



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 9/27/2021

Consent Agenda

1. Consideration of a motion to approve the minutes of the September 13, 2021 Council meeting
2. Consideration of a motion to approve the minutes of the September 20, 2021 Special Council meeting
3. Claims Resolution in the amount of \$678,572.97
4. Consideration of a Class 'C' Liquor, Outdoor and Sunday Service License Renewal for Hacienda Del Rio, Inc.
5. Consideration of a Class 'B' Beer Permit and Sunday Sales renewal for Country Cottage Cafe
6. Consideration of a Class 'E' Liquor and Class 'C' Beer Permit Renewal for Fareway Stores, Inc. #412
7. Consideration of a motion to approve Pay Request No. 1 to Summers' Enterprises, Inc. in the amount of \$213,530.90 for work completed on Oelwein 2021 Water Main Improvements Project

Ordinances

8. Consideration of an Ordinance Amending Section 3-171 to Reduce Park and Recreation Commission to Five Members - Second Reading
 1. This item has been recommended by the Parks and Rec board. It is harder than ever to find community members for these boards. The City Administrator recommends approving the second reading.

Resolutions

9. Consideration of a Resolution Regarding Demolition of Dangerous Buildings - 23 2nd Street NW
 1. This building has been a resource drain for the city. We are asking council to move forward with this declaration to ensure we can move past this nuisance. This property has used resources from Community Development and the Police Department. Once it is torn down the city will not own the property and will not have the continuing maintenance. The City Administrator recommends approving this resolution.
10. Consideration of a Resolution Directing the Sale of the City's Interest in 541 4th Avenue SE, Oelwein, Fayette County, Iowa



1. This property has no value to the city. Completing this sale will help a local investor. The City Administrator recommends approving this resolution.
11. Consideration of a Resolution Approving the Application of Transco Railway Products Inc. to The Iowa Economic Development Authority High Quality Jobs Program
 1. Recently Transco applied for a state benefit through the High Quality Jobs program. The program requires the city to approve and their support. The city is not required any financial contribution. The City Administrator recommends approving this resolution.

Motions

12. Consideration of a motion authorizing signatures on Agreement for Professional Services with Fehr Graham for Segment 3 Trail Improvements
 1. Joshua Johnson presented this project to council September 13. Staff is looking to add the sidewalk on 3rd St. NW as an option. Approving this allows staff to move forward to design then present a bid to council. The City Administrator recommends approving this motion.
13. Consideration of a motion to accept quote from Blacktop Services in the amount of \$42,834 for sealcoat
 1. These projects are in line with council's goal of improving and maintaining the streets. This funding was set aside in the streets CIP program. Depending on the winter season expense, staff will present more projects in the spring. The City Administrator recommends approving this motion.
14. Consideration of a motion to accept bid from Miller's Construction Inc. in the amount of \$8,553.50 for 1st Avenue SE Concrete Curb
 1. This will help with traffic flow in the new and improved area of Dollar General. Staff attempted many times to get two quotes but could only get one. The City Administrator recommends approving this motion.
15. Consideration of Proposals Received for the Demolition of 23 2nd Street NW
 1. City council must approve the demolition for the dangerous building. The City Administrator recommends approving this motion.
16. Consideration of bids received for the Charles Street Viaduct Hazard Mitigation Project
 1. This came in \$200,000 over budget. We will work with the engineer to find a solution for this project. The City Administrator recommends rejecting all bids.
17. Consideration of a motion authorizing the purchase and installation of Electric Vehicle Charging Stations at the Oelwein Public Library by Livingston Energy
 1. The city is receiving funds to finally put a charging station in Oelwein. This charging station will offer another amenity at the library and will allow close access to the downtown. The City Administrator recommends approving this motion.
18. Consideration of a Recommendation from Planning, Finance, Enterprise and Economic Development Committee re: Demolition Assistance Application for 407 7th Street SE



1. The committee shall make a recommendation on this property.
19. Consideration of a motion entering into an Agreement with Iowa Association of Municipal Utilities for their Iowa Safety Education Program in the amount of \$7,486.00
 1. The City is looking to improve its safety plan and has been working with the Iowa Association of Municipal Utilities. This program will bring many additional classes to the city and help safety education. This is a great resource and will be used by every department. The City Administrator recommends approving this motion.
20. Consideration of a motion to approve an Engineering and Architectural Services Agreement with Confluence Inc. for Plaza Park
 1. We are still working toward a \$500,000 CDBG grant. This will help tear down the plaza and renovate plaza park. The total for working toward the grant in fees is \$4,690. Should the city receive the grant, the Northeast Iowa Charitable Organization has approved \$200,000. This project will create an excellent feature for the downtown. The City Administrator recommends approving this motion.
21. Consideration of a motion to proceed with Incident Command Center Room Prep and Equipment Costs in an amount not to exceed \$58,322.27
 1. Staff has been working to get emergency response back to a functional level now that the city does not have dispatch. This plan will help during emergencies and storm events. The City has remaining funds from the 2020 bond. These funds are remaining because items came in under price. The bond money must go toward projects from the original bond. The City approved the bond knowing it would purchase radio equipment for public safety. This is a great fit for the remaining funds. The City Administrator recommends approving this motion.
22. Consideration of a motion to approve the Comprehensive Emergency Plan
 1. This plan has been reviewed by staff and will be much needed as we work toward improving our emergency response. Without the dispatch center the city has had to adjust its response to emergencies. The City Administrator recommends approving this motion.