



Agenda

City Council Meeting
20 Second Avenue SW, Oelwein
6:00 PM

February 14, 2022
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Council Members: Karen Seeders, Tom Stewart, Matt Weber, Dave Garrigus, Dave Lenz

Pledge of Allegiance

Call to Order

Roll Call

Additions or Deletions

Citizens Public Comments - See Guidelines for Public Comments Below

Consent Agenda

- [1.](#) Consideration of a Motion to approve the January 24, 2022 minutes
- [2.](#) Consideration of a motion to renew the Class C Beer Permit for Dollar General.
- [3.](#) Consideration of a Motion to approve the Class E Liquor License for Hy-Vee Oelwein Dollar Fresh

Public Hearing

4. Public Hearing on Max Tax Levy for Fiscal Year 2023
5. Public Hearing on the Boundaries for Ward 1 for the City of Oelwein.

Ordinances

6. Consideration of a Motion to Suspend the Rules
- [7.](#) Consideration Ordinance Amending Chapter 2 Elections Section 2-5 Ward One of the Code of Ordinances of the City of Oelwein, Iowa - First and Final reading

Resolutions

- [8.](#) Consideration of a Resolution Adopting Fiscal Year 2023 Maximum Property Tax Dollars
- [9.](#) Resolution setting the date for sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2022 and authorizing the use of a preliminary official statement in connection therewith
- [10.](#) Consideration of a Resolution of a street closure for Odd Rod's

Motions

11. Consideration on a motion to set a Public Hearing for status of funded activities for the CDBG Water Main Replacement project on February 28, 2022 at 6:00 at the Oelwein Council Chambers.
- [12.](#) Consideration of a Motion approving an electric and pipeline easement with Alliant Energy.
- [13.](#) Consideration of a Motion to approve the Charles Street Viaduct Maintenance 2022 project to E&H Restoration, LLC in the amount of \$55,000.
- [14.](#) Consideration of a Motion of William's Center Application for Hotel/Motel Tax
- [15.](#) Consideration of a Motion on House Forfeiture at 632 5th Ave SW
- [16.](#) Consideration of a Motion Contracting Community Development Duties

Committee Reports

- [17.](#) Update from Stewart on Airport Board Meeting
- [18.](#) Report from Payne on January Library Board Meeting.

Council Updates

Mayor's Report

City Attorney's Report

City Administrator's Report

- [A.](#) City Administrator's Report

Adjournment

- [ii.](#) Additional Information
-

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



Minutes

City Council Meeting
20 Second Avenue SW, Oelwein
January 24, 2022 - 6:00 PM

Pledge of Allegiance

Call to Order

DeVore called the meeting to order at 6PM.

Roll Call Present: Payne (Electronically), Stewart, Weber, Garrigus
Also Present: DeVore, Mulfinger, Rigdon, Dillion
Absent: Seeders, Lenz

Additions or Deletions

A motion was made by Weber, seconded by Stewart to adopt the agenda as presented. All voted aye.

Motion carried.

Citizens Public Comments

Mike Leo, 3672 Otter Road, shared with council his concerns on 27 South Frederick and 33 South Frederick; referencing the timeline in order to be compliant.

Paul Schemmel, 25 South Frederick, stated the issues with 27 South Frederick are halting progress on his building.

Consent Agenda

1. Consideration of a Motion to approve the minutes from the January 10, 2022 Council meeting
2. Claims Resolution in the amount of \$679,453.61

A motion was made by Weber, seconded by Garrigus to adopt the consent agenda as presented.

Payne stated on item No. 14 of the January 10, 2022 minutes; the Firetruck was sold for \$1.00 to Oelwein Fire Fighters Foundation.

A motion was made by Weber, seconded by Garrigus to amend the addition to the minutes as presented by Payne. All voted aye.

Motion carried.

Public Hearing

3. Public Hearing on Proposal to Enter into an Essential Purpose Loan Agreement

DeVore opened the Public Hearing to Enter into an Essential Purpose Loan Agreement. No Oral or written comments were received. DeVore closed the Public Hearing.

4. Public Hearing on Proposal to Enter into an Aquatic Center Loan Agreement.

DeVore opened the Public Hearing to Enter into an Aquatic Center Loan Agreement. No Oral or written comments were received. DeVore closed the Public Hearing.

5. Public Hearing on Proposal to Enter into a Recreation Trails Loan Agreement.

DeVore opened the Public Hearing to Enter into a Recreation Trails Loan Agreement. No Oral or written comments were received. DeVore closed the Public Hearing.

6. Public Hearing on Proposal to Enter into a City Hall Loan Agreement.

DeVore opened the Public Hearing to Enter into a City Hall Loan Agreement. No Oral or written comments were received. DeVore closed the Public Hearing.

7. Public Hearing for CDBG-CV Plaza Improvement Project.

DeVore opened the Public Hearing. Diana Johnson of Upper Explorerland Regional Planning Commission read the following compliance document:

(a) how the need for the proposed activity or projects were identified;

The need for the CDBG-CV grant with the Iowa Economic Development Authority (IEDA) came from various planning sessions within the city. City leaders within the City of Oelwein have been wanting to create a safe space that would allow for an outdoor downtown social distancing interaction area for all people to share along with mitigation of a flood situation near the current plaza building and parking area.

(b) how the proposed activity or projects will be funded and the sources of funds;

The request from the IEDA will be \$449,485. If successfully funded, the remainder of the proposed activity will be funded from the City of Oelwein, for a total estimated project cost of \$749,142.

(c) the date the CDBG-CV application will be submitted;

The CDBG-CV application will be submitted on or before January 31, 2022 to the IEDA.

(d) requested amount of federal funds;

The requested amount is \$449,485.

(e) estimated portion of federal funds that will benefit persons of low and moderate income;

Per year 2015 low and moderate income (LMI) data from the Housing and Urban Development (HUD), Oelwein's LMI is 60.2%. Therefore, it can be expected that the same proportion of the funds will benefit that group of residents or a total of 3,563 persons.

(f) where the proposed activity or project will be conducted;

The project will be conducted within the city limits of Oelwein at 25 West Charles Street.

(g) plans to minimize displacement of persons and businesses as a result of funded activities or projects;

No businesses or persons will be displaced as a result of the proposed facility upgrades.

(h) plans to assist persons actually displaced, and;

No plans to displace any persons.

(i) the nature of the proposed activity or project.

Once the grant is awarded, the nature of the proposed project within the City of Oelwein is to obtain ownership of the plaza and complete demolition of the current building and adjacent parking lot area. It will then be replaced with greenspace, a kid's area, and a shade structure. Plans also include the construction of a 564 square foot concession/restroom building.

Johnson remarked on the community needs assessment. No further oral or written comments were received. DeVore closed the Public Hearing.

Resolutions

8. Consideration of a Resolution taking additional action on proposals to enter into General Obligation Loan Agreements and combining Loan Agreements.

A motion was made by Weber, seconded by Garrigus to adopt Resolution No. 5332-2022 to enter into General Obligation Loan Agreements and combining Loan Agreements.

Ayes: Payne (Electronically), Stewart, Weber, Garrigus

Nays: None

Motion Carried.

9. Consideration of a Resolution to approve the CDBG-CV grant application to the Iowa Economic Development Authority.

A motion was made by Weber, seconded by Stewart to adopt Resolution No. 5333-2022 approve the CDBG-CV grant application to the Iowa Economic Development Authority.

Ayes: Payne (Electronically), Stewart, Weber, Garrigus

Nays: None

Motion Carried.

10. Consideration of a Resolution to approve the Community Development and Housing Needs Assessment.

A motion was made by Weber, seconded by Stewart to adopt Resolution No. 5334-2022 approve the CDBG-CV grant application to the Iowa Economic Development Authority. Payne had multiple questions clarifying the document.

Ayes: Payne (Electronically), Stewart, Weber, Garrigus

Nays: None

Motion Carried.

Motions

11. Consideration of a Motion to approve the Duplication of Benefits Policy
A motion was made by Weber, seconded by Stewart to adopt the Duplication of Benefits Policy. All voted aye.
Motion Carried.
12. Consideration of a Motion to Take Ownership of the Plaza Community Center upon award of a CDBG-CV Grant.
A motion was by Weber, seconded by Payne to approve the permitting of Ownership of the Plaza Community Center upon award of a CDBG-CV Grant. All voted aye.
Motion Carried.
13. Consideration of a Motion to approve Pay Request Number 3 in the amount of \$103,144.00 to Summers' Enterprises, Inc.
A motion was made by Weber, seconded by Garrigus to approve Pay Request No. 3 to Summers' Enterprises, Inc. All voted aye.
Motion Carried.
14. Consideration of a Motion to approve Pay Request Number 4 in the amount of \$70,282.23 to Summers' Enterprises, Inc.
A motion was made by Weber, seconded by Garrigus to approve Pay Request No. 4 to Summers' Enterprises, Inc. All voted aye.
Motion Carried.
15. Consideration of a Motion to approve Pay Request Number 5 in the amount of \$60,559.51 to Summers' Enterprises, Inc.
A motion was made by Garrigus, seconded by Weber to approve Pay Request No. 5 to Summers' Enterprises, Inc. All voted aye.
Motion Carried.
16. Consideration of a motion to set a public hearing on the Proposed Property Tax Levy for February 14, 2022 at 6:00 P.M. at the Oelwein City Hall.
A motion was made by Weber, seconded by Garrigus to approve the proposed public hearing date of February 14th, 2022 at 6:00 P.M. at the Oelwein City Hall. All voted aye.
Motion Carried.
17. Consideration of a Motion to approve Fire Station Improvement Project.
A motion was made by Stewart, seconded by Garrigus to approve the Fire Station Improvement Project. 3 Aye, 1 Abstain (Weber).

Motion Carried.

Committee Reports

- 18. Report from Payne on Library Board Meeting

Full minutes can be found at <https://www.oelwein.lib.ia.us/about/library-board-minutes-1>

- 19. Report from Lenz on Park and Recreation Commission

Full minutes can be found at <http://www.cityofelwein.org/government/agendas-and-minutes.html>

Council Updates

Mayor's Report

Devore reported he had attended several meetings on behalf of the City.

City Attorney's Report

Dillion will contact the Attorney General office regarding the uninformed contract sales abuse.

City Administrator's Report

- A. City Administrator's Report

Adjournment

- 2. Additional Information

A motion was made by Weber, seconded by Stewart to adjourn at 6:48 PM. All voted aye.

Motion carried.

Brett DeVore, Mayor

ATTEST:

Dylan Mulfinger, City Administrator

I, Dylan Mulfinger, City Administrator in and for the City of Oelwein, Iowa do hereby certify that the above and foregoing is a true accounting of the Council Proceedings held January 24, 2022 and copy of said proceedings was furnished to the Register January 26, 2022.

Dylan Mulfinger, City Administrator



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS
DOLGENCORP, LLC	Dollar General Store #2328	(319) 283-4576

ADDRESS OF PREMISES	CITY	COUNTY	ZIP
236 1st Avenue Southeast	Oelwein	Fayette	50662

MAILING ADDRESS	CITY	STATE	ZIP
100 Mission Ridge	Goodlettsville	Tennessee	37072

Contact Person

NAME	PHONE	EMAIL
Caleb Barton	(615) 855-4000	tax-beerandwinelicense@dollargeneral.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
BC0029839	Class C Beer Permit	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Mar 1, 2022	Feb 28, 2023	

SUB-PERMITS

Class C Beer Permit, Class B Wine Permit



PRIVILEGES

Sunday Service

Status of Business

BUSINESS TYPE

Limited Liability Company

Ownership

- Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Jason Reiser	Nashville	Tennessee	37212	Non Member Manager	0.00	Yes
Steven Deckard	Mount Juliet	Tennessee	37122	Non Member Manager	0.00	Yes
Lawrence Gatta	Brentwood	Tennessee	37027	Non-Member Manager	0.00	Yes
Dollar General Corporation	Goodlettsville	Tennessee	37027	N/A	100.00	Yes
Christina Walden						

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

Item 2.

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE
DATE

OUTDOOR SERVICE EXPIRATION
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE
DATE

TEMP TRANSFER EXPIRATION
DATE



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS	
Hy-Vee, Inc.	Hy-Vee Oelwein Dollar Fresh	(515) 267-2949	
ADDRESS OF PREMISES	CITY	COUNTY	ZIP
1345 S. Frederick Ave.	Oelwein	Fayette	50662
MAILING ADDRESS	CITY	STATE	ZIP
5820 Westown Parkway	West Des Moines	Iowa	50266

Contact Person

NAME	PHONE	EMAIL
Kelly Palmer	(515) 267-2800	kpalmer@hy-vee.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LE0003424	Class E Liquor License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Apr 15, 2022	Apr 14, 2023	

SUB-PERMITS

Class E Liquor License, Class C Beer Permit, Class B Wine Permit



PRIVILEGES

Sunday Service

Status of Business

BUSINESS TYPE

Privately Held Corporation

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Andrew Schroeder	Johnston	Iowa	50131	AVP, Assistant Controller	0.00	Yes
Randy Edeker	Urbandale	Iowa	50322	CEO, President	0.00	Yes
Michael Jurgens	Des Moines	Iowa	50312	Vice President, Secretary	0.00	Yes
Morgan Beier						
Kelly Palmer						
Owen Turk						

Insurance Company Information



State of Iowa

Alcoholic Beverages Division

Item 3.

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

ORDINANCE NO. _____

ORDINANCE ESTABLISHING BOUNDARIES FOR WARD ONE OF THE CITY OF OELWEIN

BE IT ORDAINED by the City Council of the City of Oelwein, Iowa as follows:

Section 1. That the General Ordinances of the City of Oelwein adopted July 1, 2012, be amended by deleting language in Sections 2-5, and placing in their stead the following language:

Section 2-5. WARD ONE:

Ward or Precinct No. 1 shall include all that part of the City of Oelwein described as: Lying North of the Centerline of East Charles Street; and lying East of a line running northerly from the centerline of Iowa Highway 150, at its intersection with Charles Street, to the centerline of ~~Sixth~~ Seventh Street NE, thence running easterly along the centerline of Sixth Street NE to the centerline of First Avenue NE, thence running northerly along the centerline of First Avenue NE to the centerline of Nineth Street NE, thence running westerly to the centerline of Iowa Highway 150, thence northerly to the north city limit.

First reading	February 14, 2022
Second Reading	Waived
Third Reading	Waived

Passed and adopted by the City Council of the City of Oelwein, Iowa, this 14th day of February, 2022.

Brett DeVore, Mayor

Attest:

Dylan Mulfinger, City Administrator

Recorded February 15th, 2022.

Dylan Mulfinger, City Administrator

First and Final Reading on _____:
It was moved by _____ and seconded by _____
that the Ordinance as read be adopted, and upon roll
call there were:
AYES NAYS ABSENT ABSTAIN

Weber
Garrigus
Lenz
Stewart
Seeders
Payne

Resolution No. _____

Resolution to Approve the Fiscal Year 2023 Maximum Property Tax Dollars.

WHEREAS, the City Council of the City of Oelwein have considered the proposed FY2023 city maximum property tax dollars for the affected levy total, and

WHEREAS, a notice concerning the proposed city maximum property tax dollars was published as required and posted on city web site and/or primary social media accounts,

WHEREAS, a public hearing concerning the proposed city maximum property tax dollars was held on February 14, 2022 at 6:00 PM

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Oelwein that the maximum property tax dollars for the affected tax levies for FY2023 shall not exceed the following total:

Total maximum levy for affected property tax levies - \$2,559,613.

The Maximum Property Tax dollars requested in the total maximum levy for affected property tax levies for FY2023 does represent an increase of greater than 102% from the Maximum Property Tax dollars requested for FY 2022.

Brett DeVore, Mayor

Attest:

Dylan Mulfinger, City Administrator

Recorded February 14, 2022.

Dylan Mulfinger, City Administrator

It was moved by _____ and seconded by _____
That the Resolution as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Weber
Stewart
Garrigus
Payne
Seeders
Lenz

NOTICE OF PUBLIC HEARING - CITY OF OELWEIN - PROPOSED PROPERTY TAX LEVY
Fiscal Year July 1, 2022 - June 30, 2023

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

Meeting Date: 2/14/2022 **Meeting Time:** 06:00 PM **Meeting Location:** Oelwein City Hall 20 2nd Avenue SW Oelwein, IA

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Telephone Number
(319) 283-5440

City Website (if available)
cityofoelwein.org

	Current Year Certified Property Tax 2021 - 2022	Budget Year Effective Property Tax 2022 - 2023	Budget Year Proposed Maximum Property Tax 2022 - 2023	Annual % CHG
Regular Taxable Valuation	162,688,441	154,746,651	154,746,651	
Tax Levies:				
Regular General	1,317,776	1,317,776	1,253,448	
Contract for Use of Bridge			0	
Opr & Maint Publicly Owned Transit			0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.			0	
Opr & Maint of City-Owned Civic Center			0	
Planning a Sanitary Disposal Project			0	
Liability, Property & Self-Insurance Costs	142,000	142,000	176,000	
Support of Local Emer. Mgmt. Commission	14,618	14,618	21,883	
Emergency	43,926	43,926	41,782	
Police & Fire Retirement	185,000	185,000	220,000	
FICA & IPERS	194,000	194,000	233,000	
Other Employee Benefits	560,300	560,300	613,500	
Total Tax Levy	2,457,620	2,457,620	2,559,613	4.15
Tax Rate	15.10630	15.88157	16.54066	

Explanation of significant increases in the budget:
 The city continues to face higher health insurance premiums and liability insurance premiums. The city continues to face cost increases associated with retaining and recruiting top talent.

If applicable, the above notice also available online at:
<http://www.cityofoelwein.org/> <https://www.facebook.com/oelweiniowa> <https://oelwein.fun/> <https://www.oelwein.lib.ia.us/> <https://www.facebook.com/Oelweinpolice>
<https://www.oelweinpolice.org/> <https://www.facebook.com/oelweinpubliclibrary> <https://www.facebook.com/Williams-Wellness-Center-311296028160>

*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

**Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year

FISCAL YEAR JULY 1, 2022 - JUNE 30, 2023
 ADOPTION OF BUDGET AND CERTIFICATION OF CITY TAXES
 The City of: OELWEIN County Name: FAYETTE COUNTY

Item 8.

Adopted On: (entered upon adoption) Resolution: (entered upon adoption)

The below-signed certifies that the City Council, on the date stated above, lawfully approved the named resolution adopting a budget for next fiscal year, as summarized on this and the supporting pages.

		With Gas & Electric		Without Gas & Electric	
Regular	2a	154,746,651	2b	150,359,957	City Number: 33-316 Last Official Census: 5,920
DEBT SERVICE	3a	178,319,651	3b	173,932,957	
Ag Land	4a	618,158			

TAXES LEVIED

Purpose	Dollar Limit	ENTER FIRE DISTRICT RATE BELOW			Request with Utility Replacement	Property Taxes Levied		Rate
Regular General levy	8.10000			5	1,253,448	1,217,916	43	8.10000
Non-Voted Other Permissible Levies								
Contract for use of Bridge	0.67500			6		0	44	0.00000
Opr & Maint publicly owned Transit	0.95000			7		0	45	0.00000
Rent, Ins. Maint of Civic Center	Amt Nec			8		0	46	0.00000
Opr & Maint of City owned Civic Center	0.13500			9		0	47	0.00000
Planning a Sanitary Disposal Project	0.06750			10		0	48	0.00000
Aviation Authority (under sec.330A.15)	0.27000			11		0	49	0.00000
Levee Impr. fund in special charter city	0.06750			13		0	51	0.00000
Liability, property & self insurance costs	Amt Nec			14	156,000	151,578	52	1.00810
Support of a Local Emerg.Mgmt.Comm.	Amt Nec			462	21,883	21,262	465	0.14141
Voted Other Permissible Levies								
Instrumental/Vocal Music Groups	0.13500			15		0	53	0.00000
Memorial Building	0.81000			16		0	54	0.00000
Symphony Orchestra	0.13500			17		0	55	0.00000
Cultural & Scientific Facilities	0.27000			18		0	56	0.00000
County Bridge	As Voted			19		0	57	0.00000
Missi or Missouri River Bridge Const.	1.35000			20		0	58	0.00000
Aid to a Transit Company	0.03375			21		0	59	0.00000
Maintain Institution received by gift/devise	0.20500			22		0	60	0.00000
City Emergency Medical District	1.00000			463		0	466	0.00000
Support Public Library	0.27000			23		0	61	0.00000
Unified Law Enforcement	1.50000			24		0	62	0.00000
Total General Fund Regular Levies (5 thru 24)				25	1,431,331	1,390,756		
Ag Land	3.00375			26	1,857	1,857	63	3.00375
Total General Fund Tax Levies (25 + 26)				27	1,433,188	1,392,613		
Special Revenue Levies								
Emergency (if general fund at levy limit)	0.27000			28	41,782	40,597	64	0.27000
Police & Fire Retirement	Amt Nec			29	200,000	194,331		1.29244
FICA & IPERS (if general fund at levy limit)	Amt Nec			30	213,000	206,961		1.37644
Other Employee Benefits	Amt Nec			31	493,500	479,510		3.18908
Total Employee Benefit Levies (29,30,31)				32	906,500	880,802	65	5.85796
Sub Total Special Revenue Levies (28+32)				33	948,282	921,399		
As Req		With Gas & Elec Valuation	Without Gas & Elec Valuation					
SSMID 1		0	0	34		0	66	0.00000
SSMID 2		0	0	35		0	67	0.00000
SSMID 3		0	0	36		0	68	0.00000
SSMID 4		0	0	37		0	69	0.00000
SSMID 5		0	0	555		0	565	0.00000
SSMID 6		0	0	556		0	566	0.00000
SSMID 7		0	0	1177		0	1179	0.00000
SSMID 8		0	0	1185		0	1187	0.00000
Total Special Revenue Levies				39	948,282	921,399		
Debt Service Levy 76.10(6)	Amt Nec			40	454,681	443,496	70	2.54981
Capital Projects (Capital Improv. Reserve)	0.67500			41		0	71	0.00000
Total Property Taxes (27+39+40+41)				42	2,836,151	2,757,508	72	17.92728

(Signature)

(Date)

(County Auditor)

(Date)

MINUTES TO AUTHORIZE OFFICIAL STATEMENT AND SET DATE FOR SALE OF BONDS

421044-44

Oelwein, Iowa

February 14, 2022

The City Council of the City of Oelwein, Iowa, met on February 14, 2022, at 6 o'clock p.m., at the Oelwein Council Chambers, Oelwein, Iowa.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: _____

Absent: _____.

After due consideration and discussion, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

••••

At the conclusion of the meeting and, upon motion and vote, the City Council adjourned.

Mayor

Attest:

City Administrator

RESOLUTION NO. _____

Resolution setting the date for sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2022 and authorizing the use of a preliminary official statement in connection therewith

WHEREAS, the City of Oelwein (the “City”), in Fayette County, State of Iowa, previously issued its \$3,455,000 Urban Renewal General Obligation Certificates of Participation, Series 2014, dated May 1, 2014 (the “2014 Certificates”) a portion of which currently remain outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows as follows:

	Principal	Interest		Principal	Interest
<u>Year</u>	<u>Amount</u>	<u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2022	\$165,000	3.000%	2028	\$400,000	3.750%
2023	\$170,000	3.000%	2030	\$425,000	4.000%
2024	\$175,000	3.000%	2033	\$700,000	4.000%
2026	\$370,000	3.250%			

;and

WHEREAS, pursuant to the resolution (the “2014 Resolution”) authorizing the issuance of the 2014 Certificates, the City reserved the right to call the 2014 Certificates for optional early redemption on any date on or after June 1, 2022, subject to the provisions of the 2014 Resolution; and

WHEREAS, the City heretofore proposed to enter into a loan agreement (the “Essential Purpose Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$3,500,000 for the purpose of paying the costs, to that extent, of (1) constructing street, sanitary sewer system, storm water drainage, water system and sidewalk improvements; (2) acquiring and installing street lighting, signage and signalization improvements; (3) acquisition and demolition of dangerous, dilapidated and/or abandoned properties; (4) acquiring vehicles and equipment for the municipal fire department; and (5) current refunding the 2014 Certificates, and pursuant to law and duly published notice of the proposed action has held a hearing thereon on January 24, 2022; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Aquatic Center Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$275,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of paying the costs, to that extent, of undertaking improvements to the municipal aquatic center, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of January 24, 2022, no petition had been filed with the City asking that the question of entering into the Aquatic Center Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the “Recreation Trails Loan Agreement”) and to borrow money thereunder in a principal amount not to exceed \$275,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of paying the costs, to that extent, of undertaking improvements to municipal recreation trails, and in lieu of calling an election upon such proposal, has published notice of the proposed action and has held a hearing thereon, and as of January 24, 2022, no petition had been filed with the City asking that the question of entering into the Recreation Trails Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, the City also proposed to enter into a loan agreement (the “City Hall Loan Agreement” and together with the Essential Purpose Loan Agreement, the Aquatic Center Loan Agreement, and the Recreation Trails Loan Agreement, the “Loan Agreements”) and to borrow money thereunder in a principal amount not to exceed \$375,000 pursuant to the provisions of Section 384.24A of the Code of Iowa for the purpose of paying the costs, to that extent, of undertaking improvements to City Hall, and as of January 24, 2022, no petition had been filed with the City asking that the question of entering into the City Hall Loan Agreement be submitted to the registered voters of the City; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of the General Obligation Corporate Purpose and Refunding Bonds, Series 2022 (the “Bonds”) in evidence of the obligation of the City under the Loan Agreement, and it is now necessary to make provision for the approval of a preliminary official statement (the “P.O.S.”) and to authorize its use by Speer Financial, Inc., as municipal advisor (the “Municipal Advisor”) to the City; and

WHEREAS, pursuant to the provisions of Section 384.28 of the Code of Iowa, the City Council combined the Loan Agreements into a single loan agreement (the “Loan Agreement”);

WHEREAS, it is now necessary to set the date for the sale of the Bonds and to authorize the Municipal Advisor to carry out such sale;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Oelwein, Iowa, as follows:

Section 1. The City staff are hereby authorized to take such action as shall be deemed necessary and appropriate, with the assistance of the Municipal Advisor, to prepare the P.O.S. describing the Bonds and providing for the terms and conditions of their sale, and all action heretofore taken in this regard is hereby ratified and approved.

Section 2. The use by the Municipal Advisor of the P.O.S. relating to the Bonds in substantially the form as has been presented to and considered by the City is hereby approved, and the Municipal Advisor is hereby authorized to prepare and use a final Official Statement for the Bonds substantially in the form of the P.O.S. but with such changes therein as are required to conform the same to the terms of the Bonds and the resolution, when adopted, providing for the sale and issuance of the Bonds, and the City Administrator and Mayor are hereby authorized and directed to execute a final Official Statement for the Bonds, if requested. The P.O.S. as of its date is deemed final by the City within the meaning of Rule 15(c)(2)-12 of the Securities and Exchange Commission.

Section 4. Sealed bids for the purchase of the Bonds shall be received and canvassed on behalf of the City until 11:00 a.m. on February 28, 2022, at the Office of the City Administrator at City Hall, in the City, and the City Council shall meet on the same date at 6:00 o'clock p.m., at the City Hall, Oelwein, Iowa, for the purpose of considering such bids received and considering and passing a resolution providing for the award of the Bonds, and the Municipal Advisor is hereby authorized and directed to disseminate the notice of said sale, in compliance with the Internal Revenue Service regulations governing "Issue Price" determinations, such notice to minimally contain information regarding Establishment of Issue Price set forth in the "Terms of Offering" attached to the P.O.S. and to be in such form as the Municipal Advisor may deem to be appropriate.

Section 5. Pursuant to Section 75.14 of the Code of Iowa, the City Council hereby authorizes the Municipal Advisor to use electronic bidding procedures for the sale of the Bonds through Speer Auction®, and hereby finds and determines that the Speer Auction® competitive bidding system will provide reasonable security and maintain the integrity of the competitive bidding process and will facilitate the delivery of bids by interested parties under the circumstances of this bond sale.

Section 6. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 14, 2022.

Mayor

Attest:

City Administrator

ATTESTATION CERTIFICATE

STATE OF IOWA
FAYETTE COUNTY
CITY OF OELWEIN

SS:

I, the undersigned, City Administrator of the City of Oelwein, do hereby certify that attached hereto is a true and correct copy of all of the proceedings of the City Council relating to fixing a date for the sale of the General Obligation Corporate Purpose and Refunding Bonds, Series 2022 and approving a preliminary official statement for the sale of the Bonds, as referred to therein.

WITNESS MY HAND this 15 day of February, 2022.

City Administrator

February 8, 2022

Via Email

Dylan Mulfinger
City Administrator/City Hall
Oelwein, Iowa

Re: General Obligation Corporate Purpose and Refunding Bonds, Series 2022
Our File No. 421044-44

Dear Dylan:

We have prepared and attach the necessary proceedings setting the date for the sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2022 (the “Bonds”) and authorizing the use of a preliminary official statement (the “P.O.S.”) in connection therewith.

The proceedings attached include the following items:

1. Minutes of the meeting, followed by the resolution authorizing the use of a preliminary official statement in connection with the marketing of Bonds and setting February 28th as the date for the sale of Bonds.
2. Attestation Certificate with respect to the validity of the transcript.

Prior to the adoption of the resolution, you and the City Council should review the proposed P.O.S., which Speer Financial, Inc. is preparing, carefully for accuracy and to ensure that there are no important facts being left out of the document that might bear on potential risks to bond holders. It should be noted that, while we will review and comment on the portions of the document that are pertinent to our role as bond counsel, we have not been engaged as disclosure counsel and we will not engage in a full due diligence process to investigate the accuracy of financial data or any bond holder risks that are unknown to us, nor will we be providing any legal opinions with respect to the documents offering the Bonds for sale. **We are available to do this additional work as the City’s disclosure counsel if requested.**

As soon as possible after the City Council meeting, please return one fully executed copy of all of the completed pages in these proceedings. If you have any questions, please contact Erin Regan, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Kaylonna McKee
Speer Financial, Inc.
Diana VanVleet

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING TEMPORARY CLOSURE OF PUBLIC WAYS OR GROUNDS FOR OELWEIN ODD RODS

WHEREAS, Iowa Code Section 364. 12 (2) states that " a city shall keep all public grounds, streets, sidewalks, alleys, bridges, culverts, overpasses, underpasses, grade crossing separations and approaches, public ways, squares, and commons open, in repair, and free from nuisance, with the following exceptions "; and

WHEREAS, Iowa Code Section 364. 12 (2) (a) states that "Public ways and grounds may be temporarily closed by resolution "; and

WHEREAS, Oelwein Odd Rods have requested temporarily closure of streets and parks for the following events, locations and times:

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oelwein, Iowa that

Event	Location of Street Closures	Date & Time
Odd Rod	10 Block of North and South Frederick	May 19, 2022 5:00 P.M. – 10:00 P.M. June 16, 2022 5:00 P.M. – 10:00 P.M. July 21, 2022 5:00 P.M. – 10:00 P.M. August 18, 2022 5:00 P.M. – 10:00 P.M. September 15, 2021 5:00 P.M.-10:00 P.M.
Car Show	North Side Oelwein City Park	July 2, 2021 6:30 A.M. – 5:00 P.M.
Rain Date	10 Block of North and South Frederick	The following Friday of each event will be reserved as a Rain Date

Oelwein Odd Rod organizers are authorized to temporarily close the aforementioned requested streets and park.

Passed and approved this 14th day of February, 2022

Brett DeVore, Mayor

It was moved by _____ and seconded by _____ that the Resolution as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Attest:

Weber
Stewart
Garrigus
Seeders
Payne
Lenz

Dylan Mulfinger, City Administrator

Recorded February 15, 2022.

Dylan Mulfinger, City Administrator

Prepared By: Rick Kullander - Interstate Power and Light Company – PO Box 351 - Cedar Rapids, IA 52406-9949 (319) 786-8167
 Return To: Rick Kullander - Interstate Power and Light Company – PO Box 351 - Cedar Rapids, IA 52406-9949 (319) 786-8167

SPACE ABOVE THIS LINE FOR RECORDER

ELECTRIC AND PIPELINE EASEMENT

For and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, **City Of Oelwein, an Iowa municipal corporation**, Grantor(s)), **ADDRESS City Hall 20 2nd Ave. SW, Oelwein, IA 50662** do(es) hereby warrant and convey unto Interstate Power and Light Company, an Iowa Corporation, its successor and assigns, ("Grantee"), a perpetual easement with the right, privilege and authority to construct, reconstruct, maintain, expand, operate, repair, patrol and remove an electric and telecommunications line or lines, consisting of wires, poles, transformers, switches and other necessary fixtures, appurtenances, and equipment (collectively, the "Line" or "Lines"), for transmitting electricity, communications and all corporate purposes of Grantee; a pipeline or lines (the "Pipeline" or "Pipelines") for the transportation of gas, steam and other substances, consisting of necessary fixtures, equipment and appurtenances used or useful for such purposes, together with the power to extend to any other party the right to use, jointly with the Grantee and pursuant to the provisions hereof, upon, under, over, across and along the following described lands located in the County of FAYETTE, and the State of Iowa:

See Exhibit A – Legal Description (Page 3)

together with all the rights and privileges for the full enjoyment or use thereof for the aforesaid purpose.

Wires constructed pursuant to this easement grant shall be governed as required by the National Electrical Safety Code. Pipeline(s) constructed as prescribed by rules governing same and all applicable statutes of the State of Iowa. Grantee shall have the exclusive right to the space occupied by said wires and pipeline(s) and such space as is reasonably necessary to provide reasonably safe isolation of the wires and pipeline(s) from contact by any persons or objects all as determined by Grantee in its sole and absolute discretion. Any use made by the Grantor or any other person of the surface of subsurface beneath the wires or over the pipeline(s) shall not encroach upon the space as to which exclusive rights are granted to the Grantee. The Grantor agrees not to place, or allow to be placed on the right-of-way as described within this easement, any buildings, structures, or objects of any kind beneath said wires or over said pipeline(s) excepting a driveway.

The Grantee is also granted the right to cut or remove, from time to time, from said premises, or the premises owned by the Grantor adjoining the same on either side, any trees, limbs of trees, brush or other obstructions, including buildings or improvements, which interfere with constructing, reconstructing, maintaining, expanding, operating, repairing or the use of, or which in falling might touch the Line or Lines.

The Grantor(s) also grants to the Grantee the right of ingress to and egress from the Facility, or pipeline(s), over/under lands now owned by the Grantor(s), for the purpose of constructing, reconstructing, maintaining, expanding, operating, patrolling, repairing and removing said Line or Lines, or Pipeline or Pipelines, and the Grantee agrees to pay to the Grantor or his tenants all damages done to the lands including terraces, crops, field tiles, fences, equipment or livestock of the Grantor or his tenants, by the Grantee or its employees while constructing, reconstructing, maintaining, expanding, operating, patrolling, repairing or removing the Line or Lines, or Pipeline or Pipelines. If the parties do not agree as to the exact dollar figure of said damage, such damages shall be determined by the Township Trustees acting as a Board of Arbitration in said matter.

The Grantee shall have the right of necessary access over and across the property of the Grantor to locate, layout, or perform other preliminary and preparatory operations before actual construction of the Line or Lines, or Pipeline or Pipelines is commenced.

This agreement shall be binding upon the parties hereto, their heirs, successors, or assigns, and continue so long as Grantee or its successors and assigns shall desire.

Signed this _____ day of _____, 2022.

GRANTOR(S)
City Of Oelwein

By: _____
Dylan Mulfinger, City administrator

ALL PURPOSE ACKNOWLEDGMENT

STATE OF _____)

COUNTY OF _____) ss:

On this _____ day of _____, AD. 2022,
before me, the undersigned, a Notary Public in and for said State,
personally appeared

_____ Dylan Mulfinger

_____ to me personally known

or _____ provided to me on the basis of satisfactory
evidence

to be the persons(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the
same in his/her/their authorized capacity(ies), and that by
his/her/their signature(s) on the instrument the person(s), or the
entity upon behalf of which the person(s) acted, executed the
instrument.

NOTARY SEAL _____
(Sign in Ink)

(Print/type name)

Notary Public in and for the State of _____

My Commission Expires: _____

CAPACITY CLAIMED BY SIGNER

_____ INDIVIDUAL
_____ CORPORATE
Title(s) of Corporate Officers(s):

_____ N/A
_____ Corporate Seal is affixed
_____ No Corporate Seal procured

_____ PARTNER(s)
_____ Limited Partnership
_____ General Partnership

_____ ATTORNEY-IN-FACT
_____ EXECUTOR(s),
_____ ADMINISTRATOR(s),
_____ or TRUSTEE(s):
_____ GUARDIAN(s)
_____ or CONSERVATOR(s)
_____ OTHER

SIGNER IS REPRESENTING:
List name(s) of persons(s) or entity(ies):

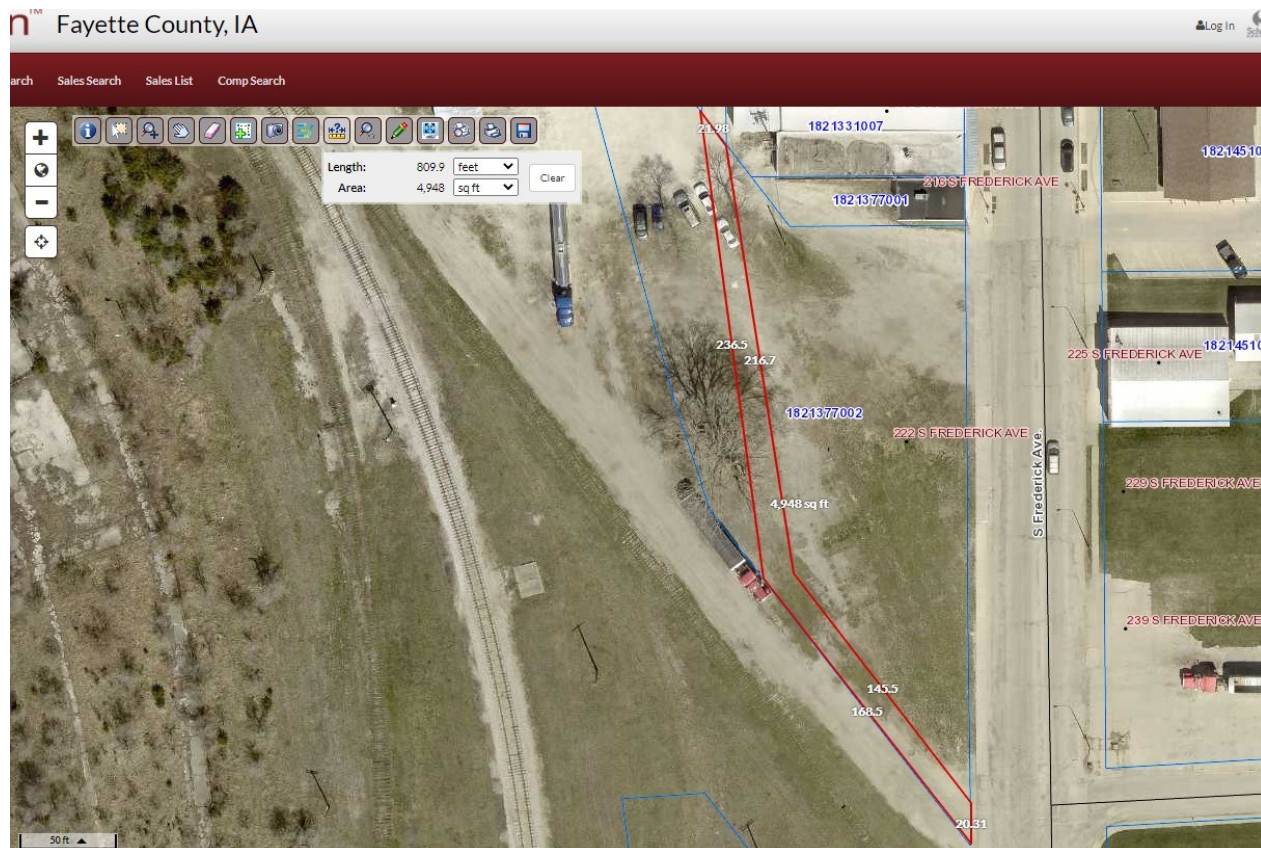
_____ City Of Oelwein
_____ Dylan Mulfinger

Exhibit A – Legal Description

The easement area being: 10' either side of centerline of facilities as built on the following parcel:

THAT PART OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 91 NORTH, RANGE 9 WEST OF THE FIFTH P.M., INCLUDING PART OF LOT 1, BLOCK 1, BENNETT'S ADDITION TO OELWEIN AND LOTS 6 AND 7, PART OF LOTS 5, 8, 9, AND 10, BLOCK 4, OELWEIN'S FIRST ADDITION TO OELWEIN, PER SURVEY OF HAROLDD. BLESSING RECORDED IN SURVEY BOOK 4 PAGE 222-224, FAYETTE COUNTY, IOWA.

Diagram of the approximate location of the easement area:



PROJECT UPDATE

February 9, 2022

Charles Street Viaduct Maintenance 2022

Origin Design (formerly IIW) Contact: Nate Miller
Email: Nate.Miller@origindesign.com



Recommendation for Award

Background

An inspection conducted in 2021 identified the need to remove loose material from the inside of the viaduct and the west end of the viaduct in order to prevent the material from potentially falling on vehicles. Coordination with the railroad indicated the contractor who works on the viaduct needs to meet specific insurance and training requirements. The railroad also provided the names of contractors who have worked on similar projects in the past. A budget was established, and the minimum maintenance effort required at this time was identified. The project has a requirement to maintain pedestrian traffic during construction while detouring vehicular traffic.



Since this is maintenance work, Iowa Law does not require public bidding, but allows negotiation with a contractor to establish prices and complete the work. The City could choose to bid this contract, but this would cost the City additional engineering fees and since only one bid was received last time there is nothing to indicate the results would be different this time.

E&H Restoration, LLC qualifications

Origin Design has previously worked with E&H Restoration (E&H) on numerous projects and is aware of their qualifications with regard to concrete restoration and work. E&H has the necessary insurance and railroad safety training required by the railroad. Additional qualification information can be found at their website at [Home - E & H Restoration, LLC. \(ehrestoration.com\)](http://ehrestoration.com).

Recommendation

Origin Design recommends awarding the contract for the Charles Street Viaduct Maintenance 2022 project to E&H Restoration, LLC in the amount of \$55,000. E&H was the low bidder for bridge restoration work as recently bid through the Iowa Department of Transportation for the historic limestone arch bridge in Elkader. The prices negotiated are the same or lower than the prices bid as part of the Charles Street Viaduct Hazard Mitigation 2021 project that the council rejected. E&H has the workforce, qualifications, and availability to properly conduct the structure maintenance. Plans and specifications for completing the work are attached. The contractor anticipates they could be on-site in the March/April timeframe, and a May 1, 2022 completion date has been established.

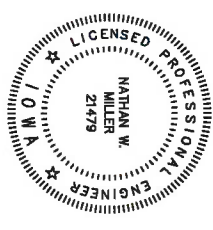
CHARLES STREET VIADUCT MAINTENANCE 2022 OELWEIN, IOWA 50662

(IOWA NORTHERN
BR. 351.31) OELWEIN
SUBDIVISION

origin
design
WORKING ON TOMORROW.

800 556-4491
origindesign.com

PROFESSIONAL SEALS



LICENSED PROFESSIONAL ENGINEER
NATHAN W. MILLER
21479
IOWA

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

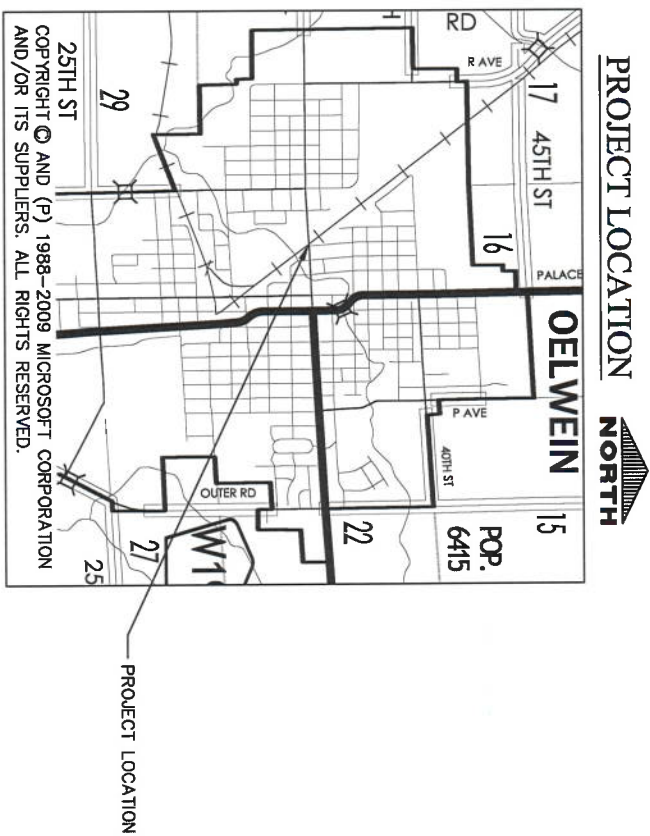
FOR ORIGIN DESIGN CO.
Nathan W. Miller
NATHAN W. MILLER
DATE: 02-08-2022
LICENSE # 21479
RENEWAL DATE: 12/31/2022

PAGES OR SHEETS COVERED BY THIS CERTIFICATION:
INDEX THIS SHEET

CONTACT

NATHAN MILLER
ORIGIN DESIGN CO.
137 MAIN STREET
DUBUQUE, IA 52001
V: (563)556-2464
F: (563)556-7811
E: nate.miller@origindesign.com

PROJECT LOCATION



PROJECT INFORMATION

UTILITY NOTE:
THE LOCATIONS OF THE EXISTING UTILITIES SHOWN ARE APPROXIMATE ONLY. THE UTILITIES PRESENT MAY NOT EXIST AS SHOWN. ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN MAY BE PRESENT. IT SHALL BE THE RESPONSIBILITY OF ANYONE USING THIS DOCUMENT TO ASCERTAIN THE EXACT LOCATION, SIZE, TYPE, MATERIAL, AND ELEVATION OF ALL UTILITIES THAT MAY BE PRESENT.

UTILITY PROVIDERS:

WATER & SEWER:
NAME: VC KANE
PHONE NUMBER: (319) 283-1197
NAME: WILLIAM MAGEE
PHONE NUMBER: (319) 888-7063
NAME: JACOB STELL
PHONE NUMBER: (319) 238-6625

**IOWA NORTHERN RAILWAY COMPANY
TRANSCO RAILWAY PRODUCTS**

SHEET INDEX

SHEET #	SHEET TITLE
GENERAL	TITLE SHEET
G.01	LEGEND & ABBREVIATIONS
G.02	GENERAL NOTES
G.03	TRAFFIC CONTROL
G.04	TRAFFIC CONTROL
G.05	TRAFFIC CONTROL
REMOVALS	
S.01	REMOVAL DETAILS
S.02	REMOVAL DETAILS
S.03	REMOVAL DETAILS

TITLE SHEET

CHARLES STREET VIADUCT
MAINTENANCE 2022
OELWEIN, IOWA 50662

P:\21\135\DRAWINGS\CIVIL\ZZ G SHEETS.DWG 1/28/2022 8:12 AM MATTHEW WEIMERSKIRCH

Project Description

Rev	Description	Date	By

Drawing Issue Information

Project Mgr: NWM
Issued For Bidding: N/A
Drawn By: MDW
Issued For Construction: 01/28/2022

Sheet No:

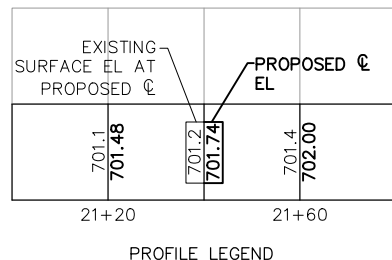
G.01

Project No: 21135

IOWA
ONE CALL
SM
1 (800) 292 - 8989

ABBREVIATIONS

Δ	CENTRAL ANGLE	FD	FLOOR DRAIN	R	RADIUS
A/C	AIR CONDITIONING(ER)	FDN	FOUNDATION	R&R	REMOVE & REPLACE
AC	ACRES	F.E.	FIELD ENTRANCE	R&S	REMOVE & SALVAGE
A.F.F.	ABOVE FINISHED FLOOR	FES	FLARED END SECTION	RCB	REINFORCED CONCRETE BOX
AGG	AGGREGATE	F-F	FACE TO FACE	RCAP	REINFORCED CONCRETE ARCH PIPE
AOH	ARROW ON HYDRANT	FFE	FINISH FLOOR ELEVATION	RCP	REINFORCED CONCRETE PIPE
ARCH	ARCHITECTURAL	FG	FORM GRADE	RD	ROAD
ASPH	ASPHALT	FIN GR	FINISHED GRADE	REBAR	REINFORCING BAR
AVG	AVERAGE	FL	FLOWLINE	REF	REFERENCE
		FLG	FLANGE	REINF	REINFORCING/REINFORCED
		FLR	FLOOR	REV	REVISION
B-B	B/C - B/C	FM	FORCE MAIN	RIM	RIM ELEVATION
B/C, BOC	BACK OF CURB	FND	FOUND	ROW	RIGHT OF WAY
B/DITCH	BOTTOM OF DITCH	FT	FOOT/FEET	RP	RADIUS POINT
BFP	BACKFLOW PREVENTOR	FTG	FOOTING	RS	RESILIENT SEAT
B/L	BASE LINE	FUT	FUTURE	RT	RIGHT
B/S	BOTTOM OF SLOPE	FV	FIELD VERIFY		
BLDG	BUILDING			S	SOUTH
B.M.	BENCH MARK	G	GUTTER	S=	SUPERELEVATION
BOP	BEGINNING OF PROJECT	GC	GENERAL CONTRACTOR	SAN	SANITARY
BOT	BOTTOM	GALV	GALVANIZED	SANS	SANITARY SEWER
BMT	BASEMENT	GND	GROUND	SB	SOIL BORING
BV	BUTTERFLY VALVE	GRAN	GRANULAR	SCH	SCHEDULE
		GRD	GRADE	SD	SUB DRAIN
		GV	GATE VALVE	SEC	SECTION
				SE'LY	SOUTHEASTERLY
C&G	CURB AND GUTTER	HMA	HOT MIX ASPHALT	SF	SQUARE FOOT
CATV	CABLE TELEVISION	HORIZ	HORIZONTAL	S.F.D.	STEP FOOTING DOWN
CB	CATCH BASIN	HPT	HIGH POINT	SHT	SHEET
C-C	CENTER TO CENTER	HSD	HEADLIGHT STOPPING DISTANCE	SIG.	SIGNAL
CF	CUBIC FEET	HYD	HYDRANT	SIM.	SIMILAR
CH	CHORD			S'LY	SOUTHERLY
CH BRG	CHORD BEARING	ID	INSIDE DIA/INSIDE DIM	SOG	SLAB ON GRADE
CIP	CAST IRON PIPE	IE	INVERT ELEVATION	SPEC	SPECIFICATION
C-I-P	CAST-IN-PLACE	IMP	IMPROVEMENTS	SS	STAINLESS STEEL
CISP	CAST IRON SOIL PIPE	IN	INCHES	SSD	STOPPING SIGHT DISTANCE
CJ	CONTROL JOINT	INV	INVERT	ST	STREET
☉ OR CL	CENTERLINE	IP	IRON PIPE	STA	STATION
CLR	CLEAR			STD	STANDARD
CMP	CORRUGATED METAL PIPE	JB	JUNCTION BOX	STL	STEEL
CMU	CONCRETE MASONRY UNIT	JT	JOINT/JOINT LENGTH	STM	STORM
CO	CLEAN OUT			STMS	STORM SEWER
COL	COLUMN	K	RATE OF VERT CURVATURE	SW'LY	SOUTHWESTERLY
COMP	COMPACTED			SY	SQUARE YARD
CONC	CONCRETE	L	LENGTH OF CURVE	T	TANGENT LENGTH
CONN	CONNECTION	LAT	LATERAL	T/B	TOP OF BANK
CONST	CONSTRUCTION	LF	LINEAL FOOT	T/DITCH	TOP OF DITCH
CONT	CONTINUOUS	LONG	LONGITUDINAL	T/C, TC	TOP OF CURB
COR	CORNER	LP	LIGHT POLE	T/GRAY	TOP OF GRAVEL
CP	CONTROL POINT	LPT	LOW POINT	T/WALL	TOP OF WALL
CPE	CORRUGATED POLYETHYLENE PIPE	LT	LEFT	T/P, TP	TOP OF PAVEMENT
CRST	CRUSHED STONE			T/S	TOP OF SLOPE
CSP	CORRUGATED STEEL PIPE	MAX	MAXIMUM	T/SUB	TOP OF SUBGRADE
CTRD	CENTERED	ME	MATCH EXISTING	T/W, TW	TOP OF WALK
CTR	CENTER	MH	MANHOLE	T/WM	TOP OF WATER MAIN
CULT	CULTIVATED	MIN	MINIMUM	T & B	TOP AND BOTTOM
CV	CHECK VALVE	MISC	MISCELLANEOUS	T.O.B.	TOP OF BEAM
CY	CUBIC YARD	MON	MONUMENT	T.O.B.L.	TOP OF BRICK LEDGE
		MP	MILE POST	T.O.C.	TOP OF CONCRETE
				T.O.E.F.	TOP OF EXISTING FOOTING
D	DEGREE OF CURVE	N	NORTH	T.O.F.	TOP OF FOOTING
DIA (φ)	DIAMETER	N/A	NOT APPLICABLE	T.O.M.	TOP OF MASONRY
DIP	DUCTILE IRON PIPE	NE'LY	NORTHEASTERLY	T.O.P.	TOP OF PIER
DN	DOWN	N'LY	NORTHERLY	T.O.S.	TOP OF STEEL
DRWY	DRIVEWAY	NO/#	NUMBER	TCE	TEMP CONSTRUCTION EASEMENT
DS	DOWNSPOUT	NIC	NOT IN CONTRACT	TEL	TELEPHONE
DWG(S)	DRAWING(S)	NTS	NOT TO SCALE	TEMP	TEMPORARY
DWL(S)	DOWEL(S)	NW'LY	NORTHWESTERLY	THK	THICK / THICKNESS
				TWP	TOWNSHIP
E	EAST	OC	ON CENTER	TYP	TYPICAL
E'LY	EASTERLY	OD	OUTSIDE DIAMETER		
EA	EACH			U	UTILITY
EJ	EXPANSION JOINT			UAC	USE AS CONSTRUCTED
EL	ELEVATION	PC	POINT OF CURVE	UE	UTILITY EASEMENT
ELEC	ELECTRICAL	PERF	PERFORATED	UL	UNDERWRITERS LABORATORIES, INC.
ELEV	ELEVATOR	PI	POINT OF INTERSECTION	ULFM	UNDERWRITERS LABORATORIES FACTORY MUTUAL
EMBED	EMBEDMENT	P/L	PROPERTY LINE	UNO	UNLESS NOTED OTHERWISE
ENGR	ENGINEER	PM	PRINCIPAL MERIDIAN		
ENTR	ENTRANCE	POB	POINT OF BEGINNING	VAR	VARIES
EOP	END OF PROJECT	POC	POINT OF CURVE	VC	VERTICAL CURVE
EOR	END OF RADIUS	POT	POINT OF TANGENT	VCP	VITRIFIED CLAY PIPE
E/P	EDGE OF PAVEMENT	PRC	POINT OF REVERSE CURVE	VER	VERIFY
EQ	EQUAL	PRELIM	PRELIMINARY	VERT	VERTICAL
E/S	EDGE OF SHOULDER	PROP	PROPOSED	VOL	VOLUME
ESMT	EASEMENT	PRV	PRESSURE REDUCING VALVE	VPC	VERT POINT OF CURVE
EST	ESTIMATE	PT	POINT OF TANGENCY	VPI	VERT POINT OF INTERSECTION
EX	EXISTING	PVC	POLYVINYL CHLORIDE	VPT	VERT POINT OF TANGENCY
EXC	EXCAVATE/EXCAVATION	PVMT	PAVEMENT		
EXP	EXPANSION	QTY	QUANTITY	W	WEST
EXT	EXTERIOR			W/	WESTERLY
EXTD	EXTEND			W'LY	WATER MAIN
EW	EACH WAY			WM	WITHOUT
				W/O	WITHOUT WORKING POINT
				W.P.	WORKING POINT
				WD	WOOD
				WSO	WATER SHUT OFF
				WV	WATER VALVE
				WWF	WELDED WIRE FABRIC
				YD	YARD



LEGEND

EXISTING	PROPOSED	EXISTING	PROPOSED
---	---	☒	CATCH BASIN
- - - - -	- - - - -	☉	AREA INTAKE
---	---	⊙	STORM MANHOLE
---	---	⊙	SANITARY MANHOLE
---	---	⊙	UTILITY MANHOLE
---	---	⊙	WATER VALVE MANHOLE
---	---	⊙	FIRE HYDRANT
---	---	⊙	WATER SHUT OFF
---	---	⊙	WATER VALVE
---	---	⊙	YARD HYDRANT
---	---	⊙	GAS VALVE
---	---	⊙	SIGN
---	---	⊙	UTILITY POLE
---	---	⊙	UTILITY POLE WITH LIGHT
---	---	⊙	TRAFFIC SIGNAL POLE
---	---	⊙	GUY ANCHOR
---	---	⊙	LIGHT POLE
---	---	⊙	UTILITY PEDESTAL
---	---	⊙	WELL
---	---	⊙	MAILBOX
---	---	⊙	WATER LEVEL
---	---	⊙	BOLLARD
---	---	⊙	SOIL BORING
---	---	⊙	POST INDICATOR VALVE
---	---	⊙	DECIDUOUS TREE W/ TRUNK DIA.
---	---	⊙	CONIFEROUS TREE W/ TRUNK DIA.
---	---	⊙	SHRUB OR BUSH

EROSION CONTROL LEGEND

TEMPORARY	TEMPORARY	PERMANENT	PERMANENT
— SF — PERIMETER CONTROL (STRAW WATTLES, FILTER SOCKS & SILT FENCE ARE GENERALLY INTERCHANGEABLE)	☒ ROLLED EROSION CONTROL PRODUCT (RECP) PER PLAN	⊙ SEEDING	☒ VEGETATIVE STREAMBANK STABILIZATION
⊙ CONCRETE WASHOUT	☒ STREAM CROSSING	⊙ SODDING	☒ STRUCTURAL STREAMBANK STABILIZATION
☒ CONSTRUCTION ENTRANCE	☒ CONSTRUCTION ROAD STABILIZATION	⊙ SEED, FERTILIZER & MULCH	☒ RIP RAP LINED CHANNEL
⊙ MULCHING	☒ TEMPORARY DIVERSION	⊙ OUTLET PROTECTION	☒ GRASS LINED CHANNEL (_____) MATERIAL REQUIRED
⊙ SEEDING	☒ LEVEL SPREADER	⊙ REVETMENT SLOPE PROTECTION	
⊙ COMPOST BLANKET		☒ SOD DROP INLET PROTECTION	
☒ DITCH CHECK (ROCK DAM)		☒ CHECK DAM	
☒ SEDIMENT TRAP		☒ STONE CHECK	
⊙ INLET PROTECTION		☒ SEDIMENT BASIN	
☒ DUST CONTROL		☒ SURFACE ROUGHENING	
		☒ TURF REINFORCEMENT MAT (TRM)	
		☒ SLOPE DRAIN	
		☒ PERMANENT DIVERSION	
		☒ LEVEL SPREADER	

SURVEY

■	FOUND REBAR
●	FOUND IRON PIPE
○	SET REBAR



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LEGEND & ABBREVIATIONS

CHARLES STREET VIADUCT MAINTENANCE 2022 OELWEIN, IOWA 50662 P:\21135\DRAWINGS\CIVIL\Z-G SHEETS\DWG 1/28/2022 8:12 AM MATTHEW MEMERSKIRCH

Drawing Issue Information	Project Description	Date	By
Project Mgr: NWM Issued For Bidding: N/A	CHARLES STREET VIADUCT MAINTENANCE 2022	01/28/2022	

GENERAL NOTES

1. THE GENERAL PURPOSE OF THIS PROJECT IS TO REMOVE DEBONDED AND UNSOUND CONCRETE WITH POTENTIAL OF FALLING DEBRIS HAZARD FROM THE CHARLES ST. RAILROAD VIADUCT (IANR OELWEIN SUB BR. 351.31) TO RESTORE THE GENERAL SAFETY OF THE PUBLIC
2. CONTRACTOR SHALL RECEIVE EXPLICIT WRITTEN AUTHORIZATION TO PROCEED PRIOR TO PERFORMING WORK THAT SHALL QUALIFY FOR UNIT COST ADJUSTMENTS

SPECIFICATIONS

IOWA DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND BRIDGE CONSTRUCTION, SERIES 2015, PLUS CURRENT SUPPLEMENTAL SPECIFICATIONS AND SPECIAL PROVISIONS

GENERAL NOTES:

CONTRACTOR SHALL PROTECT ALL UTILITIES WITHIN THE AREA OF THE BRIDGE AND THE STAGING AREA. PRIOR TO COMMENCING WORK CONTRACTOR SHALL DETERMINE THE EXISTENCE AND LOCATION OF ANY UTILITIES THAT WILL BE AFFECTED BY THE WORK. CONTRACTOR IS RESPONSIBLE FOR COORDINATING WITH ALL AFFECTED UTILITIES THROUGHOUT THE PROJECT. CONTRACTOR SHALL CONTACT IOWA ONE CALL, 1-800-292-8989 OR 811, AT LEAST 48 HOURS PRIOR TO ALL EXCAVATION.

CONTRACTOR SHALL ADHERE TO FRA PART 214B BRIDGE WORKER SAFETY STANDARDS AS WELL AS ALL APPLICABLE OSHA AND FRA SAFETY REGULATIONS.

THESE PLANS ARE BASED ON MEASUREMENTS OF THE EXISTING STRUCTURE, AND A SURVEY OF THE SITE. LIMITED EXISTING PLANS ARE AVAILABLE. CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL INFORMATION AND DIMENSIONS PRIOR TO ORDERING MATERIALS OR COMMENCING WORK. ANY MODIFICATIONS TO THE PROPOSED DESIGN SHALL BE APPROVED BY THE OWNERS ENGINEER PRIOR TO BEING IMPLEMENTED.

CONTRACTOR SHALL KEEP THE EXISTING BRIDGE AVAILABLE FOR RAIL TRAFFIC AT ALL TIMES.

ANY DAMAGE TO THE EXISTING STRUCTURE CAUSED BY CONTRACTOR SHALL BE REPAIRED OR REPLACED AT THE EXPENSE OF CONTRACTOR ALONE AS DIRECTED BY THE OWNER OR THE OWNERS ENGINEER.

LIMIT ENERGY/SIZE OF EQUIPMENT USED DURING SELECTIVE CONCRETE DEMOLITION IN AN EFFORT TO MINIMIZE DAMAGE TO THE EXISTING STRUCTURAL COMPONENTS TO REMAIN.

EXPLICIT CARE SHALL BE TAKEN TO PROTECT THE EXISTING STRUCTURE AND THE RAILROAD TRACKS ABOVE THE STRUCTURE. THIS SHALL INCLUDE LIMITING VIBRATIONS WHICH MAY CAUSE SETTLING OF TRACK FILL ABOVE.

ANY DAMAGE, SETTLEMENT, OR DISPLACEMENT SHALL BE REPORTED TO THE IOWA NORTHERN DISPATCHER @ 800-392-3342 IMMEDIATELY. THE BRIDGE IS LOCATED AT MILEPOST 351.31ON THE OELWEIN SUBDIVISION.

ALL MATERIAL QUANTITIES PROVIDED ON THE PLANS ARE FOR INFORMATIONAL PURPOSES ONLY AND SHALL BE VERIFIED BY CONTRACTOR.

CONTRACTOR SHALL SUPPLY ALL MATERIAL.

THE CONTRACTOR SHALL NOT BE WITHIN 25' OF THE FIELD SIDE OF THE NEAR RAIL OR CROSS ANY RAILROAD TRACKS. THE CONTRACTOR SHALL NOT STORE EQUIPMENT ON TOP OF THE VIADUCT WITHIN 25' OF THE RAILROAD TRACKS. THE EMPTY FIELD ON THE WEST END OF THE STRUCTURE MAY BE USED FOR CONTRACTOR STORAGE OF EQUIPMENT AND MATERIALS. IT IS ANTICIPATED THAT THE CONTRACTOR WILL ACCESS THE WEST END OF THE VIADUCT FROM LIFTS LOCATED ON WEST CHARLES STREET. AS SUCH, NO WORKERS WILL BE WITHIN 25' OF ANY TRACK AND FLAGGING PROTECTION WILL NOT BE REQUIRED. ALTERNATE ACCESS MEANS SHALL BE APPROVED BY THE ENGINEER AND MAY REQUIRE TEMPORARY FENCING AND/OR FLAGGING PROTECTION.

THE CONTRACTOR SHALL REIMBURSE THE RAILROAD FOR FLAGGING PROTECTION PROVIDED TO THE CONTRACTORS OPERATIONS DURING THE COURSE OF THE PROJECT. CONTRACTORS FIELD PERSONNEL ARE REQUIRED TO BE TRAINED IN FRA PART 214C ROADWAY WORKER PROTECTION (ON TRACK SAFETY) AND CONTRACTOR IS REQUIRED TO PROVIDE PROOF OF THIS TRAINING IF REQUESTED BY RAILROAD.

REFERENCE NOTES

1. MOBILIZATION
 - A. MOBILIZATION SHALL INCLUDE ALL RAILROAD INSURANCE AND TRAINING PROGRAM REQUIREMENTS AS SPECIFIED IN THE PROJECT MANUAL.
2. TRAFFIC CONTROL
 - A. THE ROADWAY MAY BE CLOSED FOR UP TO 10 CONSECUTIVE DAYS. A MINIMUM 14 DAY NOTICE SHALL BE PROVIDED TO THE OWNER PRIOR TO CLOSING CHARLES STREET. THE CONTRACTOR SHALL CONDUCT OPERATIONS SUCH THAT EITHER THE NORTH OR SOUTH SIDEWALK REMAINS OPEN AT ALL TIMES FOR PEDESTRIAN PASSAGE. SEE DETOUR SIGNING LAYOUT AND ADDITIONAL TRAFFIC NOTES ON PLAN SHEET. CONTRACTOR SHALL BE RESPONSIBLE FOR ESTABLISHING AND MAINTAINING SUITABLE TRAFFIC CONTROL IN ACCORDANCE TO MUTCD AND IADOT STANDARDS FOR ANY ROADWAY IMPACTED BY THE CONSTRUCTION OF THE PROPOSED BRIDGE.
3. OVERHEAD REMOVAL
 - A. PAYMENT FOR "OVERHEAD REMOVAL" SHALL BE FULL COMPENSATION FOR FURNISHING ALL LABOR AND EQUIPMENT ASSOCIATED WITH THE REMOVAL OF DEBONDED AND UNSOUND OVERHEAD CONCRETE AS SHOWN IN THE CONTRACT DOCUMENTS AND SHALL BE PAID FOR AS SQUARE FEET. PAYMENT SHALL BE THE CONTRACT UNIT PRICE PER SQUARE FOOT OF REMOVAL AS MEASURED BY THE ENGINEER. THE ESTIMATED QUANTITY FOR THIS ITEM IS 5,000 SF, WITH A MINIMUM PAYMENT QUANTITY OF 4,000 SF. THE REMOVAL OF THE 300 LF ABANDONED UTILITY CONDUIT AS SHOWN IN PHOTO 1/S.03 SHALL BE INCIDENTAL TO "OVERHEAD REMOVAL".
 - B. METAL LATH SHALL BE CUT AND REMOVED TO NEAT LINES BY A MEANS AS TO NOT DAMAGE OR DISTURB SURROUNDING BONDED AND SOUND OVERHEAD CONCRETE WHERE DEBONDED AND UNSOUND CONCRETE REQUIRES REMOVAL BEYOND METAL LATH BELOW STEEL BEAMS. ALL REMOVED RUBBLE BECOMES PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE SITE UPON COMPLETION OF THE PROJECT.
 - C. EXPLICIT CARE SHALL BE TAKEN TO PROTECT THE EMBEDDED STEEL BEAMS. NO SAW CUTS PARALLEL TO THE ROADWAY (TRANSVERSE TO THE OVERHEAD TRACKS) SHALL BE PERMITTED.
4. SELECTIVE DEMO, WEST END
 - A. PAYMENT FOR "SELECTIVE DEMO, WEST END" SHALL BE FULL COMPENSATION FOR FURNISHING ALL LABOR AND EQUIPMENT ASSOCIATED WITH THE SELECTIVE REMOVAL OF VERTICAL FACED CONCRETE AND BOULDERS AS SHOWN IN THE CONTRACT DOCUMENTS AND SHALL BE PAID FOR AS LINEAR FEET. (1) BOULDER LOCATED OVER THE PIER AT THE WEST END AS SHOWN IN PHOTO 1/S.03 AND (1) BOULDER LOCATED OVER THE SOUTH ABUTMENT AT THE WEST END AS SHOWN IN PHOTO 4/S.03.
 - B. ENGINEER TO DETERMINE EXTENTS AND INTENSITY OF THE SELECTIVE DEMOLITION DURING SELECTIVE DEMO ACTIVITIES. ALL REMOVED RUBBLE BECOMES THE PROPERTY OF THE CONTRACTOR AND SHALL BE REMOVED FROM THE SITE UPON COMPLETION OF THE PROJECT.
5. WEST END ENCAPSULATION
 - E. PAYMENT FOR "WEST END ENCAPSULATION" SHALL BE FULL COMPENSATION FOR FURNISHING ALL LABOR, MATERIALS, AND EQUIPMENT ASSOCIATED WITH THE ENCAPSULATION TO CATCH AND CONTAIN FALLEN DEBRIS FROM THE WEST END OF THE VIADUCT AS SHOWN IN THE CONTRACT DOCUMENTS AND SHALL BE PAID FOR AS LINEAR FEET AND MEASURED FROM ABUTMENT TO ABUTMENT ALONG THE WEST PARAPET. WEST END ANCHORAGE AS SHOWN IN DETAIL 5/S.02 SHALL BE INCIDENTAL TO WEST END ENCAPSULATION.
 - F. WELDED WIRE FABRIC TO BE 2"x2" AND BE INSTALLED TIGHT TO THE VIADUCT ROOF SLAB TO MAXIMIZE VERTICAL ROADWAY CLEARANCE WITH A STEEL CHANNEL AND THREADED ROD EPOXIED INTO BONDED AND SOUND CONCRETE AT 2'-0" MAX. HOOKS TO BE INSTALLED AT 2'-0" MAX ON TOP OF THE PARAPET TO FASTEN THE WELDED WIRE FABRIC AND ALLOW FOR CITY PERSONNEL TO REMOVE CONTAINED FALLEN DEBRIS. WEST END ANCHORAGE PLATE TO BE 6"x10"x½" AND DRILLED TO ACCOMMODATE ¾" DOWELS. HOLES TO BE FIELD DRILLED IN THE WEST END FASCIA BEAM OVER THE PIER. ALL DOWELS TO BE DRILLED AND EPOXIED A MINIMUM OF 6" INTO BONDED AND SOUND CONCRETE, LONGER LENGTH DOWELS MAY BE REQUIRED TO ACHIEVE 6" MINIMUM LENGTH AT NO ADDITIONAL COST TO THE CITY.

BID QUANTITIES	QTY	UNIT
1. MOBILIZATION	1	LS
2. TRAFFIC CONTROL	1	LS
3. OVERHEAD REMOVAL	150	SF
4. SELECTIVE DEMO, WEST END	80	LF
5. WEST END ENCAPSULATION	80	LF

ROADWAY AND BRIDGE WORKER SAFETY, AS APPLICABLE TO CONTRACTOR'S STAFF WORKING WITHIN THE CHARLES STREET VIADUCT STRUCTURE
 COMPLIANCE WITH FRA ROADWAY WORKER SAFETY
 CONTRACTOR WILL COMPLY WITH 49CFR PART 214 SUBPART A&C REGARDING ROADWAY WORKER SAFETY (ON-TRACK SAFETY) AND 49CFR PART 219 ALCOHOL/DRUG PROGRAM COMPLIANCE MANUAL. ALL EMPLOYEES WORKING WITHIN THE VIADUCT STRUCTURE SHALL BE TRAINED IN ROADWAY WORKER SAFETY AND FAMILIAR WITH RAILROAD OPERATIONS.

FOULING DISTANCE
 FOR THE PURPOSE OF THIS PROJECT MEN AND EQUIPMENT ARE CONSIDERED FOULING THE TRACK IF THEY ARE WITHIN 25' OF THE FIELD SIDE OF THE NEAR RAIL. WORKING UNDER THE BRIDGE BELOW THE BASE OF THE TIE WITHOUT WEAKENING THE STRUCTURE IS NOT CONSIDERING FOULING THE TRACK.

FLAG PROTECTION
 TBD WILL PROVIDE FLAG PROTECTION THAT MAY BE NECESSARY TO PROTECT RAILROAD'S OPERATIONS AT NO COST TO CONTRACTOR DURING THE COURSE OF THE PROJECT. CONTRACTOR SHALL GIVE 72 HOURS' NOTICE TO OWNER TO ESTABLISH FLAG PROTECTION.

PROOF OF TRAINING
 IF REQUESTED, CONTRACTOR SHALL PROVIDE DOCUMENTATION OF CONTRACTOR'S ROADWAY WORKER TRAINING PROGRAM AND PART 219 COMPLIANCE TO OWNER/ENGINEER.

COMPLIANCE WITH FRA BRIDGE WORKER SAFETY
 CONTRACTOR WILL COMPLY WITH 49CFR PART 214 SUBPART A&B REGARDING BRIDGE WORKER SAFETY. ALL EMPLOYEES SHALL BE TRAINED IN BRIDGE WORKER SAFETY AND FAMILIAR WITH FALL PROTECTION, PPE, AND WATER SAFETY REQUIREMENTS.

PERSONAL PROTECTIVE EQUIPMENT
 CONTRACTOR SHALL REQUIRE ALL OF CONTRACTOR'S EMPLOYEES AT THE PROJECT SITE TO USE PERSONAL PROTECTIVE EQUIPMENT INCLUDING AT A MINIMUM A SAFETY HAT, EYE PROTECTION AND 6" MINIMUM HEIGHT, LACE-UP SAFETY TOE SHOES.

FALL PROTECTION
 CONTRACTOR SHALL SUPPLY AND REQUIRE ALL OF CONTRACTOR'S EMPLOYEES AT THE PROJECT SITE TO USE PROPER FALL PROTECTION GEAR WHEN REQUIRED BY OSHA AND FRA REGULATIONS. ALL OF CONTRACTOR'S EMPLOYEES AT THE PROJECT SITE SHALL BE TRAINED IN, TESTED ON, AND FAMILIAR WITH THE PROPER FALL PROTECTION PROCEDURES, EQUIPMENT, AND REGULATIONS. PRIOR TO COMMENCING WORK REQUIRING FALL PROTECTION, A FALL PROTECTION AND RETRIEVAL PLAN SHALL BE MADE AVAILABLE FOR ENGINEER'S RECORDS.

RESPIRATORY PROTECTION
 CONTRACTOR SHALL SUPPLY AND REQUIRE ALL OF CONTRACTOR'S EMPLOYEES AT THE PROJECT SITE TO USE RESPIRATORY PROTECTION WHENEVER CONDITIONS WARRANT AS DEFINED BY FRA REGULATIONS OR GOVERNING OSHA REGULATIONS.

HEARING PROTECTION
 CONTRACTOR SHALL SUPPLY AND REQUIRE ALL OF CONTRACTOR'S EMPLOYEES AT THE PROJECT SITE TO USE HEARING PROTECTION WHENEVER CONDITIONS WARRANT AS DEFINED BY FRA REGULATIONS OR GOVERNING OSHA REGULATIONS.

PROOF OF TRAINING
 IF REQUESTED, CONTRACTOR SHALL PROVIDE DOCUMENTATION OF THE CONTRACTOR'S BRIDGE WORKER TRAINING PROGRAM TO ENGINEER.

IMPORTANCE OF RAIL TRAFFIC
 DURING THE CONSTRUCTION PROCESS THE BRIDGE MUST REMAIN OPEN FOR RAIL TRAFFIC AT ALL TIMES.

RAIL TRAFFIC CURRENTLY CONSISTS OF UP TO FOUR TRAINS PER 24-HOUR PERIOD, ALL OF WHICH MAY OPERATE DURING NORMAL WORKING HOURS (0700-1700).
 SUBMITTALS

ALL SUBMITTED DOCUMENTS SHALL BE SENT TO ADDRESS BELOW:

NATHAN MILLER, PE
 PROJECT ENGINEER
 ORIGIN DESIGN, CO.
 EMAIL: NATE.MILLER@ORIGINDSIGN.COM

NONE OF THE INFORMATION REQUIRED AS A SUBMITTALSHALL BE SUBMITTED VERBALLY.

THE CONTRACTOR SHALL SUBMIT TO ENGINEER THE FOLLOWING BEFORE COMMENCING WORK:

- 1.SCHEDULE OF WORK
- 2.SAFETY PLAN (INCLUDING EMERGENCY NUMBERS, EMERGENCY DIRECTIONS, FALL PROTECTION PLAN)
- 3.PROOF OF ROADWAY WORKER TRAINING, BRIDGE WORKER SAFETY TRAINING, PROOF OF FRA 219 COMPLIANCE
- 4.PROOF OF BROWZ OR OTHER EQUIVALENT REGISTRATION

USE OF OWNER'S PROPERTY:

SUBJECT TO THE APPROVAL OF OWNER AND RAILWAY, CONTRACTOR MAY OCCUPY ANY UNUSED PORTION OF OWNER'S RIGHT OF WAY FOR HIS PLANT OR STORAGE OF MATERIAL AND EQUIPMENT. CONTRACTOR WILL BE RESPONSIBLE FOR MAKING ALL NECESSARY ARRANGEMENTS, INCLUDING PAYMENTS, FOR USE OF ADJACENT PROPERTY WITH THE PROPERTY OWNERS.

UPON COMPLETION OF THE PROJECT ALL PROPERTY USED BY CONTRACTOR SHALL BE LEFT IN A CONDITION SATISFACTORY TO OWNER, RAILWAY AND THE ADJACENT PROPERTY OWNERS. IF PRIVATE PROPERTY OR RAILWAY PROPERTY IS USED, THE CONTRACTOR WILL PROVIDE OWNER WITH A WRITTEN RELEASE STATEMENT FROM ALL AFFECTED PROPERTY OWNERS (INCLUDING RAILWAY) TO INDICATE THAT HE HAS CLEANED UP AND RESTORED THEIR PROPERTY TO THEIR SATISFACTION. FINAL PAYMENT FOR THE PROJECT WILL NOT BE MADE UNTIL SIGNED RELEASE FORMS ARE PROVIDED.



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GENERAL NOTES
 CHARLES STREET VIADUCT
 MAINTENANCE 2022
 OELWEIN, IOWA 50662
 P:\21155\DRAWINGS\CIVIL\Z G SHEETS.DWG 1/28/2022 8:12 AM MATTHEW WEMERSKIRCH

Rev	Description	Date	By

Sheet No: **G.03** 33
 Project No: 2115

TRAFFIC CONTROL NOTES

- CHARLES STREET AT THE VIADUCT MAY BE CLOSED TO VEHICULAR ACCESS FOR UP TO 10 CONTINUOUS CALENDAR DAYS AND TRAFFIC MAY BE DETOURED. ACCESS SHALL BE MAINTAINED TO 3RD AVENUE NW. THE SIDEWALK APPROACHING AND THROUGH THE CHARLES STREET VIADUCT SHALL REMAIN OPEN ON AT LEAST ONE SIDE OF THE ROADWAY AT ALL TIMES TO ALLOW PEDESTRIAN AND BICYCLE PASSAGE THROUGH THE VIADUCT AS A CONNECTION BETWEEN 5TH AVENUE NW AND 2ND AVENUE. SIGNS SHALL CLEARLY INDICATE WHICH SIDEWALK IS OPEN AND PROVIDING PEDESTRIAN/BICYCLE PASSAGE. INSTALL R9-9 (24"x12") SIDEWALK CLOSED SIGNS WHERE SIDEWALKS ARE NOT OPEN TO PEDESTRIAN TRAFFIC. INSTALL R9-11 (24"x18") SIDEWALK CLOSED AHEAD CROSS HERE SIGNS WHERE APPROPRIATE. ORANGE PLASTIC FENCE AND BARRICADES SHOULD BE USED FOR ADDITIONAL PROTECTION IN AREAS WHERE PEDESTRIANS ARE PRESENT. ALL TRAFFIC CONTROL DEVICES, PROCEDURES, AND LAYOUTS WITHIN THE LIMITS OF THIS PROJECT SHALL CONFORM TO THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES OF STREETS AND HIGHWAYS, (MUTCD). THE CONTRACTOR SHALL FURNISH TRAFFIC CONTROL INCLUDING BARRICADES AND SIGNS IN ACCORDANCE WITH IOWA DOT STANDARD ROAD PLAN TC - 252. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DETOUR AND PEDESTRIAN SIGNING. CONTRACTOR SHALL FURNISH, ERECT AND MAINTAIN ALL NECESSARY TRAFFIC CONTROL DEVICES ON A 24 HOUR PER DAY, 7 DAYS A WEEK BASIS DURING THE CONSTRUCTION PERIOD. CONTRACTOR TO PROVIDE 24 HOUR CALL NUMBER FOR REPAIR OF DEFICIENCIES.
- THE BID ITEM "TRAFFIC CONTROL" SHALL INCLUDE THE COST OF FURNISHING, ERECTING, MAINTAINING, AND REMOVING ALL DETOUR AND TRAFFIC CONTROL SIGNS AND DEVICES REQUIRED OF THE CONTRACTOR. THE CONTRACTOR IS RESPONSIBLE FOR HAZARD PROTECTION NOT SPECIFICALLY SHOWN ON THESE PLANS BUT DICTATED BY CONSTRUCTION OPERATIONS FOR THE WORK AREA.
- THE LOCATION FOR STORAGE OF EQUIPMENT AND WORKERS' VEHICLES DURING WORKING AND NON-WORKING HOURS SHALL BE AS APPROVED BY THE ENGINEER.
- WORK SHALL NOT BEGIN WITHOUT ADEQUATE TRAFFIC CONTROL IN PLACE.
- ALL SIGN SPACING IS 250' UNLESS OTHERWISE INDICATED. PROPOSED SIGN SPACING MAY BE MODIFIED IF APPROVED BY THE ENGINEER TO MEET EXISTING FIELD CONDITIONS OR TO PREVENT OBSTRUCTION OF THE MOTORISTS' VIEW OF PERMANENT SIGNING.
- PROPOSED CHANGES IN THE TRAFFIC CONTROL PLAN SHALL BE REVIEWED WITH THE PROJECT ENGINEER AND APPROVAL OBTAINED BEFORE CHANGES ARE MADE OR TRAFFIC CONTROL IS INSTALLED.
- PERMANENT SIGNING THAT CONVEYS A MESSAGE IN CONFLICT WITH THE MESSAGE OF THE TEMPORARY SIGNING AND NOT APPLICABLE TO THE WORKING CONDITIONS SHALL BE COVERED BY THE CONTRACTOR WHEN DIRECTED BY THE ENGINEER.



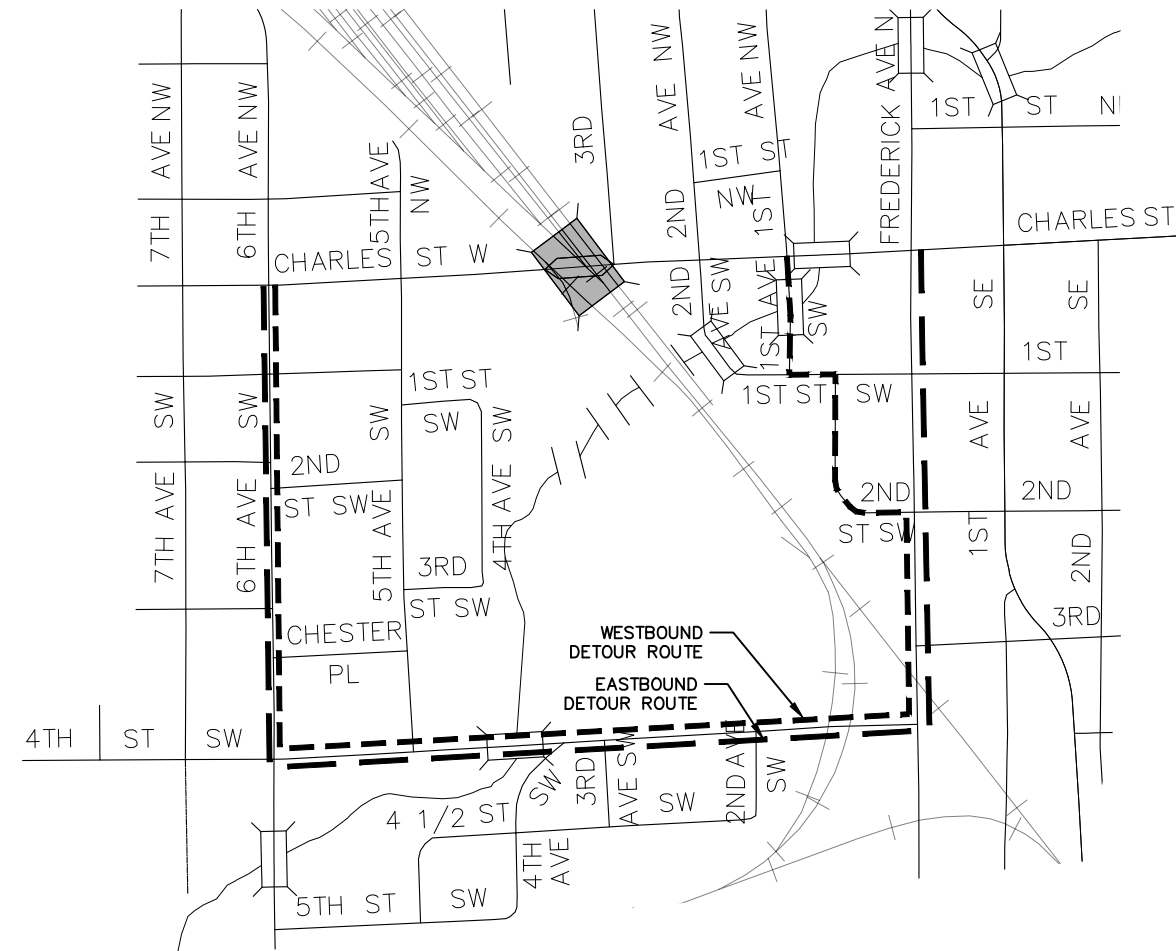
HORIZONTAL SCALE IN FEET
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WORKING ON TOMORROW.

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Project Description
GENERAL TRAFFIC CONTROL
CHARLES STREET VIADUCT
MAINTENANCE 2022
OELWEIN, IOWA 50662
P:\21\135\DRAWINGS\CIVIL\21135.ZZ_00_6_TRAFFIC CONTROL.DWG 1/28/2022 8:13 AM MATTHEW WIEMERSKIRCH

Rev	Description	Date	By

Drawing Issue Information
Project Mgr: NWM
Issued For Bidding: N/A
Drawn By: MDW
Issued For Construction: 01/28/2022

**GENERAL
TRAFFIC CONTROL**
CHARLES STREET VIADUCT
MAINTENANCE 2022
OELWEIN, IOWA 50662

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Project Description

Drawing Issue Information	Drawn By: MDW	Issued For Construction: 01/28/2022
Project Mgr: NWM	Issued For Bidding: N/A	

Sheet No:

G.05

Project No: 2113

35

- (A)** ROAD CLOSED AHEAD
W20-3, 36"x36"
- (B)** DETOUR AHEAD
W20-2, 36"x36"
- (C)** DETOUR
Charles St
M4-8, 24"x12" BLACK ON ORANGE
D3-1, BLACK ON ORANGE
6" UPPERCASE
4.5" LOWERCASE
M5-1, 21"x15" BLACK ON ORANGE

- (D)** DETOUR
Charles St
M4-8, 24"x12" BLACK ON ORANGE
D3-1, BLACK ON ORANGE
6" UPPERCASE
4.5" LOWERCASE
M6-1, 21"x15" BLACK ON ORANGE
- (E)** DETOUR
Charles St
M4-8, 24"x12" BLACK ON ORANGE
D3-1, BLACK ON ORANGE
6" UPPERCASE
4.5" LOWERCASE
M5-1, 21"x15" BLACK ON ORANGE

- (F)** DETOUR
Charles St
M4-8, 24"x12" BLACK ON ORANGE
D3-1, BLACK ON ORANGE
6" UPPERCASE
4.5" LOWERCASE
M6-1, 21"x15" BLACK ON ORANGE
- (G)** END DETOUR
M4-8a, 24"x18" BLACK ON ORANGE

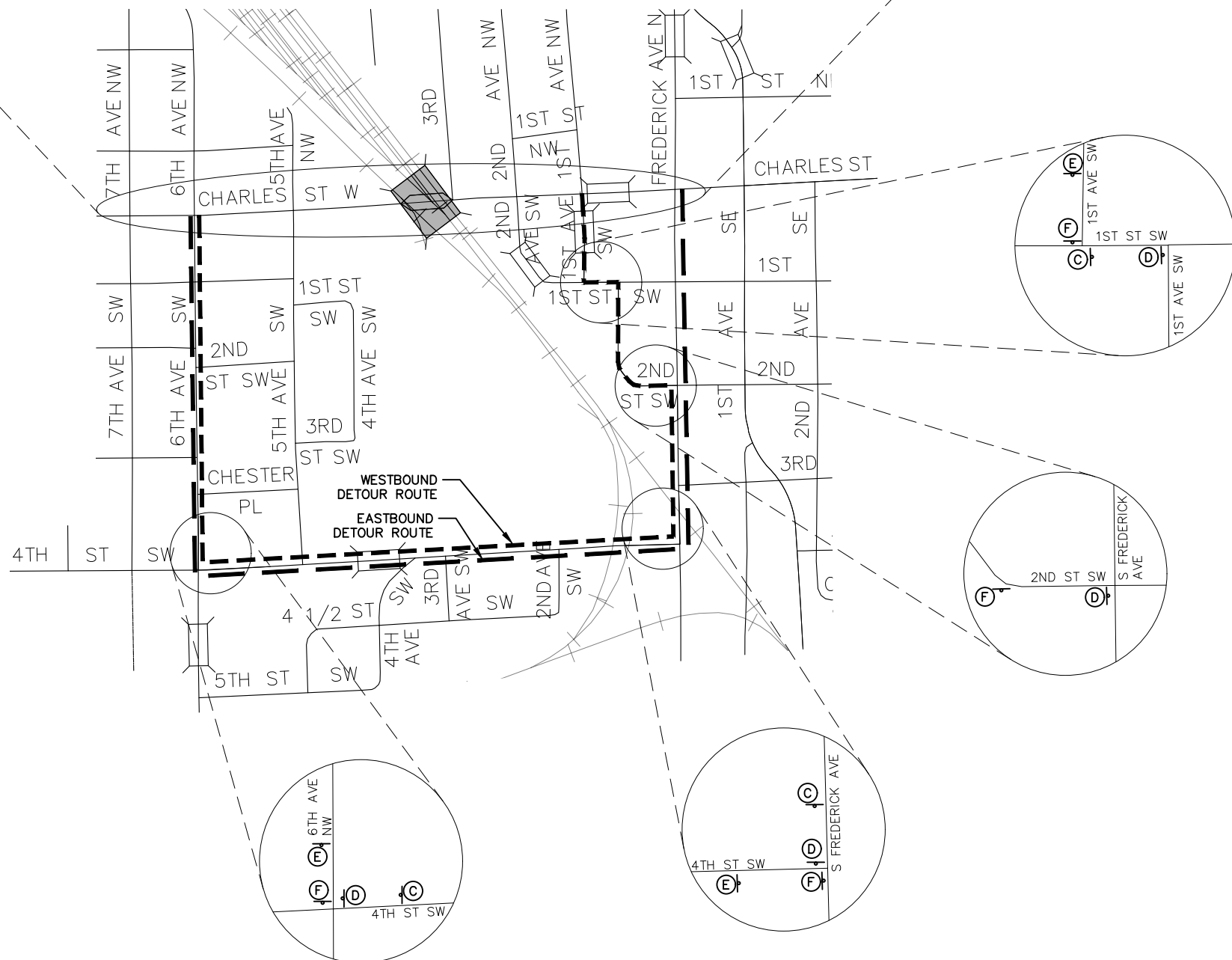
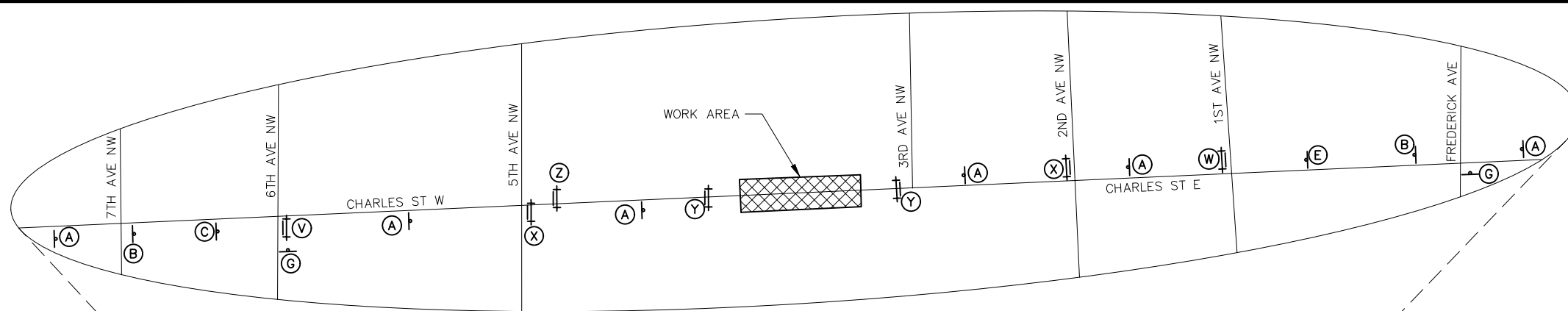
- (W)** ROAD CLOSED TO THRU TRAFFIC
DETOUR
TYPE III BARRICADE
R11-4, 60"x30"
M4-10, 48"x18"

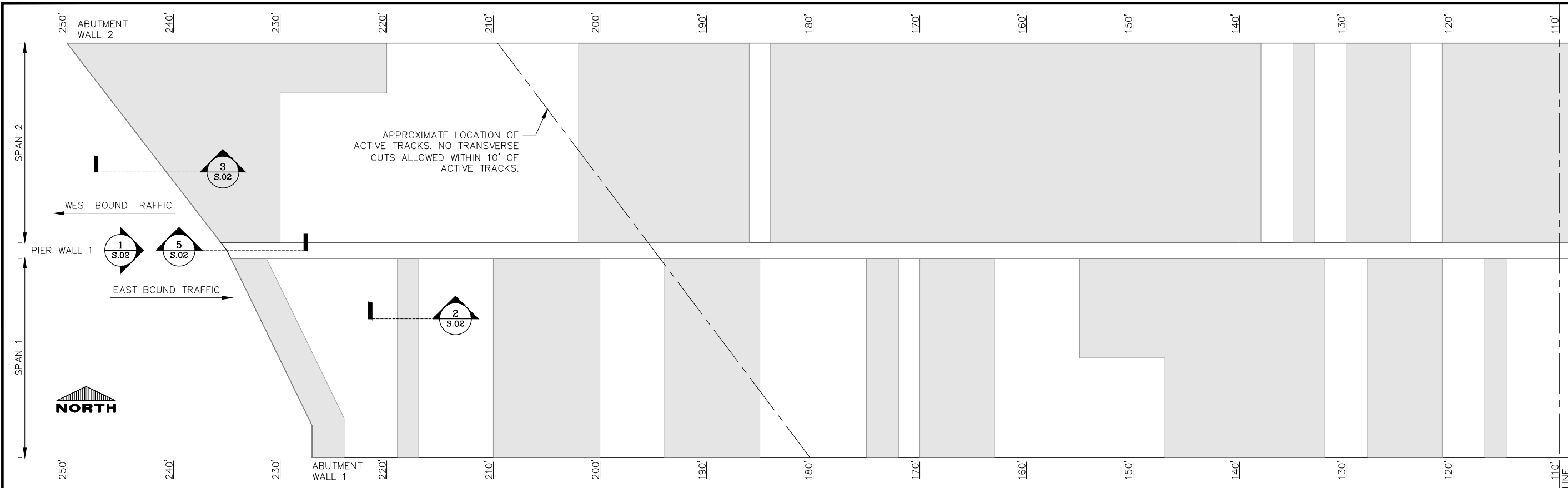
- (Y)** ROAD CLOSED
TYPE III BARRICADE
R11-2, 48"x30"

- (V)** ROAD CLOSED TO THRU TRAFFIC
DETOUR
TYPE III BARRICADE
R11-4, 60"x30"
M4-10, 48"x18"

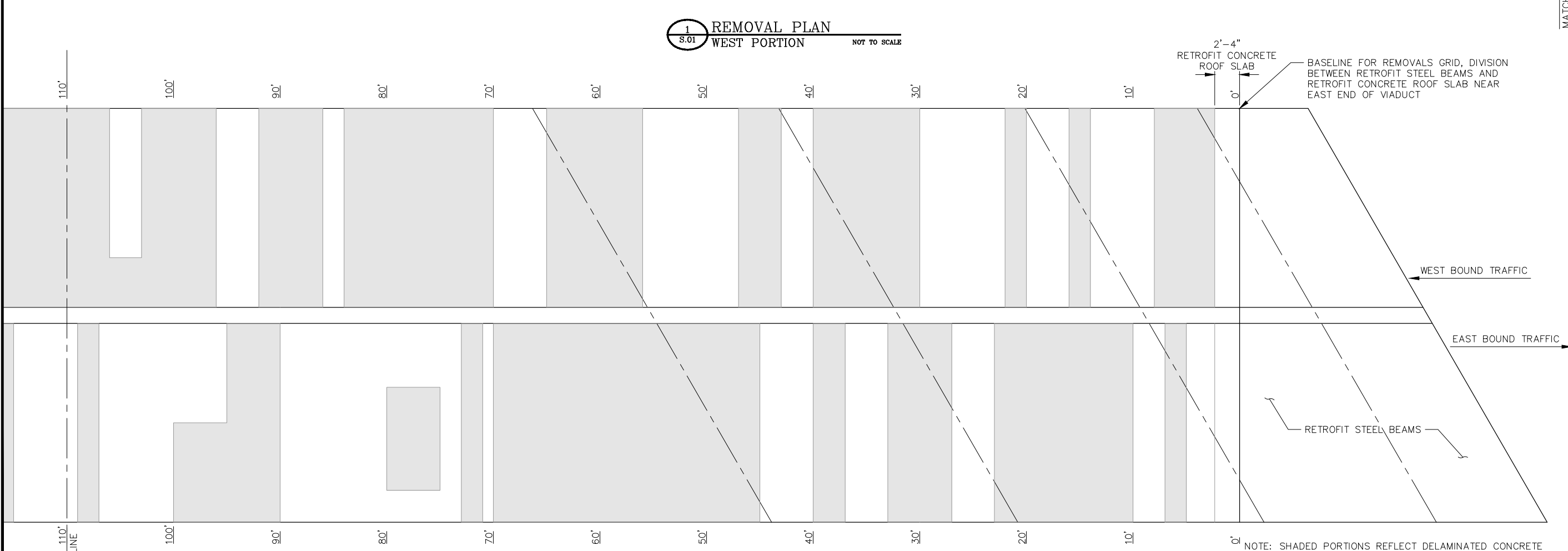
- (X)** ROAD CLOSED TO THRU TRAFFIC
TYPE III BARRICADE
R11-4, 60"x30"

- (Z)** TYPE III BARRICADE





1 REMOVAL PLAN
 S.01 WEST PORTION NOT TO SCALE



2 REMOVAL PLAN
 S.01 EAST PORTION NOT TO SCALE

POTENTIAL REMOVAL LOCATIONS ARE SHOWN, CONTRACTOR AND ENGINEER WILL DETERMINE WHICH AREAS WILL BE REMOVED.

NOTE: SHADED PORTIONS REFLECT DELAMINATED CONCRETE OBSERVED DURING 06/15/2021 SURVEY AND HAVE BEEN INCLUDED FOR REFERENCE ONLY. ACTUAL REMOVAL LIMITS MAY VARY. PAYMENT WILL BE BASED UPON MEASURED SQUARE FEET OF OVERHEAD CONCRETE REMOVED. REMOVAL AREAS SHOWN AS SQUARED AREAS FOR ILLUSTRATIVE PURPOSES ONLY. NO SAW-CUTTING OF OVERHEAD CONCRETE IS ANTICIPATED

Rev	Date	By	Description

REMOVAL DETAILS

CHARLES STREET VIADUCT
MAINTENANCE 2022
OELWEIN, IOWA 50662

P:\21135\DRAWINGS\CIVIL\Z S SHEETS\DWG. 1/28/2022 8:13 AM MATTHEW MEMERSKIRCH

Project Description

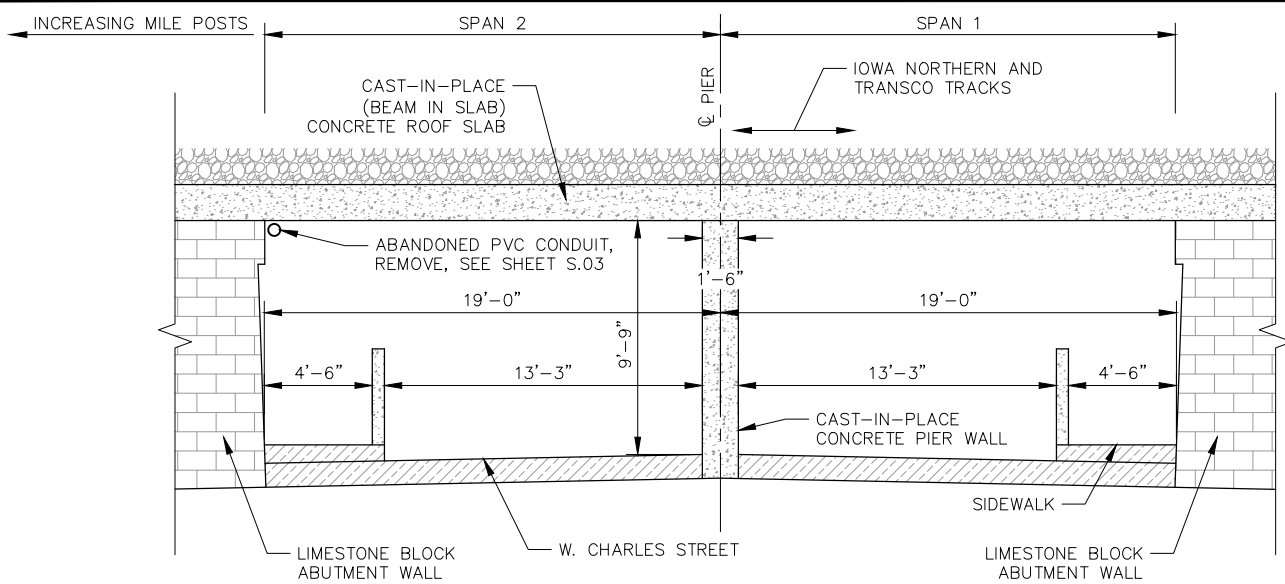
01/28/2022	MDW	Drawn By
	NWM	Project Mgr
	N/A	Issued For Bidding
		Issued For Construction

Sheet No:

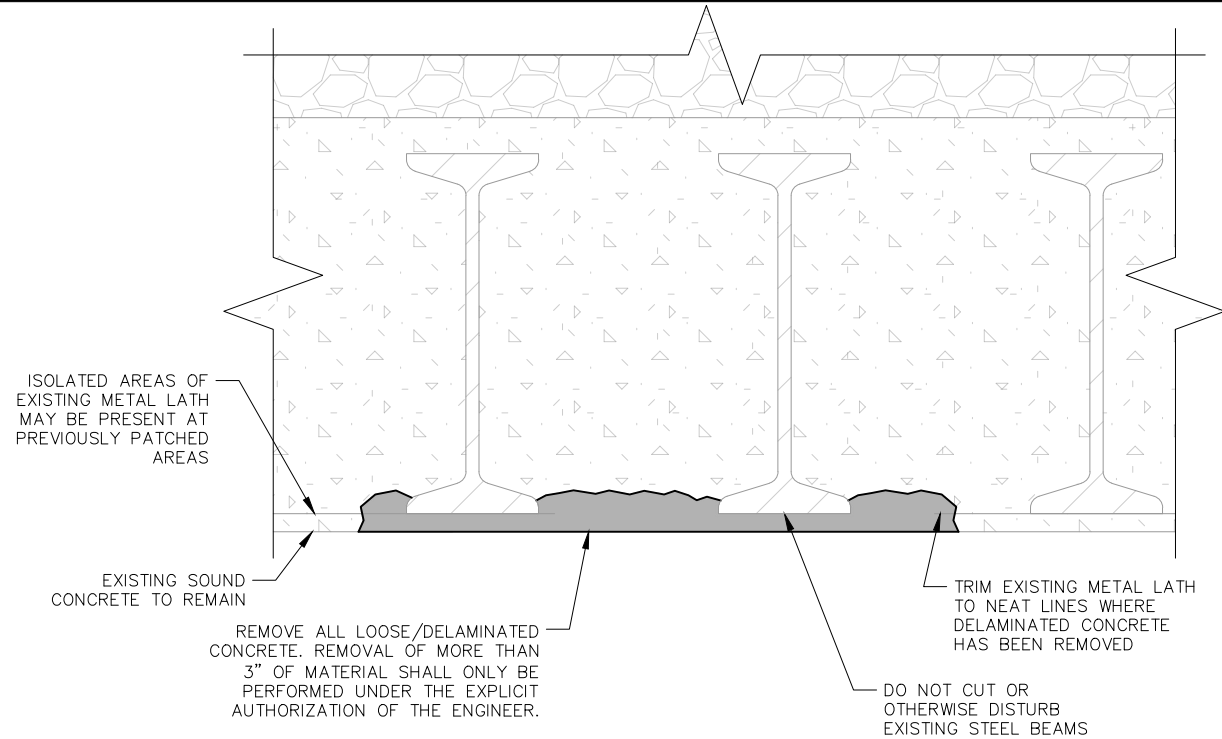
Rev	Description	Date	By

S.02

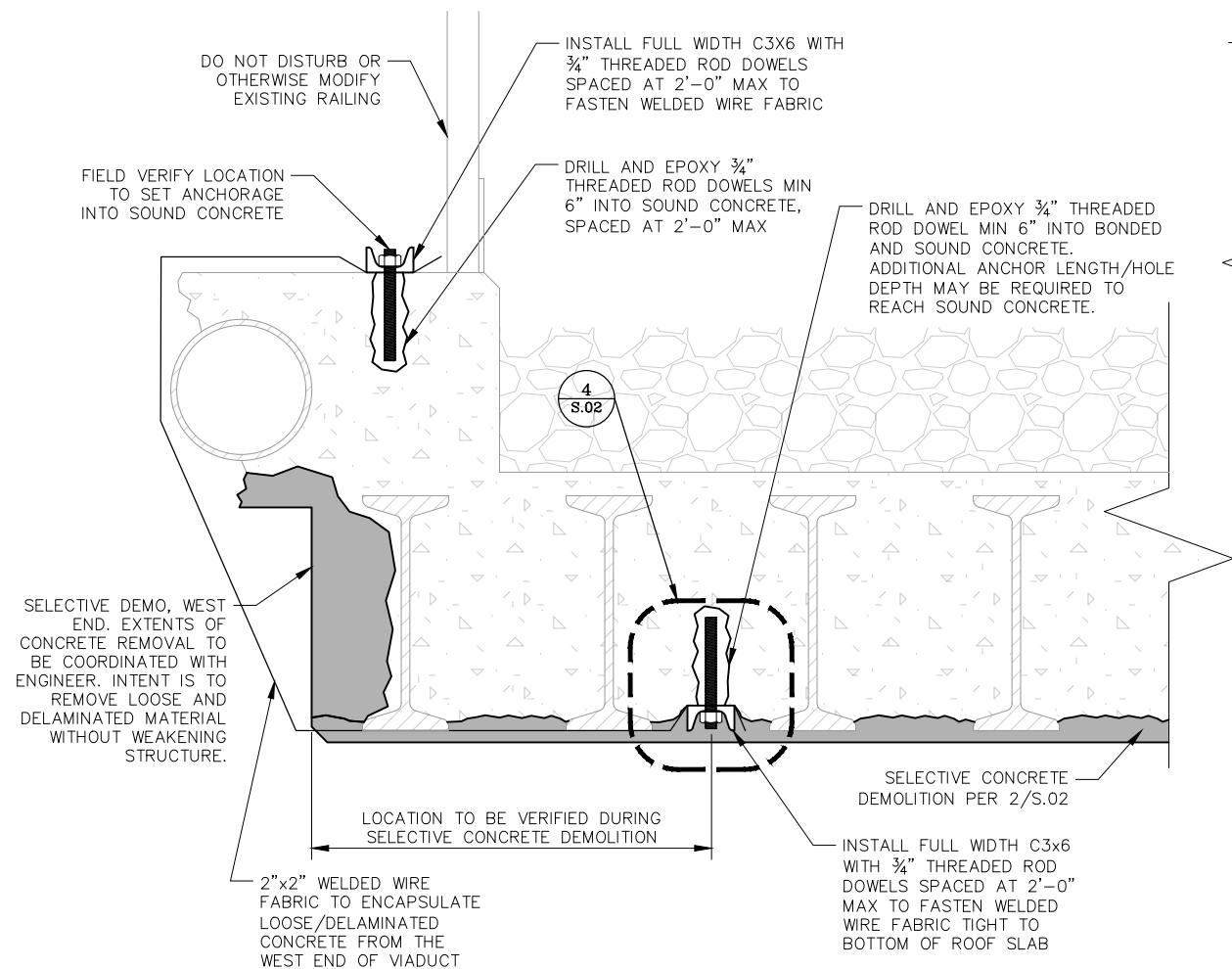
Project No: 2113



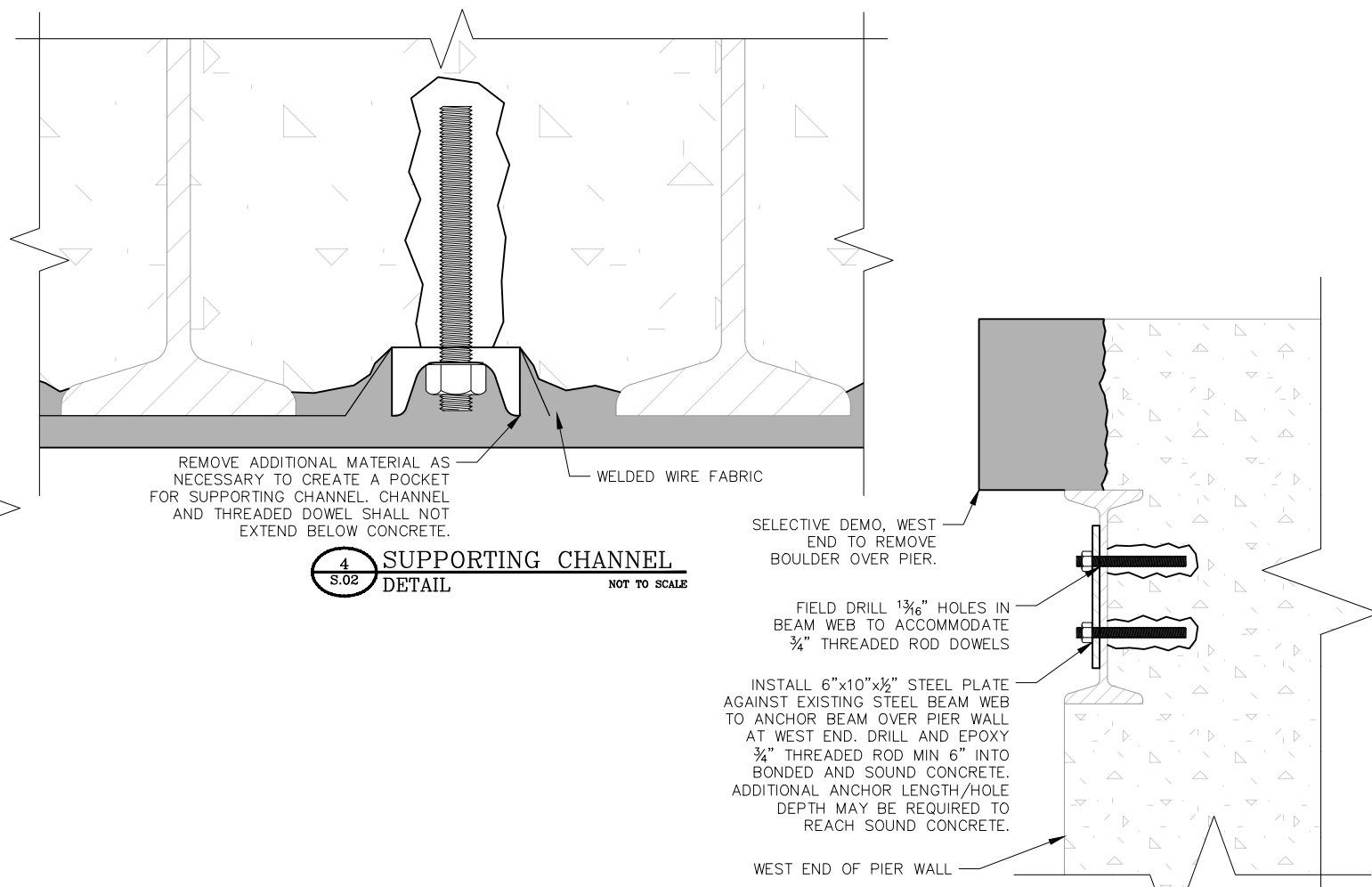
1 TYPICAL ELEVATION
S.02 LOOKING EAST NOT TO SCALE



2 TYPICAL REMOVAL SECTION
S.02 SECTION THROUGH ROOF SLAB PERPENDICULAR TO ROADWAY NOT TO SCALE

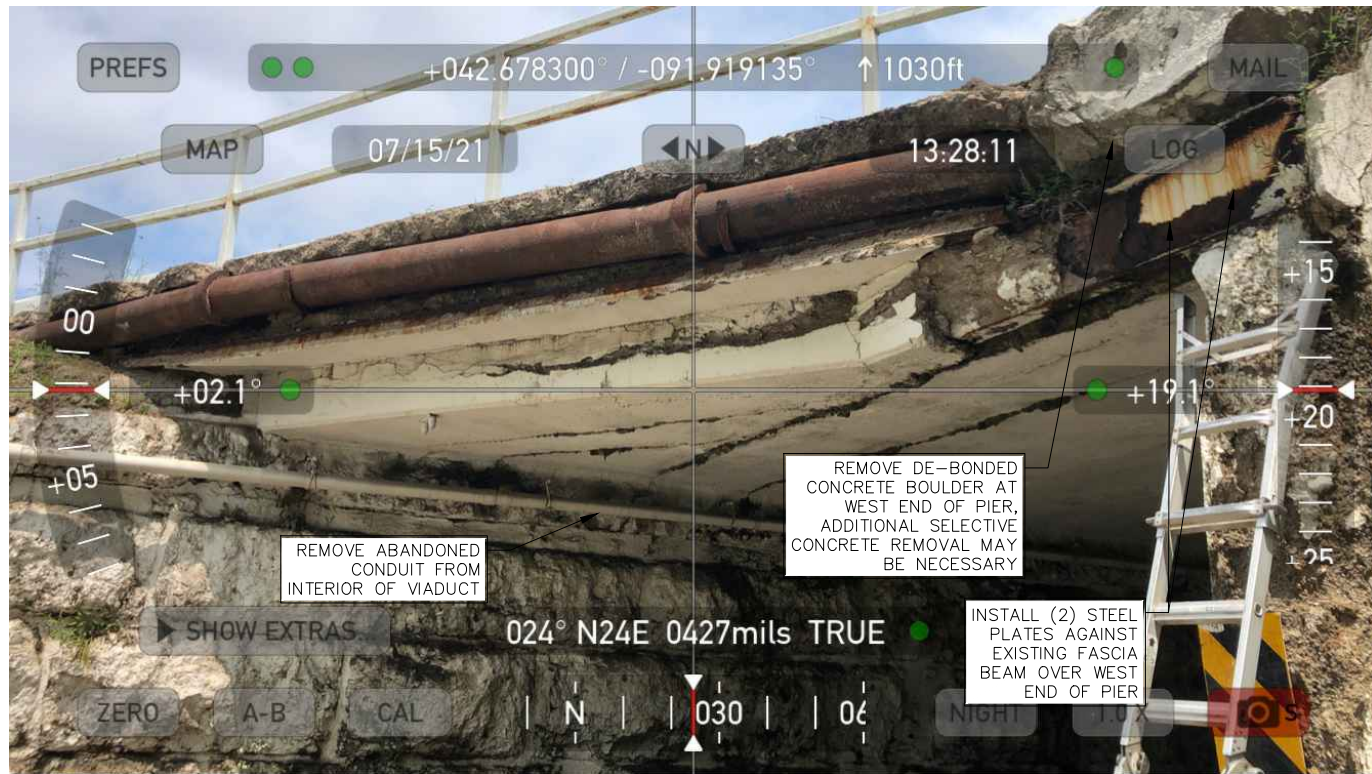


3 WEST END TREATMENT
S.02 EXTERIOR SECTION TYPICAL BOTH SPANS NOT TO SCALE

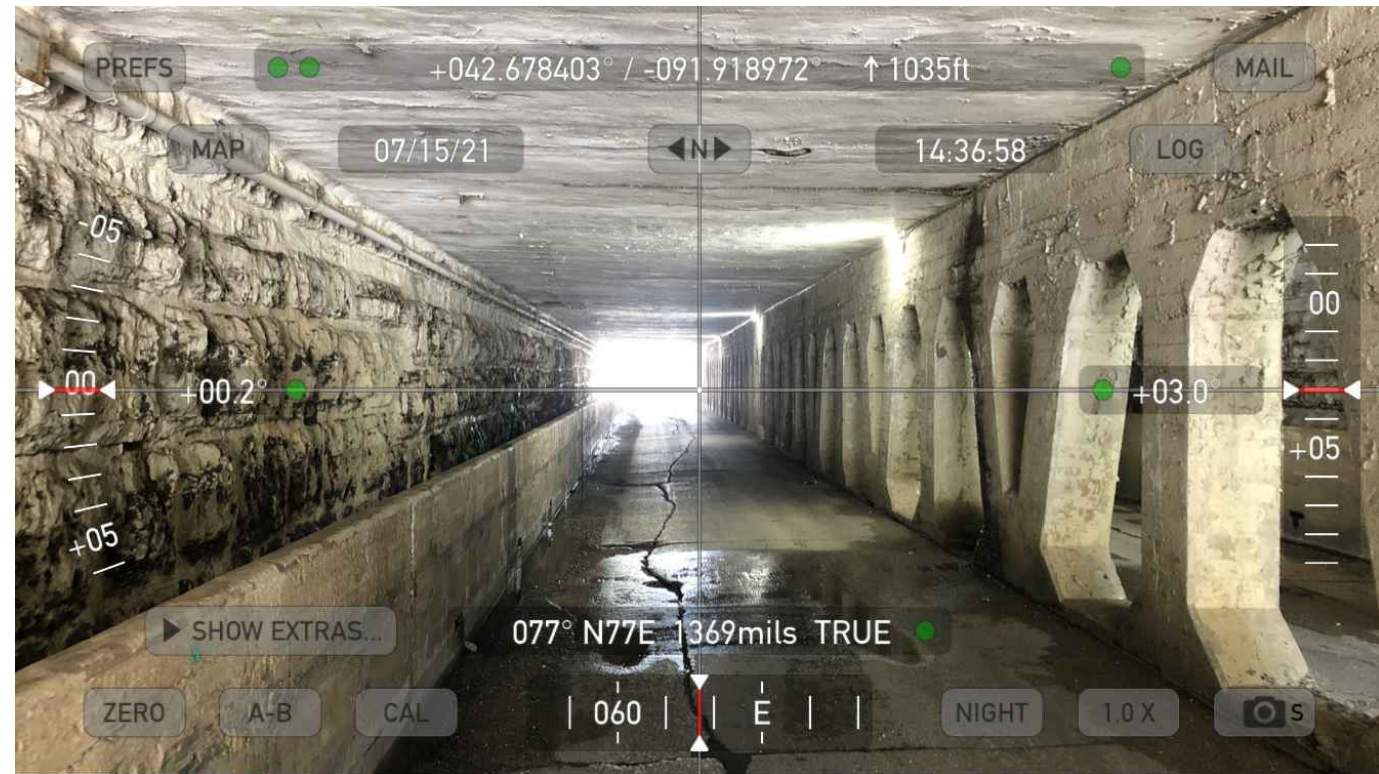


4 SUPPORTING CHANNEL
S.02 DETAIL NOT TO SCALE

5 WEST END ANCHORAGE
S.02 SECTION AT PIER TYPICAL AT 2 LOCATIONS VERIFY LOCATIONS OF ANCHOR PLATES WITH ENGINEER AFTER SELECTIVE CONCRETE DEMOLITION NOT TO SCALE



1 EDGE OF SLAB
S.03 WEST EDGE NOT TO SCALE



2 ROAD VIEW
S.03 LOOKING EAST NOT TO SCALE



3 ROOF SLAB
S.03 TYPICAL NOT TO SCALE

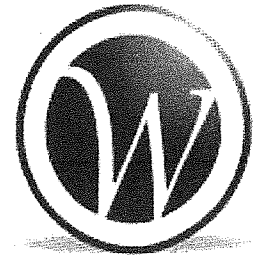


4 SOUTH ABUTMENT
S.03 WEST END NOT TO SCALE

Rev	Description	Date	By

Williams Center for the Arts

Douglas McFarlane, Director
P.O. Box 636
Oelwein, Iowa 50662
Office: 319-283-6616
Cell: 563-663-2220
dmcfarlane@oelwein.k12.ia.us



February 9, 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 script is cursive and fluid, with the first letters of the first and last names being capitalized and prominent.

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: \$17,324

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  February 9, 2022

Douglas E. McFarlane
(Printed name)

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

Project Identification:

1. What is the title of your project?

The HIGHWAYMEN/LIVE

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

The HIGHWAYMEN/LIVE is the opening show for the 2022-2023 season. The funds requested are for the HIGHWAYMEN/LIVE show. This concert is slated for April 9, 2022. Expenses for this concert include the artist's fee, lighting, sound, salaries, payments to Oelwein Community School District toward utilities and custodial services, printing, advertising, meals and housing.

The Williams Center for the Arts operates on a \$140,000 fiscal year budget. The request for this grant helps to bring in a top quality tribute show.

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 shows 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 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 Super 8 and the Cornerstone Inn and Suites. The number of shows being presented is 7 events. The hotel expenses for each show costs around \$1200.

The projected budget for The HIGHWAYMEN/LIVE show can be 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 prior years the number of guests generated by this project was over 100 persons. This includes the performers as well as members of the audience needing housing. Because of the types of programs being presented, it is anticipated that the number of persons using hotels in Oelwein for each series event will remain at 100 or more persons. (For the HIGHWAYMEN/LIVE Show.)

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 estimated at 600 adults for this event only. The entire season should reach 3500 persons. The past seasons have provided residents with special needs the opportunity to attend the events at the center at a reduced price.

In past years the following groups with special needs that have been patrons of The Williams Center for the Arts are: Mercy One Living Plus, the two Alternative Living Homes in Oelwein, Full Circle Services, Grandview Nursing Home, Oelwein Care Nursing Home, Quality Choices and the ABCM facilities in Independence, IA.

Because of Covid 19 and the Delta and Omicron variants not all of these entities will return this concert season. At present we have clients of the Rise Alternative Living House, Goodwill and Quality Choices attending the concerts. When Covid 19 and the various variants subside, we anticipate a slow return of patrons from care facilities.

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. We are making a concerted effort to encourage more students to attend.

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.

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

The total number of visitors to the Williams Center for the Arts is difficult to forecast. In past years approximately 75,000 persons have attended events at The Williams Center for the Arts. (This has included 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. We are conservatively projecting 55,000 persons attending events for the 2022-2023 fiscal year.

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

The Center is open all year long for usage by various groups. These include the groups listed above.

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.

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, the Northeast Iowa Charitable Foundation, and the Fayette County Community Foundation are involved in providing matching funds for this project.

*We continue to search for grants to assist the Williams Center for the Arts

*The Williams Center for the Arts is asking for \$1,500 from the City Hotel/Motel Tax to help finance this Artist Series Concert.

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 will help with expenses incurred by The HIGHWAYMENM/LIVE show.

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 for the Arts has received \$6000 annual divided into four quarters. We are hoping for a \$1,500 grant for this particular event to help

defray the cost for the artists.

Completion Date is: April 9, 2022.

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

TOTAL BUDGET REQUESTED FOR THIS EVENT IS: \$1500

TOTAL PROJECTED FOR THIS EVENT IS: \$17,490

Salaries: \$1624

Printing: \$650

Artist Fee: \$10,000

Advertising: \$650

Ground Transportation: \$0.

Utilities: \$500

Hotel: (2 nights 5 rooms @ night) \$1200

Sound and Lights: \$2400

Meals: \$300

Total Projected cost for this grant application: \$17,324

Hotel Motel FY2019

Fund 122

Remaining from previous FY 2018	14,834.85		
Balance on T Report June 30, 2018	25,602.62	Bal on T Report Jan. 31, 2019	57,951.82
		Bal on T Report Feb 28, 2019	51,506.36
Projected Rev 2019	54,000.00	Bal on T Report March 31, 2019	67,096.92
		Bal on T Report April 30, 2019	67,166.99
Revenue to General Fund	26,460.00	Bal on T Report May 31, 2019	56,834.18
Revenue to Tourism	17,540.00	Bal on T Report June 30, 2019	34,478.34
Revenue to Trails	10,000.00		

Project	Date Requested	Amount Requested	Date Council Awarded	Amount Awarded	Sent Ck Paid	Date Paid	Remaining Balance
Fair	8/28/2018	1000		1000	YES	9/25/2018	
Italian Days	6/24/2018	1200		1200	yes	7/9/2018	
Soccer Club	6/24/2018	2000		2000	yes	7/9/2018	
Williams Center	Jul-Sept 2018	1000	9/24/2018	1000	yes	10/9/2018	
United Way	6/27/2018	1060	9/24/2018	1040	yes	11/15/2018	
Pawsitively Oelwein Inc	9/25/2018	4045.49	9/24/2018	3900	YES	5/29/2019	
Williams Center	Oct-Dec 2018	2000	2/11/2019	1500	YES	2/12/2019	
OELWEIN CELEBRATIONS INC	2/1/2019	5000	2/11/2019	5000	yes	2/25/2019	
Williams Center	Jan-Mar 2019	1500	3/25/2019	1500	yes	5/7/2019	
Fayette Co Ag Society	2/28/2019	5000	3/25/2019	5000	YES	5/17/2019	
Williams Center	6/1/2019	1500	6/10/2019	1500			
Oelwein Soccer Club	5/16/2019	5200	6/10/2019	2200	yes	6/13/2019	holding check waiting on 501C3
			Total Awarded	26840			

32,978.34 remaining balance T Report minus unpaid

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	<u>(1,500.00)</u>
Unused carry over balance	22,978.34
*not included in remaining balance in chart	

Current Fiscal Year

Estimated Revenue 2020	60,000.00
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	<u>20,000.00</u>

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	73,167.16
April	73,204.88
May	73,242.61
June	50,877.90

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>5,162.85</u>
	56,244.86

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	1,500	10/14/2019	1,500	10/18/2019	1500.00	\$14,600.00	
Junior Husky Basketball Club	10/1/2019	3,105	10/14/2019	3,105	2/12/2020	3105.00	\$11,495.00	
Williams Center Q2	12/1/2019	1,500	2/24/2020	1,500	2/25/2020	1500.00	\$9,995.00	
Williams Center Q3	3/1/2020	1,500	2/24/2020	1,500				
Fayette Co Ag Society	3/1/2020	6,000	3/9/2020	6,000	7/20/2020	6000.00		
Oelwein Celebrations	3/1/2020	5,000	3/9/2020	5,000				
Rotary Club		2,000		2,000	7/29/2020	6/22/1905		
Grand Theatre - new seating		10,000	6/23/2020	10,000				
Current FY Total Awarded				\$	34,505.00			
Amt Remaining to be awarded				\$	<u>(14,505.00)</u>			

Hotel Motel FY 2021

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	<u>(1,500.00)</u>
Unused carry over balance	<u>22,978.34</u>
*not included in remaining balance in chart	

Current Fiscal Year

Estimated Revenue 2021

less Revenue to General Fund 50%	65,000.00
less Revenue to Trails (to trans 6-2021)	(30,000.00)
	<u>(10,000.00)</u>
FY 2020-21 available for tourism awards	<u>25,000.00</u>

Treasurer's Report Fund 122

Month End Balance History

July	50,899.54
August	56,132.24
September	56,150.82
October	51,736.11
November	71,465.17
December	69,983.19
January	69,999.51
February	70,015.12
March	78,148.28
April	78,165.84
May	81,999.06
June	45,342.41

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

August '20	13,215.93
December '20	19,715.85
February '21	9,615.41
June '21	<u>8,819.86</u>
	<u>51,367.05</u>

Project	Date Requested	Amount Requested	Council Award Date	Amount Awarded	Date Paid	Amount paid	*Remaining Balance	Special Instructions
Oelwein Community Plaza Board	7/1/2019?	7800	7/22/2019	3071.88	8/21/2019	685.63		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	<u>209.38</u>		50% HM / 50% ED
						3071.88		
Williams Center Q3	3/1/2020	1,500	2/24/2020	-		\$1500 WITHDRAWN		
Fayette Co Ag Society	3/1/2020	6,000	3/9/2020	6,000	7/20/2020	6000.00		
Oelwein Celebrations	3/1/2020	5,000	3/9/2020	-		\$5,000 WITHDRAWN		
Rotary Club		2,000		2,000	7/29/2020	2000.00		
Grand Theatre - new seating		10,000	6/23/2020	-		\$10,000 WITHDRAWN		
Oelwein Soccer Club	8/27/2020	4,430	9/18/2020	4,430	10/29/2020	4430.00		
Williams Center	12/1/2020	1,500	12/10/2020	1,500	12/23/2020	1500.00		
Williams Center	3/1/2021	1,500	3/8/2021	1,500	3/24/2021	1500.00		
Oelwein Celebrations	4/14/2021	12,000	4/12/2021	5,000	5/26/2021	5000.00		
Williams Center	6/1/2021	1,500	6/14/2021	1,500	6/15/2021	1500.00		
Fayette Co Ag Society	6/2/2021	7,000	6/28/2021	6,000	7/15/2021	6000.00		

Hotel Motel FY 2022

Past Fiscal Year

Fund 122 balance 6/30/2021 45,342.41

45,342.41

Current Fiscal Year

Estimated Revenue 2022 65,000.00

less Revenue to General Fund 50% (30,000.00)

less Revenue to Trails (to trans 6-2021) (10,000.00)

FY 2021-22 available for tourism awards 25,000.00

Treasurer's Report Fund 122

Month End Balance History

July 39,351.49

August 55,236.52

September 55,247.53

October 53,758.24

November 53,768.35

December 78,741.94

January 78,756.07

February

March

April

May

June

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

August '21 15,877.61

December '21 24,963.75

February '22

June '22

40,841.36

Project	Date Requested	Amount Requested	Council Award Date	Amount Awarded	Date Paid	Amount paid	*Remaining Balance	Special Instructions
Williams Center	9/1/2021	1,500	9/13/2021	1,500	10/28/2021	1500.00		
Grande Theatre of Oelwein	10/1/2021	10,000	10/11/2021	20,000				
Williams Center	12/1/2021	1,500.00	12/22/2021	1500				



PFEED Members,

In May of 2021, the Community Development Department was contacted by a concerned citizen regarding the condition of the property located at 632 5th Ave SW, Oelwein, IA. The concerns were the sanitary conditions of the home and the condition of the structure.

The Community Development Department responded to the complaint and verified both items of concern.

The Community Development Department did not enter the home due to unsanitary conditions but was granted permission by the owner to enter the basement. After inspection of the basement, it was brought to the owner's attention by the Building Official, the home would be placarded as an unsafe structure due to the structural and sanitary conditions.

Ellen Sue Rodgers bought this house from Mebyer Corporation on contract. Ellen and her family were moving back to Missouri, forfeiting on the contract with Mebyer Corporation.

The building official sent an unsafe structure document to Mebyer corporation stating it was in the Building Official's opinion that the structure be demolished by July 19, 2021. A forwarding address was not provided to the Community Development Department for Ellen Sue Rodgers; therefore, the document was not sent to her.

The demolition deadline of July 19, 2021 was not met. In an attempt to find Ellen through Beacon, the Community Development Department found that the property was quit claim deeded to her on May 28, 2021.

The Community Development Department was notified that Ellen moved back to the area and was able to contact her. She was notified that the property was quit claim deeded to her and she was now the legal owner of the property and had full responsibility for all abatements and violations against the property.

Ellen was sent another abatement document requiring the property to be secured as to not create an attractive nuisance and a public safety hazard. Doors are open, windows have been shot out, the structure harbors vermin and is in such unsanitary condition on the interior, the odor can be detected from the exterior of the home. Ellen has been cited to court for non-compliance.

Ellen has since sent an email to the Building Official stating that she would like to give the property to the City of Oelwein.

City of Oelwein Community Development Department

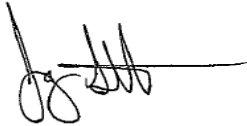
20 2nd Ave SW Oelwein, Iowa 50662

319-283-5862

As the Building Official it is my recommendation that the City of Oelwein accept the property located at 632 5th Ave SW, Oelwein, IA. Ellen does not have the financial means to demolish the home and maintain the property.

If the city does not take the property, the cost of demolition would fall upon the city, along with the city maintaining the property, i.e., lawn mowing, snow removal. These items would be special assessments or liens against the property, making it unaffordable to future buyers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jay Shekleton', with a horizontal line extending to the right.

Jay Shekleton

Building Official/Zoning Administrator



Policy: Oelwein Property Forfeiture Policy

Adopted by Resolution: 5297-2021

Date: September 13, 2021

The City is willing to work with property owners when the situation is advantageous to the city and community members. Anyone who owns a property, residential or commercial, that they can no longer manage may submit a request to sign the property over to the city. The process below outlines how a property owner can quitclaim deed their property over to the city:

- The property owner works with Community Development on an inspection of the property
- Community Development inspects the property and produces a report
- The property owner writes a letter to the city making a request for the property to be quitclaim deeded to the city
- The report and letter from the owner is presented to the Planning, Finance, Enterprise and Economic Development Committee with a recommendation from the City Administrator
- The Committee will make a recommendation to council
- Council will vote the same night through a motion to accept or deny the property transfer
- At the following meeting, the council will accept the property through a resolution
 - City council must accept all property through a resolution

Conditions do apply when requesting to surrender a property to the city through a quitclaim deed:

- The property owner must provide to the city evidence of a significant hardship to be eligible to quitclaim deed the property
- The property must be current on all taxes and utility bills
- The property must be clean inside and out
- All immediate nuisances on the property should be cleaned or eradicated before presenting to council

While the city strives to follow the above guidelines, exceptions can be made in dire circumstances. The city accepts dilapidated properties because going through the court system would prove costly for the city. While the city can assess demolitions or clean-ups to the taxes, these circumstances have not paid off for the city. The most cost-effective option for the city is to take a property and demolish it rather than going after an individual who does not and will not have the resources to demolish a property. All enforcement roads lead to demolition for the city. With the city taking possession of the property, the city avoids court costs and attorney fees.

From: ellen rogers <ellenrogers50662@outlook.com>
Sent: Wednesday, January 5, 2022 10:53 AM
To: BuildingOfficial <BuildingOfficial@cityofuelwein.org>
Subject: Oelwein house

I ellen rogers do not want anything to do with the house. When jay came out n condemned the house due foundation and support ben issues lee burr told me he was taking house back on forfeiture, Due to jay ocndemming it we had to go to Missouri with a friend. While I was in Missouri lee went to court house and did some kind of quit claim taking his name off the deed against what he said, I am on ssi only getting 800 a month I can not afford anything to do with the house. Lee was selling me the house on supposed contract for 40k when he only I later found out he payed 3k for it and it only was worth 20k I cant afford boarding it up or demolishing it im only on ssi please help me My email is ellennbeth@aolcom ty so much

Sent from [Mail](#) for Windows



Building Official/Zoning Administrator

Department: Community Development

Supervisor: City Administrator

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

To oversee the administration of building, plumbing, electrical, and other applicable development codes & enforcement of those codes within the community. To oversee the Rental Inspection Program and all enforcement within this program. To assist with the City's property acquisitions, relocations and property management activities. To actively participate in various code enforcement activities in cooperation with other departments and agencies. Enforces City Codes related to private property performance and upkeep, processes municipal infractions, represents City of Oelwein as witness in court cases related to enforcement efforts, coordinates abatements of property by contractors, performs related clerical work, assists citizens with nuisance and zoning questions, and performs other related duties as required.

Essential Duties and Responsibilities

- Manages the City’s Rental Inspection Program.
- Reviews zoning and subdivision requests; reviews building permits and construction plans for compliance with the City’s applicable codes; prepares necessary paperwork for resolutions and ordinances pertaining to zoning; updates zoning, future land use and floodplain maps, fence and sign permits.
- Suggests amendments to improve zoning or other relevant ordinances to eliminate faulty provisions.
- Enforces applicable codes and ordinances pertaining to zoning, subdivisions, flood plain regulations, signage, home occupations, property maintenance, landlord/tenant and nuisance.
- Investigates complaints and seeks resolution, including supporting municipal infractions.
- Prepares periodic reports on zoning and enforcement activities; assists in planning and administration of various City projects.
- Facilitates housing programs in coordination with state and federal ongoing and emergency programs.
- Facilitates intergovernmental communication for review and action on building permit applications.
- Participates in completing maps and other documents for the US Census in coordination with the City Clerk.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.



- Answers inquiries promptly by phone, email, in writing, and in person.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must possess strong computer skills, including basic Microsoft applications.
- Must possess strong public relations skills, as well as strong written and verbal communication skills.
- Must be knowledgeable of land surveying documentation and procedures as it pertains to property casements and legal descriptions.
- Utilizes personal computers, smart phones, common business equipment, and various software applications as they pertain to each job.
- Must possess and maintain a valid Iowa driver's license.

Experience and Education

Entry Level General

- Requires two or more years of experience in one or more of the trades monitored by this position.
- Licensing/Certifications will be required as desired by the employer.
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.

Education and Experience

- High school diploma or equivalent.
- Associate degree from an accredited college or university with major course work in architecture, engineering or related field; five years of experience in construction and inspection work, real property acquisition, and administration of policies governing relocation activities; or an equivalent combination of education and experience.

Physical, Mental, and Visual Effort



- Frequently required to turn, stoop, kneel, crouch, crawl, reach, twist, walk and sit; occasionally required to stand, walk or climb.
- Occasionally required to lift, carry, push, pull, or otherwise move objects up to ten (10) pounds.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions

- Inspects houses and properties daily.
- Frequently outside in hot and cold weather.
- Occasionally inspecting houses that may be deemed dangerous or uninhabitable.
- Sitting and standing in an office environment daily.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Oelwein employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Oelwein is to be considered "at-will".



Code Enforcement Officer

Department: Community Development

Supervisor: Building Official

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

The Code Enforcement Officer is responsible for nuisance abatement in the City of Oelwein. The four areas that this officer will focus on include, nuisance (trash), structural (referred to community development), weeds, and snow. The officer will work to ensure that all nuisances are abated and that they work diligently with the community to ensure properties are kept clean and orderly. The Code Enforcement Officer will work with property owners and tenants to ensure properties are code compliant.

Essential Duties and Responsibilities

- Leads the enforcement efforts of City's nuisance regulations, including overseeing the tracking of enforcement actions and coordinating the efforts of others involved with enforcement.
 - Follows up on all nuisance complaints
 - Issues all mow orders
 - Issues all snow removal orders
- Answers inquiries, interprets and makes decisions on technical problems of enforcement.
- Makes recommendations for correcting inadequacies.
- Makes recommendations for changes in ordinance regulations.
- Attends hearing and testifies in court regarding Code violations.
- Performs related duties as required.
- Provides staff support to the Community Development and Police Department
- Interacts with the general public
- Other duties as assigned from time to time.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Answers inquiries promptly by phone, email, in writing, and in person.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.



Requirements

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must possess strong computer skills, including basic Microsoft applications.
- Must possess strong public relations skills, as well as strong written and verbal communication skills.
- Must be knowledgeable of land surveying documentation and procedures as it pertains to property casements and legal descriptions.
- Utilizes personal computers, smart phones, common business equipment, and various software applications as they pertain to each job.
- Must possess and maintain a valid Iowa driver's license.

Experience and Education

Entry Level General

- Requires two or more years of experience in one or more of the trades monitored by this position.
- Licensing/Certifications will be required as desired by the employer.
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.

Education and Experience

- High school diploma or equivalent.
- Associate degree from an accredited college or university with major course work in architecture, engineering or related field; five years of experience in construction and inspection work, real property acquisition, and administration of policies governing relocation activities; or an equivalent combination of education and experience.

Physical, Mental, and Visual Effort

- Frequently required to turn, stoop, kneel, crouch, crawl, reach, twist, walk and sit; occasionally required to stand, walk or climb.
- Occasionally required to lift, carry, push, pull, or otherwise move objects up to ten (10) pounds.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions



- On or near residential property on a daily basis
- Works in an office environment and outside
- During the winter, will walk sidewalks and potential slippery and wet sidewalks
- Frequently outside in hot and cold weather.
- May work with irate or unhappy residential tenants and homeowners
- Sitting and standing in an office environment daily.

Disclaimer

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Community Development Administrative Assistant

Department: Community Development

Supervisor: Building Official

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

The Administrative Assistant in the Building department will be responsible for assisting in the rental inspection program, nuisance abatement, building inspection, and housing needs within the community of Oelwein. The Administrative Assistant will be the expert on rental housing in Oelwein and understand resources for rental property owners and future rental property owners. The Administrative Assistant will work with Upper Explorerland’s housing initiatives and the North East Iowa Housing Trust Fund to ensure the City of Oelwein and those that we serve, are utilizing these resources for rental property initiatives. The Administrative Assistant will work with the Building Official/Zoning Administrator and the Code Enforcement Officer to ensure they are being supported in their daily capacity.

Essential Duties and Responsibilities

- Assist in the City’s Rental Inspection Program.
- Works directly with the Building Official/Zoning Administrator and the Code Enforcement Officer
- Works with Upper Explorerland and North East Iowa Housing Trust Fund on all programs, that may impact rental housing, in Oelwein
- Prepares documents, letters, and filings for the Building Department
- Updates the city’s database on rental inspection, and building permits
- Prepares items for Boards, Commissions, and City Council

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Answers inquiries promptly by phone, email, in writing, and in person
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner

Requirements

Knowledge, Skills, and Abilities



- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner
- Must be able to communicate effectively using both written and oral methods
- Must possess strong computer skills, including basic Microsoft applications
- Must possess strong public relations skills, as well as strong written and verbal communication skills
- Utilizes personal computers, smart phones, common business equipment, and various software applications as they pertain to each job
- Must possess and maintain a valid Iowa driver's license

Experience and Education

- Graduation from High School or GED supplemented by additional course work in office management and data processing; and
- Associate degree or its equivalent preferred, not required
- Considerable experience in the performance of clerical and secretarial duties; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work

Physical, Mental, and Visual Effort

- Requires the following with or without reasonable accommodation:
- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
- Sufficient vision, which permits the employee to operate equipment and tools;
- Sufficient manual dexterity, which permits the employee to operate equipment;
- Sufficient personal mobility, which permits the employee to access office files and visit and distribute materials to other City offices.

Working Conditions

- Primarily works in an office environment with controlled temperatures and limited exposure to loud noises or unusual smells.
- Occasional exposure to heat and cold, with rare exposure to wetness.

Disclaimer

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Building Inspector

Department: Community Development

Supervisor: Building Official

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

To inspect permits related to building, plumbing, electrical, and other applicable development codes & enforcement of those codes within the community. To perform rental inspections and all enforcement within the rental program. To assist with the City's property acquisitions, relocations and property management activities. To actively participate in various code enforcement activities in cooperation with other departments and agencies. Enforces City Codes related to private property performance and upkeep, processes municipal infractions, represents City of Oelwein as witness in court cases related to enforcement efforts, coordinates abatements of property by contractors, performs related clerical work, assists citizens with nuisance and zoning questions, and performs other related duties as required.

Essential Duties and Responsibilities

- Performs inspections of all permits in accordance with the City of Oelwein Code
- Performs Rental Inspections
- Reviews zoning and subdivision requests; reviews building permits and construction plans for compliance with the City's applicable codes; prepares necessary paperwork for resolutions and ordinances pertaining to zoning; updates zoning, future land use and floodplain maps, fence and sign permits.
- Enforces applicable codes and ordinances pertaining to zoning, subdivisions, flood plain regulations, signage, home occupations, property maintenance, landlord/tenant and nuisance.
- Investigates complaints and seeks resolution, including supporting municipal infractions.
- Facilitates housing programs in coordination with state and federal ongoing and emergency programs.
- Facilitates intergovernmental communication for review and action on building permit applications.
- Participates in completing maps and other documents for the US Census in coordination with the City Clerk.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Answers inquiries promptly by phone, email, in writing, and in person.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.



- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Must have the ability to manage multiple projects and prioritize workload in a timely and effective manner.
- Must be able to communicate effectively using both written and oral methods.
- Must possess strong computer skills, including basic Microsoft applications.
- Must possess strong public relations skills, as well as strong written and verbal communication skills.
- Must be knowledgeable of land surveying documentation and procedures as it pertains to property casements and legal descriptions.
- Utilizes personal computers, smart phones, common business equipment, and various software applications as they pertain to each job.
- Must possess and maintain a valid Iowa driver's license.

Experience and Education

Entry Level General

- Requires two or more years of experience in one or more of the trades monitored by this position.
- Licensing/Certifications will be required as desired by the employer.
- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.

Education and Experience

- High school diploma or equivalent.
- Construction and project management
- Associate degree from an accredited college or university with major course work in architecture, engineering or related field; five years of experience in construction and inspection work, real property acquisition, and administration of policies governing relocation activities; or an equivalent combination of education and experience.

Physical, Mental, and Visual Effort

- Frequently required to turn, stoop, kneel, crouch, crawl, reach, twist, walk and sit; occasionally required to stand, walk or climb.
- Occasionally required to lift, carry, push, pull, or otherwise move objects up to ten (10) pounds.



- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions

- Inspects houses and properties daily.
- Frequently outside in hot and cold weather.
- Occasionally inspecting houses that may be deemed dangerous or uninhabitable.
- Sitting and standing in an office environment daily.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Oelwein employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Oelwein is to be considered "at-will".



Minutes

Airport Board

Municipal Airport, 19623 40th Street, Oelwein, Iowa

January 20, 2022 - 6:30 PM

CALL TO ORDER

Meeting called to order at 6:40 on January 20, 2022

ROLL CALL

Bryan, Woodreska, Nations, Bagge, Tuchscherer Stewart, Mulfinger

APPROVAL OF MINUTES

1. Consideration of a motion to approve the minutes of the November 18, 2021 minutes

A motion was made by Woodreska, seconded by Tuchscherer to adopt the November 18, 2021 minutes as presented. All voted aye.

Motion carried.

EXPENSE REVIEW

2. Review of Revenue and Expense Reports

FBO REPORT

The FBO reported on the following budget request:

Looking at updating well and putting in a larger pump that is deeper. No records of the well being put in, suggesting the age of the well. The conversation was that the well was unable to keep up with the usage and is wondering if it is cost effective for the crop sprayers. Which lead into a conversation of how to promote the crop spraying industry. A conversation of the safety of the water was also had.

New tractor for snow removal, taxi way for west hangers to new taxi way, 1836 extension,

Fuel tank replacement, new pump

Light replacement near windsock, talk to contractor – Tegeler mention he would talk to the contractor

OLD BUSINESS

3. Fuel System

A conversation took place on the need for cards for those who had hangers rented, or if using a credit card is the most effective. A suggestion was made that if an individual was renting a hanger, they would get cheaper fuel rates. A conversation was had about lowering fuel rates to make the Oelwein Airport more attractive. Further discussion to come as more information becomes available.

4. Pavement Reconditioning Project

Confirmation of the AECOM contract was made they will be a 5-year contract. The engineer will be David Hughes. Looking to have Hughes be at the March meeting.

NEW BUSINESS

5. Discussion on a request by Kyle Rich, Crop Care by Air to place a Portable Office Building at the Oelwein Municipal Airport

16x48 building they plan to have in March in order to have off to the north of the community building and west of the hangers.

Motion was made by Tuchscherer, seconded Nations to approve the location of the building, north of the community building, west of the hangers. All voted aye. Motion carried.

SCHEDULE NEXT MEETING DATE: March 17, 2022

ADJOURNMENT:

Motion made by Bagge, seconded by Nations to adjourn at 7:45PM

Library Board Minutes February 8, 2022

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, February 8, 2022 at 5:00 p.m. at the library.

Present: Mars, Gilson, Ingersoll, Payne, and Macken

Absent: Berryman, Kerns

President Mars called the meeting to order at 5:03.

Gilson made a motion to approve the agenda and the minutes. Seconded by Ingersoll. Motion carried.

Correspondences: The family of former Library Director, Vivian Petrik, sent a note of appreciation for the plant sent in honor of her passing.

Trustee Training: The board reviewed the standard on remote access to the library's online catalog.

Director's Report:

- Roof: The reports from Schwickerts and Shive-Hattery were sent to Novak Design. The city would like Novak to design a plan for improvements and manage the project. The city has asked for a quote for the cost of these services as well as a request for a task order for improvements. The city is confident that Schwickerts would do a good job in doing the roof improvements. In addition, the city is open to alternative ideas such as steel roofing materials. Jim Novak is contacting Schwickerts and the city Building Inspector for further discussion. Novak offered a few solutions for monitoring the sprinkler system such as a temperature alarm and a fan system for circulating warm air.
- The county auditor reported that the Fayette County libraries will receive a 3% increase in the county appropriation.
- The library annual report was submitted to the library board and the city council on January 25.
- The Thinking Money for Kids exhibit programs have been scheduled, the library store items have been purchased, and elementary teachers have received an invitation for class visits and schedules of events.
- The final forms and receipts for the ARPA grant for the solar charging bench have been submitted for reimbursement.
- A summary of Paypal transactions was reviewed. A total of \$569.59 was received through 47 transactions. Fees are paid by the customer.
- Blackhawk sprinklers will be performing the quarterly and annual inspections on the wet system and the fire-line backflow. This is required by EMC Insurance.
- A class on using the Ancestry database will be offered on February 24 at 2:00.

Friend's Report:

- Next meeting is February 14.
- There will be no Chocolate Fest this year.

Bills: Ingersoll made a motion to approve the bills. Seconded by Gilson. Motion carried.

Unique Management: The fees for the collections services will increase from \$8.95 per account submitted to \$11.65. Ingersoll made a motion to increase the patron fee of \$10.00 to \$13.00. Seconded by Gilson. Motion carried. The extra amount helps defray library costs for postage and materials.

Policy review: The board reviewed the Devices and Special Collections policy. Gilson made a motion to accept this policy as reviewed. Seconded by Ingersoll. Motion carried.

Gilson made a motion to adjourn at 5:20.

Respectfully submitted,
Susan Macken

Next meeting will be March 8 at 5:00.



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator’s Council Agenda Memo

Date: 2/14/2022

Consent Agenda

- 1. Consideration of a Motion to approve the January 24, 2022 minutes
- 2. Consideration of a motion to renew the Class C Beer Permit for Dollar General.
- 3. Consideration of a Motion to approve the Class E Liquor License for Hy-Vee Oelwein Dollar Fresh

Public Hearing

- 1. Public Hearing on Max Tax Levy for Fiscal Year 2023
 - 1. The city is required to have a hearing on the tax levy for general fund, benefits, and other small levy amounts. The city has raised this portion of the levy by \$.02 to make up the increased cost of insurance and health insurance. This raise in taxes will cost a homeowner with as assessed value of \$100,000 just under \$3.00. This will cost commercial building owners with a value of \$100,000 \$18.00. The City has made small adjustment each year. While the goal is to stay at 17.70000, this increase is needed to meet the level of service that council has worked toward.
- 2. Public Hearing on the Boundaries for Ward 1 for the City of Oelwein.
 - 1. The state of Iowa stepped in and made corrections to our maps. This change is just a clarification on a boundary in the Northeast.

Ordinances

- 3. Consideration of a Motion to Suspend the Rules
 - 1. The city council needs to suspend the rules to a line with the timeline the state has set for the redistricting process. The city initially submitted material on time, but with the correction, the process is now rushed. The City Administrator recommends approving the motion to suspend.
- 4. Consideration of an Ordinance Amending Chapter 2 Elections Section 2-5 Ward One of the Code of Ordinances of the City of Oelwein, Iowa
 - 1. The state of Iowa stepped in and made corrections to our maps. This change is just a clarification on a boundary in the Northeast. The City Administrator recommends approving the ordinance.

Resolutions

- 5. Consideration of a Resolution Adopting Fiscal Year 2023 Maximum Property Tax Dollars



- 1. This resolution sets the council to a maximum amount on the levy. Council can lower the levy, but they cannot exceed the levy after this resolution is passed.
- 6. Resolution setting the date for sale of General Obligation Corporate Purpose and Refunding Bonds, Series 2022 and authorizing the use of a preliminary official statement in connection therewith
 - 1. This is the last step in the bond process for the city of Oelwein. The City will go out to market with the bond and see what rate the bond will get from prospective banks. The City Administrator recommends approving the resolution.
- 7. Consideration of a Resolution of a street closure for Odd Rod's
 - 1. This is an annual request. The Odd Rod's have been positive community partners and have caused no issues. The City Administrator recommends approving the resolution.

Motions

- 8. Consideration on a motion to set a Public Hearing for status of funded activities for the CDBG Water Main Replacement project on February 28, 2022 at 6:00 at the Oelwein Council Chambers.
 - 1. This is required by the CDBG grant. The City Administrator recommends approving the motion.
- 9. Consideration of a Motion approving an electric and pipeline easement with Alliant Energy.
 - 1. This easement is on city property and must go through council. Normally, Alliant just works in the ROW, but this project required a different direction for a gas line. The City Administrator recommends approving the motion.
- 10. Consideration of a Motion to approve the Charles Street Viaduct Maintenance 2022 project to E&H Restoration, LLC in the amount of \$55,000.
 - 1. The City went to bid for this project and only received one bid that was \$200,000 over budget. The new project will take down material that needs to come down and assess the goal for future projects. Should council not move forward with this project the city has been advised to close the viaduct. This price was negotiated by the Origin team to meet the city's budget. The City Administrator recommends approving the motion.
- 11. Consideration of a Motion of William's Center Application for Hotel/Motel Tax
 - 1. PFEED provides the recommendation on this item.
- 12. Consideration of a Motion on House Forfeiture 632 5th Ave SW
 - 1. PFEED provides the recommendation on this item. The City Administrator does recommend taking the homes and demolishing the structure. This property is a problem and not salvageable. Going after the property owner will not be advantageous in the scenario.
- 13. Consideration of a Motion Contracting Community Development Duties



1. This agenda item was placed on the agenda by Council Member Dave Garrigus with the support of additional council members. The Housing Committee investigated privatizing rental inspections with a company in 2020. The company encouraged the city to lower their standards to not upset property owners. This suggestion did not work for the committee because the goal of the program is to provides safe and habitual housing for community members. Northeast Iowa does not have many companies that want to come into cities and take over Community Development duties.



Oelwein Public Library

2021 Annual Report

Library Board of Trustees

Anita Mars, President

Blake Kerns, Vice President

Catherine Gilson, Secretary

Callie Berryman

Brett Ingersoll

Submitted by Susan Macken
January 25, 2022

Year in Review

At the beginning of the year, a few restrictions were in place due to COVID-19.

- At the end of February, the meeting room opened back up.
- By May, services resumed to a normal level. Story Time and Book Club, once again, met in person.
- Summer Reading Program participants attended a number of programs. Thirty-one kids, 13 teens, and 15 adults registered. The most popular programs were making a kaleidoscope and the stained glass demonstration.
- By November, LEGO Club met with a few variations including a Challenge theme and some safety guidelines.



- A Hush Study Pod was installed.
- The 1000 Books before Kindergarten program was launched.
- After publication ceased, some of the Dr. Seuss books were temporarily removed from the shelves until the re-sale market softened.
- ARPA grant funds were used to purchase an outdoor solar powered device charging bench.
- Acquired a lighted, wooden display case.
- Staff participated at Party in the Park in promoting library programs and services.
- A new Story Time Cart was purchased.
- Staff conducted a comprehensive salary study.
- New teacher packets containing library marketing materials were distributed.
- The library collaborated with Dollar Fresh to offer a walk-in Flu Shot Clinic.
- A grant from the State Historical Society was used to microfilm and digitize the Oelwein Daily Register from 2017-2020.



- By patron request, the library resumed ordering audiobooks on CD.
- The Cemetery Walk program was held at the Old Catholic Cemetery.
- ISU Extension taught a fall wreath making workshop.
- The Genealogy Society hosted a program on converting VHS tapes and old photos to digital archives.
- A Cook Book Club was started.



Condition of the Building and Grounds

- Over winter, the roof leaked in the children’s closet, the public men’s restroom, and the south west corner of the fiction area. The City Administrator hired a representative from Shive-Hattery to investigate and resolve the roof leaks.
- The exterior building sconce lights were repaired as well as the sign light.
- The emergency EXIT sign batteries were replaced.
- The reversing valve in the HVAC system was repaired. The leaked Freon was replaced.
- The TXV on the HVAC circuit was repaired.
- The sewer backed up from the floor drains in the staff area. This occurred twice over a number of months.
- The trees on the library grounds were trimmed and invasive species were removed.

Oelwein Public Library Foundation

The Library Foundation sponsored the Dolly Parton Imagination Library. One hundred twelve children (112), from age 0-5, are enrolled in this program with an additional 22 children graduating from the program. Each month, the children receive their own, age appropriate book mailed directly to their home.



Friends of the Library Contributions to the Library

Speakers and Programs

- ✓ “Remembering the Apron”
- ✓ “Straight Laced Girls, Uptight Ladies”
- ✓ Appreciation Tea
- ✓ Curbside Pick-up Annual Chocolate Festival
- ✓ Book and Bake Sale



Library Enhancements

- ✓ Button maker
- ✓ Poinsettias at Christmas Time

Community Outreach

- ✓ Book Page Book Review Magazine
- ✓ Memorial books in honor of Friend’s Members who have passed away
- ✓ Keychains for new library patron’s library card



Library Statistics

	2021	2020
Attendance	19,290	17,722
Program Attendance	991	571
Circulation	51,019	50,933