



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 11/25/2019

Consent Agenda

1. Consideration of a motion approving November 12, 2019 Council Minutes
2. Claims Resolution in the amount of \$457,482.16
3. Consideration of a motion approving Class 'B' Beer Permit Renewal for Oelwein Chamber and Area Development
4. Consideration of Pay Request No. 14 to Portzen Construction in the amount of \$47,024.05 for work completed on Disinfection and 42 Well Improvements project

Ordinances

5. Consideration of an Ordinance Deleting Section 22-101 - Second Reading
 - Staff continues to work with council on cleaning up the code for the city. This code section contains language about alternative parking in a snow emergency. This section does not work with the newest ordinance and requires removal. The City Administrator recommends approval of the first reading.

Resolutions

6. Consideration of a Resolution of the City of Oelwein, Iowa Adopting Policies Compliant to the 2019 CDBG Grant for Water/Sewer Improvements
 - These policies are required for the city to accept funds from CDBG for the water infrastructure project. The City Administrator recommends approving this resolution.
7. Consideration of a Resolution of the City Council of Oelwein, Iowa Authorizing the Development and Implementation of a Home Rehabilitation Revolving Loan Fund Program and the Expenditure of Funds to be allocated to the program operations and development
 - The Oelwein housing committee has worked with staff and Upper Explorerland to develop a program that provides low interest loans to homeowners to repair and rehabilitate their homes. This program will start with \$125,000 in local option sales tax dollars that council has already allocated. This program will have final approval from City Council. The City Administrator recommends approving this program and carefully reviewing it within one year.



8. Consideration of a Resolution of the City Council of Oelwein, Iowa Authorizing the Submission of a Home Application to the Iowa Finance Authority and the Expenditure of Funds to be applied to Local Match for a Home Application

- There are several allowable types of homebuyer assistance activities: (1) rehabilitation in support of homeownership; (2) acquisition assistance such as mortgage buy-down and/or down payment and closing costs; and (3) general homebuyer assistance - a combination of the first two types. This program will require a match from the city which can be provided using local option sales tax. This program is a similar program to what the city is using now to rehabilitate homes.

Motions

9. Consideration of a motion authorizing signatures on Contract for Services between Upper Explorerland Regional Planning Commission and the City of Oelwein

- This contract is to help administer the CDBG grant that the city was awarded. The City Administrator recommends approving the contract.

10. Consideration of a motion setting December 23, 2019 at 6:00 p.m. for Public Hearing on Oelwein Street Department Building Addition and Rehabilitation Project

- The city is required to have a public hearing on this project. The City Administrator recommends setting a public hearing.

11. Consideration of a motion approving Urban Renewal Report re: Fiscal Year 2018-2019 TIF Debt Outstanding

- This report is put together by our Deputy Clerk Barb Rigdon. Please refer all questions to Barb.