



## Agenda

Planning, Finance, Enterprise, and Economic Development Committee

Oelwein Public Library, 201 East Charles, Oelwein, Iowa

5:30 PM

June 24, 2024

Oelwein, Iowa

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**Mayor:** Brett DeVore

**Committee Members:** Matt Weber, Karen Seeders, Lynda Payne

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### Pledge of Allegiance

### Discussions

- [1.](#) Review of the Demolition Assistance Program.
- [2.](#) Review of the Hotel Motel program.

### Adjournment

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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



Policy: Demolition Assistance

Adopted by Resolution: 5296-2021

Date: September 13, 2021

The City of Oelwein wants to improve the community by removing homes that no longer provide a safe and habitable living condition for community members. To help achieve this goal, the city will provide demolition assistance to property owners in Oelwein. Demolition assistance is paid to the property owner who successfully demolishes a home and either adds to their current property or builds on the demolished property.

Rules of the program

- The city will fund 50 percent of the demolition with a maximum award of \$5,000 as a reimbursement
- Applicants who have received income from the property are not eligible
- Strong consideration is given to applicants who acquire an adjacent property and want to add to their existing property

The process for the award is as follows:

- The applicant must provide two demolition bids for the property
- The applicant must apply to the city via the demolition assistance application
- All homes that are applying for assistance must be inspected by the city
- Applications and completed inspections are sent to the Planning, Finance, Enterprise, and Economic Development Committee for recommendation to council
  - This committee meets as needed and as time allows
- The Committee can recommend funding, recommend denying funding, or provide a recommendation with conditions
- Once the council approves funds, the applicant then proceeds to work with their contractor on the demolition of the property
- Contractors must pull a permit for a demolition in the City of Oelwein
- Once the demolition is completed and passes the demolition inspection, the property owner submits landfill tickets and copies of paid invoices to the city
- A reimbursement check is cut to the property owner once all building permits are clear and all paperwork has been provided to the city

While the city strives to follow the above guidelines, exceptions can be made in dire circumstances. This program helps the city avoid demolishing a home and bearing all of the cost.

**CITY OF OELWEIN  
HOTEL/MOTEL TAX FUNDING  
TOURISM PROGRAM GUIDELINES**

**Purpose**

The City of Oelwein is offering grant funds for tourism through projects presented to them by organizations and individuals. These grant funds are made possible through the hotel/motel tax funds received by the City of Oelwein. By law, 50% of these funds must be spent on ventures that promote area tourism.

**Application and Project Deadlines**

Applications will be accepted four times per year and must be received by 5:00 p.m. on the deadlines provided below. If deadline falls on a weekend or holiday the deadline shall be 5:00 P.M. on the last working day prior to:

- ▶ September 1
- ▶ December 1
- ▶ March 1
- ▶ June 1

The Planning, Finance, Enterprise and Economic Development Committee will meet the first part of January, April, July and October at the Oelwein City Hall Council Room. Each applicant will be afforded the opportunity to attend a brief question and answer session with the City Council Planning, Finance, Enterprise and Economic Development Committee. Applicants need not be available during the committee's review of an application. All applications recommended for approval by the Funding Advisory Planning, Finance, Enterprise and Economic Development Committee are subject to approval of the Oelwein City Council, which meets on the second and fourth Monday of every month. Applicants will be notified of application approval/denial as soon as the City Council makes its decision.

**Application Requirements**

- ▶ All applications must be typed.
- ▶ All areas of the application must be completed.
- ▶ A total of three (3) copies of the application and supporting materials must be submitted.
- ▶ Faxed and emailed applications will not be accepted.

## **Eligible Projects**

Eligible applicants include any individual, agency, group or non-profit organization whose project has a beneficial impact on the community of Oelwein. Preference will be given to 501c(3) organizations. The Planning, Finance, Enterprise and Economic Development Committee encourages creative projects that enhance the lives of residents of Oelwein or promotes tourism in the community. This program supports projects that include but are not limited to:

- ▶ Developing and/or expanding tourism programs or facilities.
- ▶ Building partnerships and cooperative efforts among tourism providers.
- ▶ Enhancing and initiating efforts to attract visitors to the community.

## **Eligibility and Allocation Procedures**

Preference will be given to 501c(3) entities as recognized by the Internal Revenue Code of the United States.

All recommendations on allocations shall be subject to City Council approval. Final action on the allocation recommendations and City Council determinations shall be made as a part of the annual budget process.

The Planning, Finance, Enterprise and Economic Development Committee will review all four categories. A majority will vote to determine allocation amounts. Category 1 - Primary applications will be reviewed for funding allocations prior to reviewing Categories 2, 3, and 4. All meetings will adhere to Iowa's open meeting law.

### **Category 1:**

#### **Primary:**

Applicants are City-owned and operated facilities housing activity that is primarily recreational, cultural, destination marketing or entertainment oriented; the Williams Center for Performing Arts; the Williams Wellness Center; the Veterans Memorial Sports Complex; City commissions dealing with activity that is primarily recreational, cultural, destination marketing or entertainment oriented; and other organizations, programs, events or venues deemed by Council to be of community-wide importance that are not included as line items in the City budget. Debt payments incurred by the City for community organizations or city facilities that provide recreational, cultural, destination marketing or entertainment oriented activities will be the first items funded with Hotel-Motel allocations. In addition, the City may set aside hotel-motel funding for recreational, cultural, community events, or other allocations deemed appropriate by the City Council.

**Category 2:****Community Culture and Education:**

Applicants are educational, cultural, and entertainment-oriented entities that are mission-driven and improve the overall quality of life in Oelwein. Organizations should have 501 (c)(3) status under the Internal Revenue Code. Applicants should have regular hours open to the public or a regular series of events open to the public.

**Category 3:****Community Recreation and Events:**

Applicants are community recreational and event-oriented entities particularly for recreation activities, annual events or limited time events which illustrate a positive impact on the quality of life. Organizations that are 501(c)(3) will be given preference.

**Category 4:****New and Emerging Organizations and Events.**

Applicants are limited to a total of three successive annual applications for a new or emerging organization or event. The program or event shall show uniqueness, fulfill an unmet need or program, and have a positive impact on the quality of life. Organizations should be 501(c)(3) or have applied for such status to be eligible in this category.

**Ineligible Projects/Components**

- ▶ Projects with full funding already in place.
- ▶ Projects that do not have a beneficial impact on Oelwein.
- ▶ Funds should not become recurring operational expenses.
- ▶ Funds may not be used as an individual fundraiser or a donation.
- ▶ Funds may not pass through to other projects or organization.
- ▶ Non Oelwein events

### **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.

### **Review/Evaluation Criteria (Tourism)**

Projects will be evaluated using certain criteria including but not limited to:

- ▶ Potential number of guests to be generated by the project.
- ▶ Number of people the project will reach.
- ▶ Financial need of the project.
- ▶ Percentage of project funding being requested.
- ▶ “Seed money” to start a new project or expand an existing project.
- ▶ Quality of the project.
- ▶ The likelihood that the project will achieve stated goals.