



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 12/13/2021

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#### Consent Agenda

1. Consideration of a motion to approve the minutes of the November 22, 2021 Council meeting
2. Consideration of a motion to approve a new Native Wine and Sunday Sales permit to Flowers on Main Gifts, LLC

#### Public Hearing

3. Public Hearing on Proposed Vacation and Sale of the Public Right-of-Way Located in Oelwein's 6th Addition, Oelwein, Fayette County, Iowa

#### Ordinances

4. 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 - Third and Final 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 final reading.
5. Consideration of an Ordinance Establishing Boundaries for Designated Wards of the City of Oelwein - Third and Final Reading
  1. This will finalize the wards for the next ten years for the city. Once this is voted on, the City Administrator will submit this to the state. The City Administrator recommends approving the final reading.
6. 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 - Second Reading
  1. The City is updating their job titles and moving the City Admin/Clerk title to a standalone 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.

7. Consideration of an Ordinance Amending Section 3-5, Section 3-73, Section 5-2 through Section 5-11, Section 5-21, Section 11-10 and Section 16-80 to Modify Fire Department and Public Safety Chief - First Reading
  1. Council directed the City Administrator to update city code to reflect changes to a public safety chief. The following changes clean up city code and allow for a public safety chief. The City Administrator recommends approving the first reading.
8. Consideration of a motion to suspend the rules and adopt an Ordinance on the first and final reading
9. Consideration of an Ordinance Providing for the Vacation of the Public Right-of-Way located in Oelwein's 6<sup>th</sup> Addition, Oelwein, Fayette County, Iowa - First and Final Reading
  1. The goal was to sell this property by the end of the year. The City will no longer own Occo property and will not maintain any portion of the road. The east part will revert to the hotel. The City Administrator recommends approving this ordinance on its first and final reading.

#### Resolutions

10. Consideration of a Resolution Approving Elimination of Full-Time Firefighter Position
  1. Council received the Fire Department report Monday November 8<sup>th</sup> 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.
11. Consideration of a Resolution Directing the Sale of the City's Interest in Parcel AO in the SW 1/4 of the SE 1/4 of Section 21-T91N-R9W City of Oelwein, Fayette County, Iowa
  1. This will sell all parcels owned by the city on Highway 150 north of the Police Station. City Council agreed to \$100,000 and to not offer TIF. This local investment will provide a service to the community that will bring people from out of town. The City Administrator recommends approving the resolution.
12. Consideration of a Resolution Authorizing the Filing of a Project Scoping Application to the Iowa Homeland Security and Emergency Management for the FEMA Building Resilient Infrastructure and Communities Grant Program for Stormwater Capital Projects
  1. The City Administrator has been working with FEMA, Iowa DNR, and Iowa Homeland Security & Emergency Management to find a solution to the downtown flooding. Each agency worked on a document that provides some ideas to reduce flooding. The next step is to have an engineer design each project and provide a cost estimate to the city. The City



would have to match this grant with \$15,000. This money can be pulled from local option sales tax or franchise fees. This would be a great start to ensuring that the fire station is accessible in heavy rain and flood waters. This plan would help the city attract federal funds to implement the planned project. The City Administrator recommends approving the resolution.

#### Motions

13. Consideration of a motion to move forward on changes to the Viaduct Improvement Project
  1. The engineering firm Origin will be on hand to discuss the changes needed to make a viable project at \$50,000. The City Administrator recommends approving the motion.
14. Consideration of a motion authorizing the City Administrator to execute the Airport Rescue Grant Offer, Grant No. 3-19-0067-013-2022 for Oelwein Municipal Airport
  1. This is the second \$30,000 Cares Act grant that the city will receive to assist the airport. The City Administrator must formally receive permission from council. This grant will reimburse expenses made over the last year. The City Administrator recommends approving the motion.
15. Consideration of a motion to upgrade the fuel system at the Oelwein Municipal Airport in the amount of \$39,321.87 by Dick's Petroleum
  1. This project has almost been two years in the making. The City has \$35,000 in franchise budgeted and has \$60,000 available in the general fund. This will ensure the city can track fuel and that the city can charge visitors without someone on site. The City Administrator recommends approving the motion.
16. Consideration of a motion authorizing \$25,598.71 in Fuel System Upgrades from Dick's Petroleum
  1. The current fuel system requires a phone line to link to city hall. This upgrade is much needed and would allow for a new system that is tracked over the internet. This upgrade can be transferable to a new system should the system go above ground. Money for this project is available in the fuel fund and departments that use the fuel system. The City Administrator recommends approving the motion.
17. Consideration of a motion to repair or replace the Waste Water UV System with Glasco UV not to exceed \$68,000.00
  1. The Utility Supervisor provides a great write up on the need for this repair. Money is available in the sewer fund as the city keeps dollars on hands for repairs. The City Administrator recommends approving the motion.