length of the project. The City Administrator recommends approving the payment.
15. Consideration of a motion authorizing drainage tile installation in the amount of \$10,700 for Wings East
 1. This item was discussed with council last year to help alleviate storm water drainage in this area. This tile will help alleviate issues that have existed near this roadway concerning water in the ground. The City Administrator recommends approving the motion.
16. Consideration of a motion to accept proposal from Miller's Construction for sidewalk, curb and steps to north side of City Hall in the amount of \$5,411.00
 1. This is one last step in the improvement of City Hall. The City has expended all the current year funds, but has funds starting July 1, 2021. The City Administrator recommends spending ahead as this improvement will help provide better access to the community



development department. This will provide for better access to the north door and much better steps and landing. This has been a problem area especially during snow and ice. The City Administrator recommending approving the motion.

Committee Reports

17. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee re: Demolition Assistance