



## Agenda

Planning, Finance, Enterprise and Economic Development

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

5:30 PM

June 14, 2021

Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Warren Fisk

**Council Members:** Matt Weber, Renee Cantrell, Tom Stewart, Lynda Payne, Karen Seeders

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### Pledge of Allegiance

### Discussions

- [1.](#) Discussion on a Hotel /Motel Tax Funding Application from Williams Center for the Arts in the amount of \$1,500.00
- [2.](#) Discussion on a Demolition Assistance Application for 407 7th Street SE
- [3.](#) Discussion on a Demolition Assistance Application for 412 1st Avenue NE
- [4.](#) Discussion on accepting deed to property located at 15 5th Avenue SW

### 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

June 1, 2021

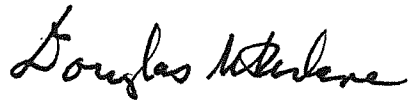
Mr. Dylan Mulfinger:

Please find the Williams Center for the Arts request for funding from the City of Oelwein Hotel/Motel Tax.

We greatly appreciate the City support of the Center and the programming provided to the citizens of Oelwein.

If I can be of further assistance, please feel free to contact me.

Sincerely,

A handwritten signature in black ink that reads "Douglas McFarlane". The signature is written in a cursive style with a large initial 'D'.

Douglas McFarlane,  
Director – Williams Center for the Arts

**CITY OF OELWEIN  
HOTEL AND MOTEL TAX FUNDING APPLICATION  
(TOURISM, COMMUNITY CULTURE AND EDUCATION,  
AND COMMUNITY RECREATION AND EVENTS)**

**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 application will be afforded the opportunity to attend a brief question and answer session with the Advisory Board.

**Organization Name: Williams Center for the Arts  
(Williams Center, INC.)**

**Contact Name: Douglas E. McFarlane, Executive Director**

**Mailing Address: P. O. Box 636**

**City, State, and Zip: Oelwein, IA 50662-0636**

**Phone: 319-283-6616 FAX: 319-283-4497**

**Email Address: dmcfarlane@oelwein.k12.ia.us**

**Total Project Cost: \$14,800**

**Amount requested from the Hotel/Motel Tax Funds is \$1500.**

**Please indicate which category you are applying for funds:**

- Primary
- Community Culture and Education
- Community Recreation and Events
- New and Emerging Organization and Events

Please sign and date this application. Your signature below certifies that you have read and understand 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 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 *Douglas E. McFarlane* June 1, 2021

**Douglas E. McFarlane**  
(Printed name)

**CITY OF OELWEIN  
HOTEL/MOTEL TAX FUNDING APPLICATION  
(Tourism, Community Culture and Education, and Community Recreation and Events.)**

**Project Identification:**

**1. What is the title of your project?**

Providing financial support to open the Williams Center for the Arts in presenting the first show of the 2021-2022 Artist season. (Boy Band Night)

**2. Provide a brief description of your project. Attach Additional pages if needed.**

This project is designed to help in the continued process of reopening Williams Center for the Arts. The Center is reopening for the presentation of shows in the for the 2021-2020 season on August 28, 2021. These funds are for the The Boy Band Night concert. Other operating expenses include salaries, payments to Oelwein Community School District toward utilities and custodial services, printing, advertising, artist's fee, lighting, and other expenses.

The closure of the Center due to the Covid 19 pandemic resulted in the Williams Center for the Arts canceling the remainder of the 2019-2020 and the entire 2020-2021 concert seasons. The loss of revenue for this period of time was over \$100,000. Funding sources such as ticket sales and sponsorships dried up.

**3. 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 Williams Center for the Arts has been one of the top destinations of choice for the arts in the five county areas of northeast Iowa, consisting of Fayette, Allamakee, Clayton Winneshiek, and Buchanan Counties. Almost 1/3 of our audiences have come from communities other than Oelwein. We have had concert attendees from over 40 area communities, including patrons from include: Spencer, IA, Des Moines, IA, Minneapolis, MN, Rochester, MN, Galena, IL, Dubuque, IA, as well as the Oelwein area. People coming to Oelwein for programs at the Williams Center for the Arts not only come to the programs but also spend money with our local businesses such as eating establishments, convenience stores and motel/hotels.

During a normal concert year, the Williams Center for the Arts has spent almost \$10,000 in hotel costs at the Oelwein Cornerstone Inn and Suites. An additional \$1350 was spent for artist meals and hospitality. Sound for all nine events would total \$7,500, professional lighting \$2500 and advertisement for the season is about \$5,900,

An itemized listing of projected expenses is found at the end of this grant application.

## **Project Evaluation:**

### **A. Targeted Population**

#### **1.) Hotel/Motel guests generated by this project.**

##### **a. Number of guests.**

In years prior to this projected reopening, the number of guests generated by this project is over 100 persons. This includes the performers as well as members of the audience needing housing.

##### **b. How will hotel/motel guests be tracked?**

We ask for information from the Super 8 Hotel, the Parkview Motel and the Cornerstone Inn and Suites as to the number of rooms used and how many guests were housed in those rooms per evening.

#### **2.) Number of adults this project will reach.**

The number of adults this project will reach is The Williams Center for the Arts will reach 2,300 adults. This includes providing residents with special needs the opportunity to attend the events at the center. Groups with special needs using the Williams Center for the Arts include: Mercy One Living Plus, the two Alternative Living Homes in Oelwein, Full Circle Services, Grandview Nursing Home, Oelwein Care Nursing Home, and the ABCM facilities in Independence, IA. These residents are admitted to the Artist Series event at a greatly reduced ticket price. Because of Covid 19, these entities may not be able to return coming to the Center immediately.

**3.) Number of youth the project will reach.**

As has been Center policy, all Oelwein Community School District School students (K-12. are admitted at no charge. The school populations that are entitled to this service is around 1300.

**C. Volunteers**

**1.) Number of volunteers**

It is anticipated there will be about 25 volunteers per event.

**2.) Number of volunteer hours.**

We anticipated volunteers would be contributing 50 or more hours to the reopening process.

**D. Attendance of events during the previous year(s)**

The total number of visitors to the Williams Center for the Arts has been approximately 75,000 persons. (This includes the Williams Center for the Arts Artist Series, North East Iowa Honor Bands and Honor Choirs, Pre-All State High School Vocal Workshop, Programs and Concerts from the Oelwein Community Schools, Gallagher-Bluedorn children's plays, and various Community usages, as well as the State of Iowa, and the Federal Government.

**E. Day open to the public or performances(s)?**

The Center officials anticipate that the reopening of the center Artist Series programs will be August 28, 2021. Of course, this is contingent on the status of the Covid 19 virus. At this time we project that ticket sales for the first event will go on sale in June 2021.

**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.

Cost estimates are Included at the conclusion of this grant request. Date of cost completion is anticipated to be September 1, 2021.

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

**Matching funds:**

\*The Greater Oelwein Charitable Foundation and the Northeast Iowa Charitable Foundation will be involved in providing funding.

\*We continue to search for grants to assist us in the reopening process.

\*The Williams Center for the Arts is hoping for a \$1,500 from this City Hotel/Motel Tax to help reopen the Williams Center for the Arts

**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.**

This application, if approved allows for the resumption of normal operation.

**E. Have you ever received Hotel/Motel funding? From the City of Oelwein in the past?**

Yes: X                      No: \_\_\_\_\_

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

**Amount of Funding:** The Williams Center Artist Series has received \$4,000 each year in the past. This amount was raised to \$6,000 each year. We are hoping for a \$1,500 grant for this particular event.

**Completion Date is: September 1, 2021.**

The final report for this grant will be filed soon as all bills have been submitted and paid.



**TOTAL BUDGET FOR FUNDS BEING REQUESTED IN THIS APPLICATION:**

**Salaries: \$4800**

**Sponsorship Materials: \$800**

**Season Ticket expense for advertising, printing seat signs and  
other related expenses: \$1000.**

**Remainder of Boy Band Night Fee: \$4000**

**Boy Band Advertising: \$500**

**Utilities: \$500**

**Hotel: (2 nights 5 rooms @ night) \$1000**

**Sound and Lights: \$2000**

**Meals: \$200**

**Total Projected cost for this grant application: \$14,800**



### DEMOLITION ASSISTANCE APPLICATION

Demolition cost assistance for up to 50 percent, with a limit not to exceed \$5,000 is available from the City of Oelwein through Neighborhood Revitalization Program Funds. Application deadlines are January 1, April 1, July 1 and October 1 annually. Along with the application, two demolition bids must be included for consideration. All qualified applications will be reviewed and prioritized by the Oelwein City Council. Reimbursement of funds will be awarded 30 days after demolition, once the final demolition invoice and proof of payment are provided and a successful inspection is completed by a Code Enforcement Officer.

A qualified applicant may apply for funding demolition to more than one qualified property. A qualified property may only receive a single award of program funds. Applications which are not funded may reapply.

### PROJECT INFORMATION

Address of Property to be Demolished: 407 9th St. SE.

Applicant Name: Mike Lillibridge

Owner Name: Mike Lillibridge

Mailing Address: 215 9th Ave S.W.

City, State, Zip: Oelwein, IA: 50662

Phone: 319-283-8175

E-mail Address: m.lillibridge@q.com.

Legal Description:

Application date: 6.1.2021

Is the property cleaned out? If not, why?

(Attach additional page if necessary)

Yes old washing machine

Why do you need the financial assistance on the tear down?

(Attach additional page if necessary)

City wants tore down, can't afford whole cost.

What is the future of this property?

Sell lots

If qualified applicant has received Economic Development Neighborhood Revitalization Program funding for any other qualified property, for each property state the following:

Year awarded Project (address of property)

Amount awarded

List last date the structure was continuously occupied MAY 2020

List the last time this structure was served by utilities June 1st 2021

If Applicant is qualified as the purchaser pursuant to a valid offer to buy the qualified property, then attach a copy of offer to buy or other purchase contract document.

List partners and identify participation in the project (such as, financial, administrative, etc.):

Partner Identify participation in project

(For Official Use Only)

Community Development Department Application Review

Application reviewed on: 6/2/2021

Application reviewed by: Jay Shekleton

Comments:

After an interior and exterior inspection, it is in the opinion of the building official, the dwelling and garage structure be demolished. The foundation and floor joists of the dwelling are in disrepair. The walls of the garage structure show signs of horizontal movement and has open mortar joints.

Bryan Construction Inc  
 1302 Outer Rd  
 Oelwein, IA. 50662

# Estimate

DATE	ESTIMATE NO.
5/20/2021	2370

NAME / ADDRESS
Michael Lillibridge 215 9th Ave. SW Oelwein, IA 50662

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Demolition House And Garage 407 7th St SE Oelwein  1. Cap Utilities As Required By City 2. Provide City Of Oelwein Building Permit 3. Remove Trees As Needed 4. Demolish House And Garage 5. Transport / Disposal Of House And Contents At Black Hawk County Landfill 6. Remove Foundations And Provide Clean Fill To Minimum 4' Depth 7. All Work To Be In Compliance With Governing Regulations 8. Tire Removal Fee Is \$20.00 Each ( Not Included ) 9. City may or may not require replacement of curb and gutter if driveway is removed. Cost of this work is not included.  Upon receipt of full payment, a paid invoice and scale tickets will be submitted to The City for your cost sharing reimbursement.		7,600.00	7,600.00
Proposal Valid For 30 Days		<b>TOTAL</b>	\$7,600.00

029403

# Invoice

SOLD TO <i>Mike <del>W. L. Lillibridge</del> Lillibridge</i>		SHIP TO <i>Dustin Zetter</i>	
ADDRESS <i>Oelwen Iowa</i>		ADDRESS <i>1866 140th</i>	
CITY, STATE, ZIP		CITY, STATE, ZIP <i>Hazleton</i>	

*563-608-3204*

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
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ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
		<i>Estimate House Removal in Oelwen</i>	<i>7500</i>	<i>sq</i>	



Item 2.













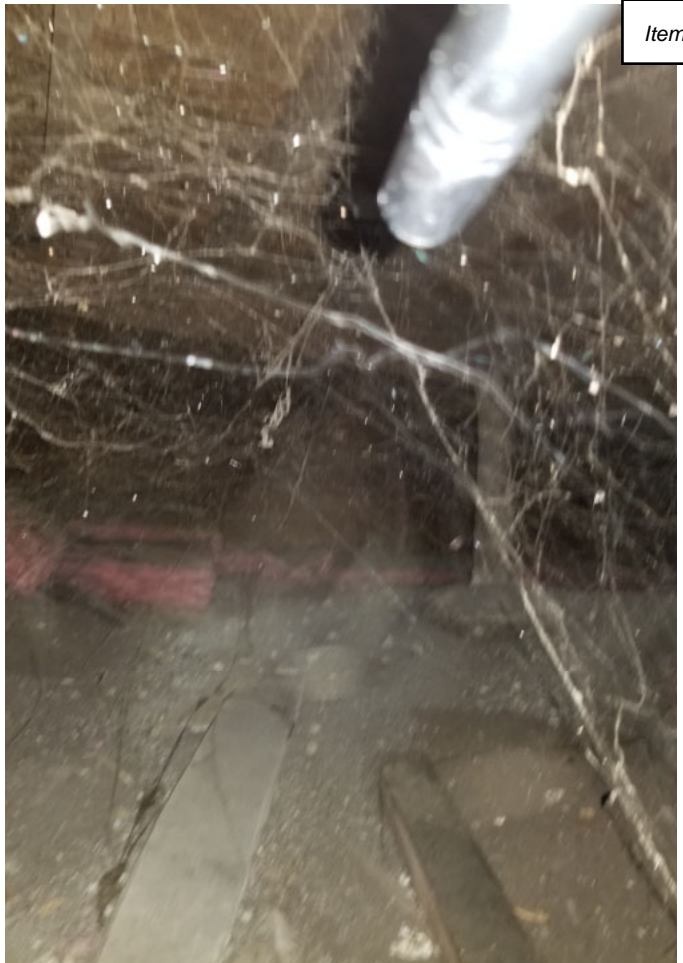
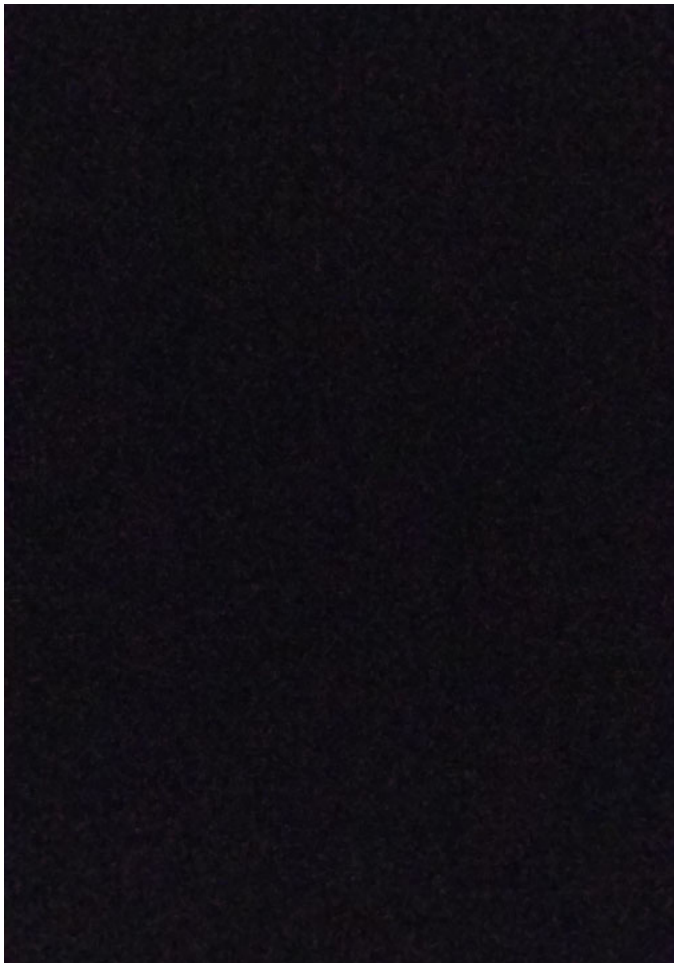










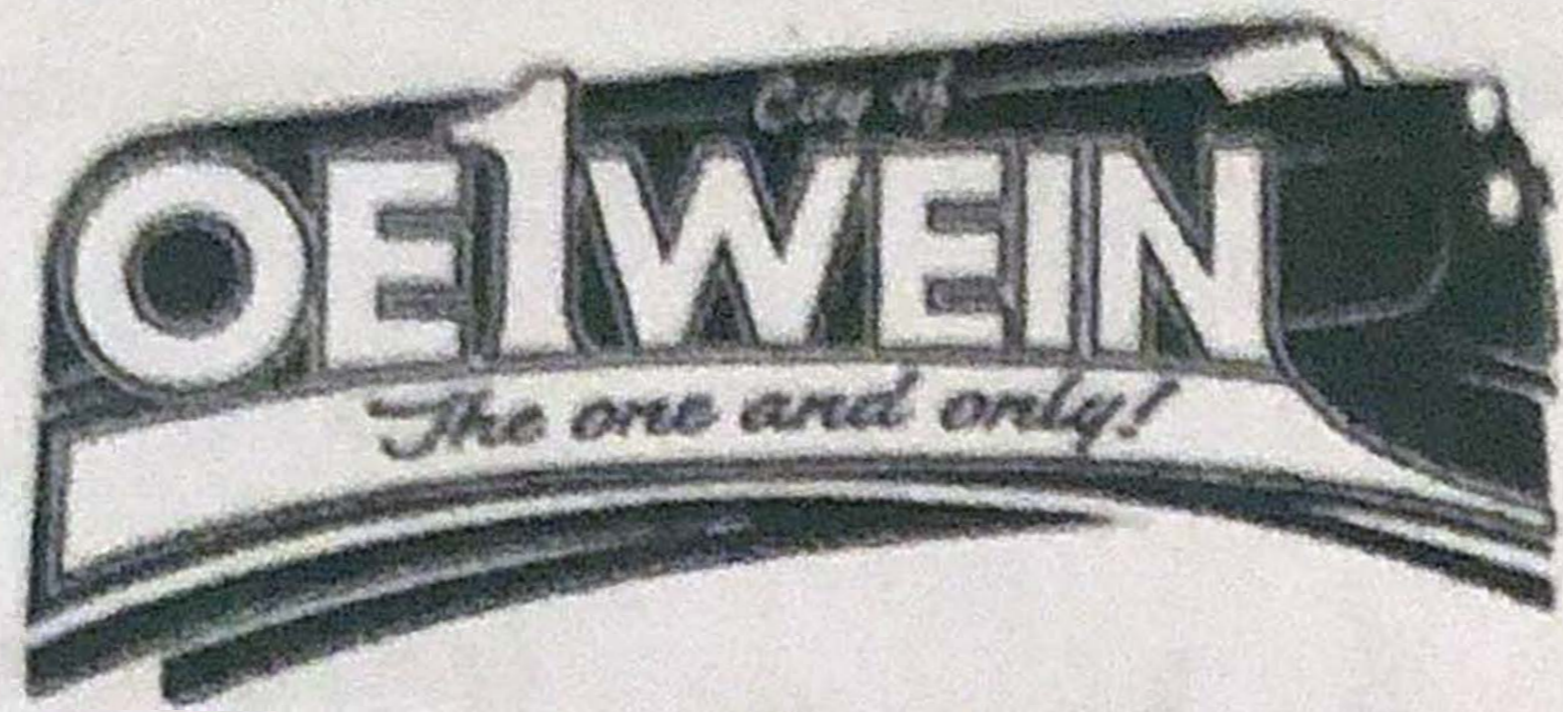












## DEMOLITION ASSISTANCE APPLICATION

Demolition cost assistance for up to 50 percent, with a limit not to exceed \$5,000 is available from the City of Oelwein through Neighborhood Revitalization Program Funds. Application deadlines are January 1, April 1, July 1 and October 1 annually. Along with the application, two demolition bids must be included for consideration. All qualified applications will be reviewed and prioritized by the Oelwein City Council. Reimbursement of funds will be awarded 30 days after demolition, once the final demolition invoice and proof of payment are provided and a successful inspection is completed by a Code Enforcement Officer.

A qualified applicant may apply for funding demolition to more than one qualified property. A qualified property may only receive a single award of program funds. Applications which are not funded may reapply.

### PROJECT INFORMATION

Address of Property to be Demolished: 412 1st Ave NE, Oelwein, IA

Applicant Name: Todd and Mary Bender

Owner Name: Todd and Mary Bender

Mailing Address: 416 1st Ave NE, Oelwein IA 50602

City, State, Zip:

Phone: 319-238-1417<sup>(M)</sup> or 319-238-2119<sup>(H)</sup>

E-mail Address: tdbender0413@gmail.com

Legal Description: Lots 88 + 89 BLK 13 Wings Add.

Application date: June 8, 2021

If qualified applicant has received Economic Development Neighborhood Revitalization Program funding for any other qualified property, for each property state the following:

Year awarded 2021

Project (address of property) 511 2nd Ave NE, Oelwein IA

Amount awarded \$3842.50

List last date the structure was continuously occupied

Unknown

List the last time this structure was served by utilities

Unknown

If Applicant is qualified as the purchaser pursuant to a valid offer to buy the qualified property, then attach a copy of offer to buy or other purchase contract document.

List partners and identify participation in the project (such as, financial, administrative, etc.):

Partner

Identify participation in project

(For Official Use Only)

Community Development Department Application Review

Application reviewed on: June 9, 2021

Application reviewed by: Jay Shekleton/Building Official

Comments: The dwelling located at 412 1st Ave NE has been vacant for an undetermined amount of time. This has been a nuisance property that was abandoned by the previous owner. The dwelling and accessory structure continue to deteriorate, are a public safety hazard and a blight to the neighborhood. The city aquired the property throught the 657A process. Benders have purchased the property from them City of Oelwein and paid the back taxes owed. Benders have agreed and are eager to demolish the dwelling and garage structure with the help from the City of Oelwein's demolition assistance program.

Bryan Construction Inc

1302 Outer Rd  
Oelwein, IA. 50662

Item 3.

# Estimate

DATE	ESTIMATE NO.
3/25/2021	2365

NAME / ADDRESS
Todd Bender 416 1st Ave. NE Oelwein, IA 50662

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Demolition House And Garage 412 1st Ave NE Oelwein  1. Cap Utilities As Required By City 2. Provide City Of Oelwein Building Permit 3. Remove Trees As Needed 4. Demolish House And Garage 5. Transport / Disposal Of House, Garage And Contents At Black Hawk County Landfill 6. Remove Foundations And Provide Clean Fill To Minimum 4' Depth 7. All Work To Be In Compliance With Governing Regulations 8. Tire Removal Fee Is \$20.00 Each ( Not Included ) 9. City may or may not require replacement of curb and gutter if driveway is removed. Cost of this work is not included.  Upon receipt of full payment, a paid invoice and scale tickets will be submitted to The City for your cost sharing reimbursement.		10,400.00	10,400.00
Proposal Valid For 30 Days		<b>TOTAL</b>	\$10,400.00

March 25, 2021

Todd & Mary Bender  
Oelwein, Iowa 50662

Re: House Demolition at 412 1<sup>st</sup> Ave. NE and 511 2<sup>nd</sup> Ave. NE

Todd & Mary Bender,

As requested, we are submitting a proposal for the demolition of the houses at 412 1<sup>st</sup> Ave. NE and 511 2<sup>nd</sup> Ave. NE in Oelwein, Iowa. Our Cost Proposal and detailed Scope of Work are as follows: # 7685

Scope of Work – Demolition

- City of Oelwein Demolition Permit
- Iowa One Call to locate utilities
- Disconnect of water and sewer services at property line per the City of Oelwein requirements
- Demolition of houses and garage at 412 1<sup>st</sup> Ave NE and house at 511 2<sup>nd</sup> Ave. NE
- Removal of building debris and landfill dumping fees
- Removal of all house concrete foundation walls, footings, and slabs
- Removal of private sidewalks and driveways
- Backfill of basement
- Regrade disturbed areas, 4” of topsoil, and fine grading
- Contractor Salvage Rights to materials and items left in building at time of demolition
- General Liability Insurance

Exclusions

- Disconnect of electrical and gas services (by Alliant Energy)
- Hazardous material (including asbestos) testing, removal, and disposal
- Removal and replacement of concrete curb
- Seeding and erosion control
- Tree removal

The asbestos containing slate siding at the 411 2<sup>nd</sup> Ave. NE house will need to be removed prior to demolition.

**Bid Proposal - \$18,685.00**

**Terms – Net 30 Days**

**If the house foundation walls and basement slab can be broken up and used for solid fill the revised cost is as follows:**

**Bid Proposal - \$17,585.00**

March 25, 2021

Todd & Mary Bender  
Oelwein, Iowa 50662

Re: House Demolition at 511 2<sup>nd</sup> Ave. NE

Todd & Mary Bender,

As requested, we are submitting a proposal for the demolition of the house at 511 2nd Ave. NE in Oelwein, Iowa. Our Cost Proposal and detailed Scope of Work are as follows:

Scope of Work – Demolition

- City of Oelwein Demolition Permit
- Iowa One Call to locate utilities
- Disconnect of water and sewer services at property line per the City of Oelwein requirements
- Demolition of houses at 511 2<sup>nd</sup> Ave. NE
- Removal of building debris and landfill dumping fees
- Removal of house concrete foundation walls, footings, and slabs per the City requirements
- Removal of private sidewalks and driveways
- Backfill of basement
- Regrade disturbed areas, 4” of topsoil, and fine grading
- Contractor Salvage Rights to materials and items left in building at time of demolition
- General Liability Insurance

Exclusions

- Disconnect of electrical and gas services (by Alliant Energy)
- Hazardous material (including asbestos) testing, removal, and disposal
- Removal and replacement of concrete curb
- Seeding and erosion control
- Tree removal

The asbestos containing slate siding at the 511 2<sup>nd</sup> Ave. NE house will need to be removed prior to demolition.

**Bid Proposal - \$7,685.00**

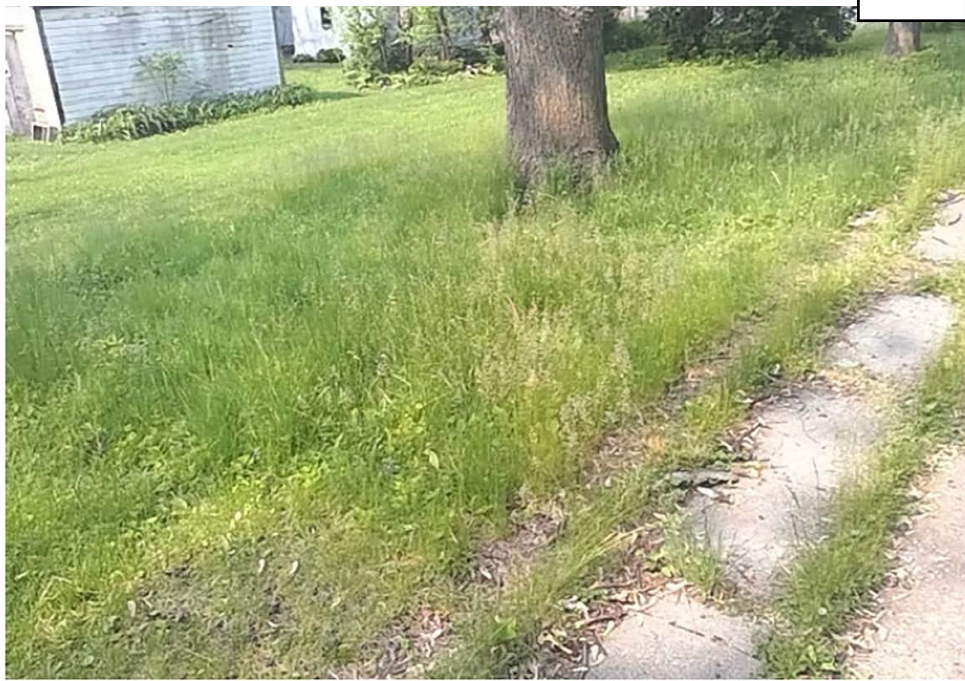
**The additional cost to remove and dispose of the asbestos slate siding is \$2,500.00**

All work to be completed per all State, Federal, and City requirements. Demolition work to be completed in (1) one mobilization.

If you have any questions, you can contact me at 563-543-7360 cell.

Respectfully submitted,  
Chad Lansing  
Lansing Brothers Construction















I, Deborah Fousek, don't have the funds to fix up the house, 15 5<sup>th</sup> Ave SW, up to code. So, I also don't have the funds to demolish the house. I would do a quick claim deed to the city.

Deborah Fousek







June 10, 2021

PFEED Board Members,

The property located at 15 5<sup>th</sup> Ave SW, has been offered by the owners to the city via quit claim deed. The owners of the property cannot afford to pay for repairs or demolition. We have taken houses in the past through legal process to demolish the blight in the neighborhoods and possibly make way for a potential new home. Acquiring the property would put the city in control of the property and the future of the property.

Part of the plan would be to take the property located at 15 5<sup>th</sup> Ave. SW, so it could be joined to the property to the south, which the city has acquired through the 657A Process. This property to the south is 17 5<sup>th</sup> Ave SW, which was an abandoned home. The city would find a local contractor or possible investor interested in rehabilitating the dwelling, give them both properties for the cost of deed transfer and attorney fees. The contractor would be required to demo the structures located at 15 5<sup>th</sup> Ave SW, utilizing demolition assistance from the city.

Taking the home located at the 15 5<sup>th</sup> Ave SW address would ensure the city would not have to deal with future code enforcement or abatements. By joining the parcel to the south and offering the home to a contractor or investor to be rehabbed, it would increase the value of the property. This could also provide a marketable home with a substantial sized lot and generate higher tax revenue for the city.

Jay Shekleton,  
Building Official