



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 5/11/2020

Consent Agenda

1. Consideration of a motion approving the April 27, 2020 Council Minutes
2. Consideration of a motion to approve the minutes of the May 4, 2020 Special Council Meeting
3. Consideration of a motion authorizing the purchase of a Mag Meter from Automatic Systems Co. in the amount of \$5,610.00
4. Consideration of a motion authorizing signatures on Task Order No. 2003-20B re:Stream Mixing Zone Study with Fox Engineers in the amount of \$13,500.00
5. Consideration of Pay Request No. 2 to Dave's Home Improvement in the amount of \$20,144.00 for work completed on CDBG Owner Occupied Housing Program
6. Consideration of a motion approving final pay request to Kirvan Enterprises in the amount of \$28,900 for work completed on CDBG Owner Occupied Housing Rehab
7. Consideration of a motion approving final pay request to Kirvan Enterprises in the amount of \$3,803 for work completed on CDBG Owner Occupied Housing Rehab

Public Hearing

8. Public Hearing on Wings East Pavement Improvements Project
 1. Council has been provided with all emails made from residents and their concerns over the Wing's East Project. This public hearing is for residents of Wing's east.
9. Public Hearing on Proposed 2020 Amendment to Urban Renewal Plan for Industrial Park Urban Renewal Area
 1. The city must hold a public hearing to allow for new tax increment financing (TIF) in the city of Oelwein.
10. Public Hearing on Development Agreements with BR Development, LLC
 1. The development agreements are what lay out the payment plans for TIF. These development agreements show the city's obligation.
11. Public Hearing on Plans, Specification, Form of Contract and Estimated Total Cost - West Water Tower Repainting Project
 1. The city must hold a public hearing on the west water tower project to award the project.



12. Public Hearing on Proposed Disposal by Sale of the City's Interest in Multiple Properties

1. The city needs to start selling city owned property and tear down many homes this summer. This public hearing is needed as the city must have a public hearing for any sale of public land.

Resolutions

13. Consideration of a Resolution Amending Proposed Resolution of Necessity for the Wings East Pavement Improvements Project

1. This amendment is needed as properties have been sold and the official assessment list must be updated. The City Administrator recommends approving the resolution.

14. Consideration of a Resolution of Necessity covering the Wings East Pavement Improvements Project

1. This resolution sets the maximum for how much the city can assess to each property for the road improvement. The city is following the state code and must adopt a resolution of necessity. The assessments will be finalized in the fall once the project is complete. The city cannot raise the assessment amount, only lower it, after this step. The City Administrator recommends approving the resolution.

15. Consideration of a Resolution Ordering the Preparation of Detailed Plans and Specifications, Notice of Hearing, Notice to Bidders and Form of Contract

1. This resolution approves the project scope and the timeline of the project. The city must go out publicly for bid, hold a bid opening, and have council formally approve the project cost. The City Administrator recommends approving the resolution.

16. Consideration of a Resolution approving 2020 Urban Renewal Plan Amendment for the Industrial Park Urban Renewal Area

1. The city must amend their urban renew to allow for any new tax increment financing agreements. This addition will help the city attract key businesses to town that will benefit community members and be a great attraction to outside residents. The City Administrator recommends approving the resolution.

17. Consideration of a Resolution Approving Development Agreements with BR Development, LLC, Authorizing Annual Appropriation Tax Increment Payments and Pledging Certain Tax Increment Revenues to the Payment of the Agreements

1. The city will enter into two agreements. Each agreement is for \$350,000. For the property owner to receive the final \$50,000 within the \$350,000 they must have their top management live within Oelwein. The TIF in each project will help the business come to Oelwein and will help developers attract business to Oelwein. If nothing is developed, the city



does not pay any money into this agreement. The City Administrator recommends approving the resolution.

18. Consideration of a Resolution Approving Payment for the Oelwein Residential Tax Abatement Program

1. The city started a residential tax abatement program and is now seeing that program work. The city cuts \$75,000 in value from new and remodeled properties and refunds all city taxes on new builds for five year. This program has helped individuals build and expand their homes in Oelwein. The City Administrator recommends approving the resolution.

19. Consideration of a Resolution Authorizing the Mayor to Sign a Road Construction Agreement with Fayette County on the City Owned Portion of County Line Road East

1. The city has a great opportunity to make a safer intersection at Highway 150 and County Line Road East. The city is receiving \$3,000 in funds from Bryan Heavy Equipment to help with the city's \$18,407.07 total bill. The city will pay for this in five payments to the county over five years. This project will be good for the city and a relatively new business in the community. The City Administrator recommends approving the resolution.

20. Consideration of a Resolution to Set Public Hearing on Proposed Disposal by Sale of the City's Interest in 406 3rd Avenue SE and Adjacent Property, All in Oelwein, Fayette County, Iowa

1. The city must hold public hearings to sell any city owned property. The City Administrator recommends approving the resolution.

21. Consideration of a Resolution Authorizing Temporary Closure of Public Ways or Grounds for Oelwein Community High School

1. The school is doing a drive through graduation and will need a street closure. The City Administrator recommends approving the resolution.

Motions

22. Consideration of a motion directing City Clerk file certified copies of the Resolution of Necessity and Preliminary Plat and Schedule with the County Treasurer of Fayette County

1. This step is needed in the assessment project. The City Administrator recommends approving the motion.

23. Consideration of a motion to set a Public Hearing on proposed bidding requirements, contract documents and estimate of cost for Wings East Pavement Improvements Project for June 8, 2020 at 6:00 P.M.

1. This step is needed in the Wings East project. The City Administrator recommends approving the motion.

24. Consideration of a motion to award West Water Tower Repainting project to Maguire Iron, Inc. in the amount of \$765,220.00



1. The city received excellent bids for painting for the West Water Tower. The city is paying for this project from cash on hand from the water infrastructure fee. This step is needed in the assessment project. The City Administrator recommends approving the motion.
25. Consideration of a motion determining the 2020 season for the Oelwein Family Aquatics Center
 1. I have provided a large write up on this for council. The City Administrator recommends closing the pool for the 2020 season.
26. Consideration of a motion authorizing the purchase of a Variable Frequency Drive, Controller and Mag Meter for the Aquatics Center in the amount of \$14,908 from Pool Tech
 1. With the shift in projects the pool has a chance to upgrade equipment this year to ensure it is a viable asset for years to come. This project is still needed and would save the city money this summer as we still need to run basic functions of the pool. The City Administrator recommends approving the motion.
27. Consideration of a motion authorizing the Mayor to sign a contract with George Tegeler for to be the Fixed based Operator for the Oelwein Municipal Airport (OLZ)
 1. The new contract brings the salary down to \$34,500, lowers the flow fee to \$.10 and no longer requires the FBO to pay electrical on the shop. The flow fee will result in an estimated \$1700 savings for the FBO and the electrical is a \$600 savings. This is a \$1000 reduction in the salary for the FBO. The airport is on track to break even for FY2021. The city will revisit this topic and this contract in the fall of 2020 to plan for the future of the airport. The City Administrator recommends approving the motion.
28. Consideration of a motion to purchase a replacement server and replacement switches in the amount of \$22,297 from berganKDV
 1. The city is in need of a new server as the current one is older than five years. The new server will help speed up the processing power of the city's budget system as it has shown a steady decline over the last year. The city budgeted \$25,000 for this project from franchise fees. The City Administrator recommends approving the motion.
29. Consideration of a motion authorizing signatures on an Iowa Contaminated Site Environmental Covenant
 1. This railroad needs the city to sing off on this agreement. This agreement does not hold the city responsible. The City Administrator recommends approving the motion.