



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 10/14/2024

Consent Agenda

2. Consideration of a motion to approve the September 23, 2024 minutes.
3. Consideration of a motion to approve the Class 'C' Retail Alcohol License for Viper Lanes.

Resolutions

4. Consideration of a resolution to approve the contract with Iowa Economic Development Authority for the CDBG Community Facilities and Services Grant Award (24-CF-002).
 1. This agreement will be for the city to be the pass through for the CDGB project for RISE. The City Administrator recommends approving the resolution.
5. Consideration of a resolution to approve the contract with Upper Explorerland Regional Planning Commission for the CDBG Community Facilities and Services Grant Award (24-CF-002).
 1. This contract allows Upper Explorerland to administer the CDBG contract for the city on RISE's behalf. The City Administrator recommends approving the resolution.
6. Consideration of a resolution to approve the CDBG subrecipient agreement between City of Oelwein and RISE Ltd. for the CDBG Community Facilities and Services Grant Award (24-CF-002).
 1. This accepts the grant the RISE received, and the city will be the pass through. The City Administrator recommends approving the resolution.
7. Consideration of a resolution adopting policies compliant to the CDBG Community Facilities and Services Grant Award (24-CF-002).
 1. These policies are required to be part of the CDGB project. The City Administrator recommends approving the resolution.
8. Consideration of a resolution approving Change Order No. 4 in the amount of -\$15,777.64 to Heartland Asphalt for 2024 Street Improvement Project.
 1. Less material was needed to finish this project. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving Pay Application No. 4 in the amount of \$5,242.58 to Heartland Asphalt, Inc. for 2024 Street Improvements Project.
 1. This work was minor and completely satisfactory for the city. The City Administrator recommends approving the resolution.
10. Consideration of a resolution approving Final Pay Application No. 5 in the amount of \$30,887.99 to Heartland Asphalt, Inc. for 2024 Street Improvements Project.



1. This is the last pay app for Heartland. The work was done well, and the project looks great. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving the completion of the 2024 Street Improvement Project with Heartland Asphalt, Inc.
 1. This resolution states the city is satisfied with the work and that the city has no additional work in the project for Heartland. The City Administrator recommends approving the resolution.
12. Consideration of a resolution approving Change Order No. 2 in the amount of \$0.00 and the extension of 42 days to Shift Companies, LLC. for Reed Bed Expansion and EQ Basin Liner Replacement Project.
 1. It is policy to grant more days on a project if the completion of the project was needed to ensure no hinderance of city operations. This extension will not cause problems for the city. Shift Companies has done satisfactory work, and the project is near substantial completion. The city has reeds growing for the first time in several years. The City Administrator recommends approving the resolution.
13. Consideration of a resolution approving the Bryan Construction bid for the 2024 Residential Home Demolition Project in the amount of \$47,500.00.
 1. This was the low bid on the project. The city has worked well with Bryan Construction on residential tear downs. The City Administrator recommends approving the resolution.
14. Consideration of a resolution approving a contract for engineering services from VJ Engineering for the facilitation of tear down of 27 South Frederick in the amount of \$12,500.00.
 1. This was the only bid on the project. The city has worked well with VJ Engineering. The City Administrator recommends approving the resolution.
15. Consideration of a resolution approving a three-year agreement with Oelwein Youth Sports Association for recreational and league programing in the amount of \$30,000 annually.
 1. This topic was discussed in a work session. This is an affordable option for the city to pursue recreation and league sports for youth in Oelwein. The City Administrator recommends approving the resolution.
16. Consideration of a resolution approving a one-year lease agreement with Michael Wilhelms owner of Sky Valley Aviation, LLC. for Fixed Based Operator Services at the Oelwein Municipal Airport from November 1, 2024 to October 31, 2025 in the amount of \$650 monthly.
 1. The airport board recommends a one-year contract with Sky Valley Aviation. Staff also recommend a one-year contract. The City Administrator recommends approving the resolution.
17. Consideration of a resolution approving a contract with Horan Cleaning for cleaning services for the Oelwein Municipal Airport.
 1. This contract is small and will not be a significant cost to the airport. We are unsure of how often the airport terminal will need cleaned, but we



plan to have a better handle on it after one season. The City Administrator recommends approving the resolution.



18. Consideration of a resolution approving the direction from the Planning, Finance, Enterprise, and Economic Development Committee on the demolition application for 419 East Charles Street to Roger Culbert.
 1. This property has been terrible for years. The City Administrator recommends approving the resolution.
19. Consideration of a resolution approving the direction from the Planning, Finance, Enterprise, and Economic Development Committee on the demolition application for 411 and 411 1/2 1st Avenue NE to Mary and Todd Bender.
 1. This gigantic house had fire damage and had a basement full of water. The City Administrator recommends approving the resolution.
20. Consideration of a resolution approving the direction from the Planning, Finance, Enterprise, and Economic Development Committee on the demolition application for 33 5th Street NW to John Block.
 1. This property is a mess. It is only a garage, but we have funded garages. The City Administrator recommends approving the resolution.