



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 11/22/2021

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### Consent Agenda

1. Consideration of a motion to approve the minutes of the November 8, 2021 Council meeting
2. Consideration of a motion to approve the Claims Resolution in the amount of \$349,397.25
3. Consideration of a Class 'B' Ownership Update for Oelwein Chamber and Area Development
4. Consideration of a Class 'B' Beer Permit renewal for Oelwein Chamber and Area Development, Inc.
5. Consideration of a new Class 'E' Liquor and Sunday Sales permit for PMA Petroleum
6. Consideration of a new Cigarette/Tobacco Permit for PMA Petroleum LLC dba Super Mart

### Ordinances

7. Consideration of an Ordinance granting to ITC MIDWEST LLC, a wholly owned subsidiary of ITC HOLDINGS CORP., its successors and assigns (the "Company"), the right and franchise to acquire, construct, reconstruct, erect, maintain, operate and remove in the City of Oelwein, Fayette County, Iowa, a transmission system for electric power and the right to erect and maintain the necessary poles, lines, wires, conduits and other appliances, equipment and substations for the transmission of electric current and telecommunications along, under and upon the streets, avenues, alleys and public places in the City of Oelwein, Fayette County, Iowa; granting the right to erect and maintain upon the streets, avenues, alleys and public places, transmission lines through the City of Oelwein, Fayette County, Iowa, for the period of twenty-five (25) years; and granting the right of eminent domain - Second Reading
  1. This allows ITC to operate within the City of Oelwein. Creating this ordinance is essential to work with ITC. With a franchise, the city would have to sell pole locations and pay for any change of pole locations. The City Administrator recommends approving the second reading.
8. Consideration of an Ordinance Establishing Boundaries for Designated Wards of the City of Oelwein - Second Reading
  1. The City Council is required to update their wards as we have a new census. This new map makes small changes from 2010. All population differences are within the amount allowed by the state. The City Administrator recommends approving the second reading.
9. Consideration of an Ordinance Amending Section 3-71, Section 3-73, Section 3-78, Section 3-79, Section 3-81 to Modify City Administrator and City Clerk Duties – First Reading



1. The City is updating their job titles and moving the City Admin/Clerk title to a stand alone Clerk. The current Deputy Clerk does all of the Clerk duties and much more. This will help define positions in City Hall and bring Oelwein into a system used by many communities. The City Administrator recommends approving the second reading.

## Resolutions

10. Consideration of a Resolution to Set Public Hearing on Proposed Vacation and Sale of the Public Right-of-Way located in Oelwein's 6th Addition, Oelwein, Fayette County, Iowa
  1. This public hearing is to vacate the street known as Occo drive. This is preparing the city to sell the property. The City Administrator recommends approving the resolution.
11. Consideration of a Resolution Approving Elimination of Full-Time Firefighter Position
  1. Council received the Fire Department report Monday November 8 and discussed it with the consultant about changes that should be made to the fire department. Council discussed the report and did not bring up reservations or additional direction to the City Administrator. This change is needed as the city works to ensure this public service is provided most economically and efficiently. The City Administrator recommends approving the resolution.
12. Consideration of a Resolution Directing the Sale of the City's Interest in 15 5th Avenue SW and 17 5th Avenue SW, Oelwein, Fayette County, Iowa
  1. This sale was already completed, but the buy wants a lower price. City Council can decide on the price of the property.
13. Consideration of a Resolution Authorizing an Executive Agreement with AECOM for Engineering and Design Services for Oelwein Municipal Airport (OLZ) in association with the Airport Improvement Program
  1. Staff worked through two proposals and followed federal guidelines for an engineer at the airport. This is required as the city is part of the entitlement funds from the Federal Aviation Administration. The City Administrator has provided a memo to go into more detail. The City Administrator recommends approving the resolution.

## Motions

14. Consideration of a motion to implement the Fire Department Transition Plan
  1. Approving this plan will allow the City Administrator to implement changes to the department based on the consultant report that council approved to ensure the city continues to provide fire protection. This will be a lot of work for staff, but outcomes will be positives. Current volunteer leadership is on board with all of the changes presented. The City Administrator recommends approving the transition plan.



15. Consideration of a motion authorizing the Mayor to sign a three year contract for Voice Over IP Phone System with Bergan KDV
  1. The City is working on a phone upgrade. The Current system from 2003 (I misquoted 1995 in another meeting) has reached its useful life. The new system will have many more features and should be more reliable. This is all part of a project to bring the network backbone of the city up to date. The City Administrator recommends approving Mitel Phones with Bergan KDV.
16. Consideration of a motion approving Urban Renewal Report re: Fiscal Year 2020-2021 TIF Debt Outstanding
  1. This report is done annually and required to be submitted to the state. It reports our TIF and the debts associated with the programs. The City Administrator recommends approving the report.
17. Consideration of a motion authorizing signatures on Contract for Services Between the City of Oelwein and Upper Explorerland Regional Planning Commission re: Revolving Loan Fund
  1. The City has worked with Upper Explorerland to administer the revolving loan fund. This partnership works well for the city. The City Administrator recommends approving the contract.
18. Consideration of a motion authorizing signatures on Towing Services Contract with Midwest Collision Center, Inc.
  1. Chief Logan has provided a great write up on this agenda item. The City Administrator recommends approving the contract.