



Agenda

Planning and Finance

Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa

5:30 PM

March 09, 2020

Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Warren Fisk

Council Members: Matt Weber, Renee Cantrell, Tom Stewart, Charles Gerds, Karen Seeders

Pledge of Allegiance

Discussions

- [1.](#) Discussion with Oelwein Celebration Renewed Committee re: \$6,500 entertainment request
- [2.](#) Discussion on funding request from The Grand Theater in the amount of \$10,000.00
- [3.](#) Discussion on Fayette County Ag Society funding request in the amount of \$5,000.00

Adjournment

In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 319-283-5440

Hotel Motel FY 2020**Past Fiscal Year**

Balance on T Report June 30, 2019	34,478.34
less trails 2018-19 (to trans 6-2020)	(10,000.00)
less Williams Center 6-1-request	(1,500.00)
Unused carry over balance	<u>22,978.34</u>

*not included in remaining balance in chart

Current Fiscal Year**Estimated Revenue 2020**

less Revenue to General Fund 50%	(30,000.00)
less Revenue to Trails (to trans 6-2020)	(10,000.00)
FY 2019-20 available for tourism awards	20,000.00

Treasurer's Report Fund 122**Month End Balance History**

July	32,320.23
August	49,770.62
September	47,294.15
October	44,706.64
November	44,554.22
December	61,761.90
January	61,820.40
February	73,099.63
March	
April	
May	
June	

Revenue Rec'd Tracking (s/b \$60,000)

August '19	18,096.68
December '19	17,155.88
February '20	15,829.45
June '20	<u>51,082.01</u>

Project	Date Requested	Amount Requested	Council Award Date	Amount Awarded	Date Paid	Amount paid	*Remaining Balance	Special Instructions
Williams Center (prior year award)	6/1/2019	1500	6/10/2019	1500	9/18/2019	1500.00	\$20,000.00	
Oelwein Community Plaza Board	7/1/2019?	7800	7/22/2019	3900	8/21/2019	685.63	\$16,100.00	50% HM / 50% ED
"	"				9/10/2019	833.75		50% HM / 50% ED
"	"				9/23/2019	201.25		50% HM / 50% ED
"	"				10/11/2019	445.62		50% HM / 50% ED
"	"				10/21/2019	696.25		50% HM / 50% ED
"	"				11/7/2019	209.38		50% HM / 50% ED
Williams Center Q1	10/1/2019	1500	10/14/2019	1500	10/18/2019	1500.00	\$14,600.00	
Junior Husky Basketball Club	10/1/2019	3105	10/14/2019	3105	2/12/2020	3105.00	\$11,495.00	
Williams Center Q2	12/1/2019	1500	2/24/2020	1500	2/25/2020	1500.00	\$9,995.00	
Williams Center Q3	3/1/2020	1500	2/24/2020	1500				

Current FY Total Awarded \$ 11,505.00

Amt Remaining to be awarded \$ 8,495.00

Oelwein Celebration Renewed, Inc

February 17th, 2020

Mayor Devore and members of the council,

First, a big thank you!

Thank you for the previous years of support shown for our event. As you know, we had an incident with last year's fireworks display. Due to this unfortunate event we have decided to forgo the fireworks this year and invest in more activities for attendees to participate in. One of these include adding a 3X Wrestling event on Friday night. The committee is asking for your support for this event instead of the fireworks as you have in previous years.

We would greatly appreciate your continued support in our new direction. We are respectfully requesting a \$6500.00 donation to be applied to our entertainment budget.

Thank you for your time and consideration,

Members of the Oelwein Celebration Committee'

Submitted by Debra Ameling, treasurer





**CITY OF OELWEIN
HOTEL AND MOTEL TAX FUNDING APPLICATION
(TOURISM)**

Application Deadlines
September 1 -- December 1
March 1 -- June 1

Applications must be received by 5:00 p.m. on the deadline date. All areas of the applications must be completed and typed. Each applicant will be afforded the opportunity to attend a brief question and answer session with the Advisory Board.

Organization Name: The Grand Theatre of Oelwein, Inc.

Contact Name: Matthew J Vogel, President

Mailing Address: PO Box 469

City, State, Zip: Oelwein, IA 50662

Phone: (319) 283-1836

Fax: (319) 283-1838 **email address:**
mjvogel@vogelins.com

Total Project Cost: \$127,711

Total Requested from Hotel/Motel Tax Funds: \$ 10,000

Please indicate which category you are applying for funds:

- ☐ Category 1 - Primary
☒ Category 2 - Community Culture and Education
☐ Category 3 - Community Recreation and Events
☐ Category 4 - New and Emerging Organization and Events

Please sign and date this application. Your signature below certifies that you have read and understand all of the guidelines for this funding program. You further understand that you will be required to submit a summary of expenses at the end of the project and that if any funds are not expended or are found to be outside the scope of the grant made by the City Council you will be **required to reimburse/return** these funds to the City of Oelwein.

Applicant:

by: Matthew J Vogel

Date 2-28-2020

Matthew J Vogel
(printed name)

**CITY OF OELWEIN
HOTEL/MOTEL TAX FUNDING APPLICATION
(Tourism)**

Project Identification

1. What is the title of your project? New seating project.

Provide a brief description of your project. Attach additional pages, if needed.

The theatre board has seen a decrease in attendance over the past year. We have polled our movie goers and they tell us our seats are old, worn and many are broken and some squeak. Many have told us that they are going to other communities to see movies.

Our seats are over 40 years old; we cannot delay this any longer. We have had ServiceMaster clean our seats for years. They have told us that they can no longer do this because of the condition of the seats.

2. Hotel and Motel Tax Funds must be used to fund projects that promote and/or expand tourism activity in Oelwein. How will your project help to realize this goal?

The theatre had 27,000 movie goers last year. Many of these come from out of town. They eat at Oelwein's restaurants and shop at Oelwein stores either before or after a movie. If they go to other towns for movies, Oelwein restaurants and stores will lose sales.

3. Project Evaluation:

A. Targeted Population

- 1) Hotel/Motel guests generated by project
 - a. Number of projected hotel/motel guests.
 - b. How will hotel/motel guests be tracked.
- 2) Number of adults the project will reach 16,000
- 3) Number of youth the project will reach 11,000

B. Geographic area of draw NE Iowa

C. Volunteers

- 1) Number of volunteers 20
- 2) Number of volunteer hours 200

D. Attendance of event previous year(s) 27,000

E. Day open to public or performance(s) every day

4. Project Budget

- A. Please provide a project budget and schedule of completion including all expenses. If desired, the project budget may be attached to the application. If exact costs are not known please attach estimates to the application, which should be identified as such.

\$127,711 to purchase seats, remove old seats install new seats and update floor coverings.

- B. List sources of matching funds obtained below. Funding requests are eligible for up to 100% funding, but priority will be given to projects with additional sources of funding, including in-kind donations.

We have raised \$18,000 for the project. We have several grants which we have completed and are awaiting on. We planning a public fund raising project for the remaining funds.

- C. Is this application "seed money" for a new project? If yes, please explain.

No

- D. Is this application for the expansion of an existing project/program? If yes, please explain.

No

- E. Have you ever received Hotel/Motel Tax Funding from the City of Oelwein in the past?

Yes: X No: (check one)

If you answered yes, please answer the following: (attach additional pages, if needed)

Amount of Funding: \$ \$5000

Date of Funding: 2012

Assurances Continued

All grantees acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Oelwein as contemplated by Iowa Code Chapter 422A (2007). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Oelwein that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 422A (2) (4) (2007). The grantee additionally and specifically acknowledges and assures the City of Oelwein that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by Iowa Code Section 422A (2)(4)(2007) that it will reimburse, in full, the City of Oelwein the entire amount of the grant;

All grantees acknowledge and assure the City of Oelwein that all grant funds received shall be segregated from other funds maintained by the grantee, until used for the proper purposes as described herein. The sums will be deposited into a segregated, identifiable checking account;

All grantees expressly acknowledge and assure the City of Oelwein that none of the sums received hereunder shall be used for "political purposes" as contemplated by Chapter 56 of the Code of Iowa (2007).

Cost Reimbursement

- A complete project budget and schedule of completion must be included with the application.
- Applicants must have accurate estimates included with the project budget.
- Applicants are eligible for up to 100% funding and funds will be distributed upon approval of the City of Oelwein City Council.
- Funds will be paid only to the applicant, not to contractors or vendors.
- Upon completion of the project, the applicant must submit documentation of expenses and a project recap **within 60 days to City Hall.**
- Any funds that are not expended or are found to be outside the scope of the grant made by the Funding Advisory Board must be reimbursed/returned, by the applicant, to the City of Oelwein **within 60 days.**
- **Failure to comply with the aforementioned rules will prohibit the applicant from applying for funds for one year.**

Matthew Vogel
Recipient

2-28-2020
Date

Recipient

Date



**CITY OF OELWEIN
HOTEL AND MOTEL TAX FUNDING APPLICATION
(TOURISM)**

Application Deadlines

September 1 -- December 1

March 1 -- June 1

Applications must be received by 5:00 p.m. on the deadline date. All areas of the applications must be completed and typed. Each applicant will be afforded the opportunity to attend a brief question and answer session with the Advisory Board.

Organization Name: Fayette County Ag Society

Contact Name: Andy Bilder + Justin Steinlage

Mailing Address: Fayette County Ag Society

City, State, Zip: West Union, IA 52175 PO Box 304

Phone: 563-518-0104 **Fax:**

Email Address:

justin - steinlage@yahoo.com

Total Project Cost: \$ 35,000.00

Total Requested from Hotel/Motel Tax Funds: \$ 35,000.00 - \$ 5,000
range

Please indicate which category you are applying for funds:

- ☐ Category 1 - Primary
- ☐ Category 2 - Community Culture and Education
- ☒ Category 3 - Community Recreation and Events
- ☐ Category 4 - New and Emerging Organization and Events

Please sign and date this application. Your signature below certifies that you have read and understand all of the guidelines for this funding program. You further understand that you will be required to submit a summary of expenses at the end of the project and that if any funds are not expended or are found to be outside the scope of the grant made by the City Council you will be **required to reimburse/return** these funds to the City of Oelwein.

Applicant:

by: Justin Steinlage

Date 3-6-2020

Justin Steinlage
(printed name)

**CITY OF OELWEIN
HOTEL/MOTEL TAX FUNDING APPLICATION
(Tourism)**

Project Identification

1. What is the title of your project? Fayette County FAIR CARNIVAL

Provide a brief description of your project. Attach additional pages, if needed.

We provide a free carnival to all fair participants especially for our Fayette County youth. Rides would be free of charge during the week of the fair.

2. Hotel and Motel Tax Funds must be used to fund projects that promote and/or expand tourism activity in Oelwein. How will your project help to realize this goal?

We are expecting over 60,000 people to attend our fair during the week. We like to think

3. Project Evaluation: 20,000 of those people travel through Oelwein.

A. Targeted Population 20,000

- 1) Hotel/Motel guests generated by project 200

a. Number of projected hotel/motel guests. 300

b. How will hotel/motel guests be tracked. ticket sales

- 2) Number of adults the project will reach 20,000

- 3) Number of youth the project will reach 25,000

B. Geographic area of draw Surrounding counties of Fayette

C. Volunteers County

- 1) Number of volunteers 500

- 2) Number of volunteer hours 4,000

D. Attendance of event previous year(s) 40,000

E. Day open to public or performance(s)

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4. Project Budget

July 21 - July 25 2020

- A. Please provide a project budget and schedule of completion including all

expenses. If desired, the project budget may be attached to the application. If exact costs are not known please attach estimates to the application, which should be identified as such.

Carnival will cost \$35,000

I can provide a contract.

B. List sources of matching funds obtained below. Funding requests are eligible for up to 100% funding, but priority will be given to projects with additional sources of funding, including in-kind donations.

All of the Fayette County Councils
donated based on their population and
past success with this project.

C. Is this application "seed money" for a new project? If yes, please explain.

D. Is this application for the expansion of an existing project/program? If yes, please explain.

City of Oelwein donated \$5,000. last
year.

E. Have you ever received Hotel/Motel Tax Funding from the City of Oelwein in the past?

Yes: ☒ No: ☐ (check one)

If you answered yes, please answer the following: (attach additional pages, if needed)

Amount of Funding: \$ 5,000

Date of Funding: last February

Assurances

Applicants hereby agree and acknowledge that:

If they are awarded funds, they will conduct their operations in accordance with Title VI and the Civil Rights Act of 1964, as amended, and the Rehabilitation Act of 1973, as amended, which prohibits discrimination against any employee, applicant for employment, or any person participating in a sponsored program on the basis of race, creed, color, national origin, religion, sex, age, or physical or mental disability, and require compensation for employment at no less than minimum wage requirements, and will provide safe and sanitary working conditions;

They will comply with the Americans with Disabilities Act;

They will comply with all other applicable State and federal laws, rules, ordinances, regulations, and orders;

They will expend funds, received as a result of this application, solely on the described project and programs included within the grant application documents within the fiscal year from which the grant is disbursed;

If they are awarded funds, applicants will include in all appropriate promotions, publicity, advertising, and in printed material the following credit line as applicable:

This project was partially supported by a Hotel-Motel Tax Fund grant from the City of Oelwein.

Our operations are partially supported by a Hotel-Motel Tax Fund grant from the City of Oelwein.

Our operations are and this project was partially supported by a Hotel-Motel Tax Fund grant from the City of Oelwein.

The filing of this application has been approved by the legally authorizing body of the applicant, if applicable;

The facts, figures and information contained in this application including all attachments, are true and correct;

Failure to comply with the administrative rules for this program will result in the forfeiture of funds allocated based upon this application grant;

All records of the grantee relating to this grant application are available during reasonable business hours to the City or their authorized representative upon request;

All records of the grantee related to this grant will be maintained for a period of three years following the date the final grant payment is made;

Assurances Continued

All grantees acknowledge that the source of the grant it is requesting from the City comes from the hotel and motel tax applicable in the City of Oelwein as contemplated by Iowa Code Chapter 422A (2007). The grantee specifically acknowledges the limited use that can be made of hotel and motel tax revenues and assures the City of Oelwein that the grant will be used only for allowable purposes as specifically set forth in Iowa Code Chapter 422A (2) (4) (2007). The grantee additionally and specifically acknowledges and assures the City of Oelwein that it will not use the grant for any purpose, which would be improper pursuant to this law. Furthermore, the grantee warrants that should it use the grant for any purpose not allowed by Iowa Code Section 422A (2)(4)(2007) that it will reimburse, in full, the City of Oelwein the entire amount of the grant;

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Recipient

3-6-2020

Date

Recipient

Date