



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 3/24/2025

Consent Agenda

2. Consideration of a motion to approve the March 10, 2025 minutes.
3. Claims Resolution.
4. Consideration of a motion approving the Special Class 'C' Alcohol License for Oelwein Chamber and Area Development, dba OCAD.
5. Consideration of a motion approving the Class 'B' Alcohol License for Kwik Star #665, 10 1st Ave SE.
6. Consideration of a motion denying the glass and metal device permit for Super Mart due to unmet requirements of Iowa Senate File 345.
7. Consideration of a motion denying the glass and metal device permit for Oelwein Mart due to unmet requirements of Iowa Senate File 345.

Public Hearing

8. Public Hearing for March 24, 2025 at 6:00 PM for the proposed sale of city owned real property located at 119 West Charles Street in the amount of \$2,000.00 to Frank Harry Jr. III.
9. Public Hearing for March 24, 2025 at 6:00 PM for the proposed sale of city owned real property located at 964 South Frederick Avenue in the amount of \$551.20 to Floyd and Denise Schriber.

Resolutions

10. Consideration of a resolution scheduling a public hearing for the proposed City Budget for the Fiscal Year 2026 (2025-2026) for April 14, 2025 at 6:00 PM at the Oelwein City Council Chambers.
 1. This hearing will be the final hearing for the city budget. This hearing is required by the State of Iowa. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving a construction easement with Transco Railway Products, Inc.
 1. This easement is needed for the trail on the northwest side immediately west of the viaduct. This is one part of the trail that works toward the overall trail plan. The City Administrator recommends approving the resolution.
12. Consideration of a resolution approving the replacement of the transfer station switch from Interstate Power Systems in the amount of \$14,405.63.
 1. This equipment is needed to ensure the generator kicks on for the main lift station. We are impressed with the vendor and confident this is the



best solution for the new equipment. The City Administrator recommends approving the resolution.

13. Consideration of a resolution approving Pay Application No. 9 in the amount of \$48,599.65 for Oelwein Reed Bed Expansion and EQ Liner Replacement project.
 1. This should be the last pay request before the city closes out the project. We are now waiting on a repair to the equalization basin to finish the project. The work in this pay app has been satisfactory. The City Administrator recommends approving the resolution.
14. Consideration of a resolution authorizing the filing of a mortgage release for Michael J. Vargason and Debra S. Vargason at 225 S. Frederick.
 1. The property owner received funds from the downtown improvement program. The program is funded by the downtown TIF. The owner is selling the property and this action release the lien. The city is not pursuing a lien with the new owner as a new lien would cost attorney fees. Additionally, the work was completed and the improvements are staying with the building. The City Administrator recommends approving the resolution.
15. Consideration of a resolution awarding Downtown Property Forgivable Loans for building improvements provided by Tax Increment Financing.
 1. The OCAD housing committee met and reviewed the applications. Once again, the city received requests well over \$75,000. The committee believes the recommended projects are the best investment for the program. The City Administrator recommends approving the resolution.
16. Consideration of a resolution approving the sale of 119 West Charles Street in the amount of \$2,000.00 to Frank Harry Jr. III.
 1. This property has been owned by the city for over five years. No longer mowing this property would be an improvement for the city. The City Administrator recommends approving the resolution.
17. Consideration of a resolution approving the sale of 964 South Frederick Avenue in the amount of \$551.20 to Floyd and Denise Schriber.
 1. This is a steal of a deal. The city has owned this property for over eight years. Placing back on the tax rolls is what the city wants from vacant properties. The City Administrator recommends approving the resolution.
18. Consideration of a resolution approving the house forfeiture for 310 3rd Avenue NW from Justin Westcott.
 1. This house was passed down to Mr. Wescott. There is no future for this property. The City Administrator recommends approving the resolution.
19. Consideration of a resolution setting a public hearing for April 14, 2025 at 6:00 PM in the Oelwein City Council Chambers the lot sale of 407 3rd St. SW in the amount of \$500.00 to Premier Real Estate, LLC.
 1. One more city property off the mow list and onto the tax rolls. The City Administrator recommends approving the resolution.



20. Consideration of a resolution setting a public hearing for April 14, 2025 at 6:00 PM in the Oelwein City Council Chambers the lot sale of 618 2nd Avenue SW in the amount of \$105.00 to Steven Wenner.
 1. One more city property off the mow list and onto the tax rolls. The City Administrator recommends approving the resolution.
21. Consideration of a resolution authorizing staff to seek bids for the demolition of 27 South Frederick Avenue and schedule a public hearing for April 14, 2025 at 6:00 pm in the City Council Chambers.
 1. This project will be funded by local option sales tax. This will push off the residential tear down program. The city acquired this building and is tearing it down. The engineered plans will ensure a safe demolition. The City Administrator recommends approving the resolution.
22. Consideration of resolution rejecting the bid from Truck Center Companies in the amount of \$186,091.00 for the Oelwein Municipal Airport Snow Removal Equipment.
 1. The city's current tractor and equipment has reached its useful life at the airport. This project is being funded 90 percent by the federal government. The bid did not meet the requirements necessary to approve and will have to readvertise the project. The City Administrator recommends approving the resolution.

Motion

23. Consideration of a motion to direct staff to work on a development agreement with Matt Construction for a catalyst project for 1 South Frederick.
 1. The city has an opportunity to save a downtown building and receive state funds. The city should try to apply for funds and partner with an investor who wants to improve the downtown. The City Administrator recommends approving the motion.