



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 05/24/2021

Consent Agenda

1. Consideration of a motion to approve the minutes of the May 10, 2021 Council meeting
2. Consideration of a motion to approve the minutes of the May 12, 2021 Special Council meeting
3. Claims Resolution in the amount of \$617,478.43
4. Consideration of a Class 'C' Liquor, Outdoor Service and Sunday Sales renewal for Leo's Italian Restaurant
5. Consideration of a motion approving Pay Request No. 1 to Bacon Concrete, LLC in the amount of \$7,182.00 for work completed on Segment 1 Trail Improvements
 1. Progress made so far on the project has been satisfactory.
6. Consideration of a motion approving payment to Fehr Graham in the amount of \$4,502.25 for work completed on Segment 1 Trail Improvements project
 1. Progress made so far on the project has been satisfactory.
7. Consideration of a motion approving payment to Ken's Electric, Inc. in the amount of \$100,000.00 for Material Purchase for Geo Installation at the Oelwein Police Department
 1. The City is paying for materials that has arrived for the project.

Public Hearing

8. Public Hearing on proposed rezoning of 1105 North Frederick from C2 Commercial to R1 Residential
9. Public Hearing on Fiscal Year 2020-2021 Budget Amendment

Ordinances

10. Consideration of a motion to suspend the rules and adopt an ordinance to reclassify real estate on the first and final reading
 1. Council requested at the last meeting to waive the readings for this rezone to allow for early entry to the property., City staff allowed early entry with a temporary occupancy permit. The City Administrator recommends approving the waiving of the readings.
11. Consideration of an Ordinance Amending Oelwein Zoning Ordinance to Reclassify Real Estate commonly known as 1105 North Frederick, Oelwein, Fayette County, Iowa from C-2 Highway Commercial to R-1 Residential - First and Final Reading
 1. This rezone will allow for a building to become residential after it is commercial. It is not a spot zone as it is adjacent to residential to the east. The City Administrator recommends approving the zoning change.



12. Consideration of an Ordinance Amending Section 22-70 to Change Speed Zones on 10th Street SE/Old Road - First Reading
 1. This change will help cleanup an area that has been incorrect due to signage from the contractor. The new zone will be signed by the city and the lower speed limit will help with the trail crossing in this area. The City Administrator recommends approving the first reading.
13. Consideration of an Ordinance Amending Water and Sewer Rates, Chapter 7 of the Code of Ordinances of the City of Oelwein, Iowa
 1. The City Administrator has met with council several times to work through the needed rate increases. The new rate increases remove the infrastructure fee and add all charges to the rates. These rate increases will help address several projects occurring in water and wastewater. The City is taking a significant step in upgrading infrastructure and fixing problems. The city is trying to stay ahead of DNR mandates and new utility requirements. The City Administrator recommends approving the first reading.

Resolutions

14. Consideration of a Resolution Authorizing Mayor and City Administrator to Deliver to the Fayette County Commissioner of Elections a Request to Submit the Question of an Extension of the Local Option Sales and Service Tax to the Qualified Electors of the City of Oelwein, Iowa, on November 2, 2021
 1. The City uses Local Option Sales Tax to support housing initiatives in several areas: tear downs, revolving loan fund, and tax abatements. Losing this funding source would be devastating to the city and its operations. The county wants to start early with this measure to ensure it passes before it expires. The City Administrator recommends approving the resolution.
15. Consideration of a Resolution to adopt Fiscal Year 2020-2021 Budget Amendment
 1. The City must amend for any unknown expense or revenue to ensure the budget is balanced as required by the state of Iowa. This year has seen several different activities that require amending due to insurance claims, storm damage, and covid related relief funds. The City Administrator recommends approving the budget amendment.

Motions

16. Consideration of a motion approving Architectural and Project Management Services with Martin Gardner Architecture for Home for Iowa Project
 1. The housing committee comes with a recommendation to approve services with Martin Gardner to oversee the homes for Iowa project. They will design the basement, site plan, and oversee the construction. This will help staff on the time constraints and should help this project progress quickly. The goal is to have the house on the market by Spring of 2022. The City Administrator recommends approving the contract.



17. Consideration of a Motion to Authorize the Mayor's Signature on an Agreement with Fayette County for Dispatching Services
 1. After discussions with the county, the city should sign this one-year agreement. The County understands that the transition will cost money and an initial fee to Oelwein should help cover cost. After more discussions with the Supervisors, it is my belief that the Supervisors will work toward a tax this year and go away from the fee and agreement process for dispatch. The City Administrator recommends approving the agreement for one year.
18. Consideration of a Motion to Accept Grant Funding from the State 911 Council for the Merging of Dispatch Centers with the Fayette County Sheriff's Office
 1. Jeremy Logan, Police Chief, has worked diligently to ensure the city receives funds for the dispatch transition. The City is a great potion to save money with this grant and will continue to save money for ten years. The City Administrator recommends approving accepting these grant dollars.
19. Discussion and Consideration to Authorize Expenditures for Dispatch Merger
 1. The City Administrator needs approval from council to continue to ensure the dispatch merger is a success. Several items that the Police Chief has worked on must be approved by council. With council voting on this item, all items can go through and the merger can be complete. The City Administrator recommends authorizing these expenditures.
20. Consideration of a Motion Authorizing Purchase of Fire Gear in the Amount of 14,343.00
 1. The Fire Department is changing items to purchase through the CIP after studying their needs. This will provide seven new sets of fire gear for the department. This will help as the department prepares for two sets of gear for each person. Funding is available in franchise fee as budgeted by council. The City Administrator recommends the purchase.
21. Consideration of a motion authorizing signatures on Software Purchase Agreement with Civic Systems for miTime Software in the amount of \$8,800.00
 1. The City is in the last step of moving away from a physical time clock to a digital time clock. This module will allow for employees to clock in on a computer and make all vacation requests. The City Anticipates a major step forward in payroll and will gladly throw away time books and move into the future. The City Administrator is most excited for this and recommends approving this purchase.
22. Consideration of a motion authorizing signatures on FAA Agreement for Transfer of Entitlements to City of Iowa City and City of Ames
 1. City Council has not had a major project for the airport in the last two years, which results in federal funding going back to the federal government. Oelwein can provide these funds to other Iowa airports. The City Administrator recommends approving this motion.