



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator's Council Agenda Memo
Date: 12/12/2022

Consent Agenda

1. Consideration of a motion to approve the November 28, 2022 minutes.
2. Consideration of a motion to approve 2022-2023 Cigarette/Tobacco Permit for Oelwein Liquors, LLC.
3. Consideration of a motion approving Pay Application #1 to Confluence in the amount of \$115,765.00 for the 2022 Plaza Demolition.
4. Consideration of a motion authorizing beer and wine tasting at Oelwein Public Library's Chocolate Festival February 10, 2023.

Public Hearing

5. Public Hearing on Proposed Amendment to the Plan for the Oelwein Residential Revitalization Area.
 1. This public hearing is necessary in allowing Council to amend the Residential Revitalization Area to allow for new tax abatement program.

Ordinances

6. Consideration of an Ordinance Amending Section 22-127 To Update Handicap Parking Utilization - Third and Final Reading.
 1. This will take away two handicap parking spots no longer needed and add one for the Plentiful Pantry. The City Administrator recommends approving the third and final reading.
7. Consideration of an Ordinance amending Zoning Section 202.2(7)A And 202.3(7)(A), Section 202.6 2, And Section 104 47. - Second Reading.
 1. This ordinance will change accessory structure size, metal siding, and front lot line for corner lots. Council discussed this in a work session and received recommendations from Planning and Zoning and Board of Adjustment. The City Administrator recommends approving the second reading.

Resolutions

8. Consideration of a Resolution Adopting Amendment to the Plan for the Oelwein Residential Revitalization Area.
 1. This will allow the city to provide a new tax abatement program for residential homes and units. The City Administrator recommends approving the resolution.



Motions

9. Consideration of a motion to approve the Change Order No 6 in the amount of -\$16,183.50 as provided by FOX Strand for the West Water Tower repainting.
 1. This change order represents work that was not needed in the tower. The City Administrator recommends approving the change order.
10. Consideration of a motion approving signature on the Engineer's Statement of Completion as provided by FOX Strand for the West Water Tower.
 1. The tower was substantial completed in a timely manner and did not interrupt city business. The City Administrator recommends approving completion of the project.
11. Consideration of a motion Pay Request No. 3 in the amount of \$9,563.18 as provided by FOX Strand for the West Water Tower.
 1. This work has been completed to a satisfactory level and is ready to be paid to the contractor. The City Administrator recommends approving the pay request.
12. Consideration of a motion approving Pay Request No 4 in the amount of \$40,436.82 as provided by FOX Strand for the West Water Tower repainting.
 1. This is the final payment for the project. All work has been done and the tower is operating. The City Administrator recommends approving the pay request. This will be the last payment.
13. Consideration of a motion to enter into a contract with Lynch Dallas, P.C. for City Attorney services.
 1. Council directed the City Administrator to work on a contract with Lynch Dallas for City Attorney services. This contract will work well for the city and Lynch Dallas will be a great resource. The City Administrator recommends approving the contract.
14. Consideration of a motion approving signatures on UERPC administration amendment for CDBG plaza park project and CDBG sewer project.
 1. With both projects having CDBG grants it is important to have a professional administer these grants. The city has worked well with UERPC. The City Administrator recommends approving the amendment.
15. Consideration of a motion to approve the Planning, Finance, Enterprise, and Economic Committee's recommendation the project extension request from Charlie Shannon on 516 1st Ave NW.
 1. The City Administrator explains his recommendation in his memo. The City Administrator recommends approving an extension to July 1.



16. Consideration of a motion to approve the Planning, Finance, Enterprise and Economic Development Committee's recommendation the Oelwein Chamber and Area Development funding request in the amount of \$50,000 for the Oelwein Sesquicentennial.
 1. The City Administrator recommends approving the funding for the Sesquicentennial.
17. Consideration of a motion to accept the Schaer Trust properties.
 1. The City Administrator recommend acquiring these properties so that the city can sell them and get them back on the tax roll.