



Agenda

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

August 09, 2021
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Warren Fisk

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

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 minutes of the July 26, 2021 Council meeting

Resolutions

- [2.](#) Consideration of a Resolution of the City of Oelwein, Iowa Adopting Policies for Purchasing and Procurement
- [3.](#) Consideration of a Resolution Directing the Sale of the City's Interest in 217 2nd Avenue NW, Oelwein, Fayette County, Iowa

Motions

- [4.](#) Consideration of a motion to approve Home Rehabilitation Revolving Loan Fund Application for 214 8th Avenue SW
- [5.](#) Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development re: Demolition Funding Assistance for 317 2nd Avenue NE
- [6.](#) Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee to accept property located at 202 4th Avenue NW
- [7.](#) Consideration of a recommendation from the Planning, Finance, Enterprise and Economic Development re: 15 and 17 5th Avenue SW

Council Updates

Mayor's Report

City Attorney's Report

- [A.](#) 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
July 26, 2021 - 6:00 PM

Pledge of Allegiance

Call to Order by Mayor DeVore at 6:00 P.M.

Roll Call	Present:	Fisk, Cantrell, Weber, Stewart, Seeders, Payne
	Absent:	None
	Also Present:	Mulfinger, Rigdon, Dillon

Additions or Deletions

A motion was made by Seeders, seconded by Weber to adopt the Agenda as amended. All voted aye.

Motion Carried

Citizens Public Comments – No Comments were received.

Consent Agenda

1. Consideration of a motion to approve the minutes of the July 12, 2021 Council meeting
2. Consideration of a motion to approve the Claims Resolution in the amount of \$726,715.30
3. Consideration of payment to KS Construction in the amount of \$7,751.25 for work completed on Redgate Shelter

A motion was made by Weber, seconded by Fisk to adopt the Consent Agenda. All voted aye.

Motion Carried

Ordinances

4. Consideration of an Ordinance Amending Oelwein Code of Ordinances Chapter 14, Article IX, Sidewalk Cafe - Third and Final Reading

No comments written or verbal were received.

A motion was made by Weber, seconded by Seeders to adopt Ordinance No. 1192.

Ayes: Fisk, Cantrell, Weber, Stewart, Seeders, Payne

Nays: None

Motion Carried

Resolutions

5. Consideration of a Resolution Directing the Sale of the City's Interest in 313 4th Avenue SE, Oelwein, Fayette County, Iowa

A motion was made by Seeders, seconded by Fisk to adopt Resolution No. 5290-2021.

Ayes: Fisk, Cantrell, Weber, Stewart, Seeders, Payne

Nays: None

Motion Carried

6. Consideration of a Resolution Directing the Sale of the City's Interest in 217 3rd Street NW, Oelwein, Fayette County, Iowa

A motion was made by Fisk, seconded by Cantrell to adopt Resolution No. 5291-2021.

Ayes: Fisk, Cantrell, Weber, Seeders, Payne

Nays: None

Abstain: Stewart (Brother-in-Law)

Motion Carried

Motions

- 7. Consideration of a motion authorizing purchase and installation of floor coverings for Homes for Iowa project located at 318 7th Street SW in the amount of \$6,525.36 from Furniture Showcase
A motion was made by Fisk, seconded by Weber authorizing the purchase and installation. 5 voted aye, 1 (Seeders) voted nay.

Motion Carried

- 8. Consideration of a motion authorizing signatures on Purchase Order and Lease Agreement to Quadient Leasing USA for Postage Machine
A motion was made by Fisk, seconded by Weber authorizing signatures. All voted aye.

Motion Carried

- 9. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee re: Demolition Assistance for 26 6th Avenue NE
A motion was made by Cantrell, seconded by Seeders to approve the Planning, Finance, Enterprise and Economic Development Committees recommendation of \$1,650.00. All voted aye.

Motion Carried

- 10. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development re: Demolition Assistance for 420 8th Street SW
A motion was made by Fisk, seconded by Cantrell to approve the Planning, Finance, Enterprise and Economic Development Committees recommendation to deny funding. All voted aye.

Motion Carried

Committee Reports

- 11. Report from Cantrell on July Park and Recreation Commission meeting
The full minutes can be found at <http://www.cityofelwein.org/government/agendas-and-minutes.html>.

Council Updates

Seeders asked a question about the impounding of dogs regarding the process city has in place. Chief Logan walked council through the process. Seeders encouraged staff to continue to work with Buchanan County Animal Shelter.
Payne thanked the city for assisting residents with storm clean up.

City Administrator’s Report

City Administrator Mulfinger reported seven people attended “Election School” to learn about City Council or School Board Candidacy.

Adjournment

A motion was made by Fisk, seconded by Seeders to adjourn at 6:32 P.M. 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 July 26, 2021 and copy of said proceedings was furnished to the Register July 28, 2021.

Dylan Mulfinger, City Administrator

RESOLUTION _____

A RESOLUTION OF THE CITY OF OELWEIN, IOWA
ADOPTING POLICIES FOR PURCHASING AND PROCUREMENT

WHEREAS, The City of Oelwein is applying Community Development Block Grant funds from the Iowa Department of Economic Development, and;

WHEREAS, The City of Oelwein wishes to comply with all State and Federal regulations in connection with the grant award, and;

WHEREAS, The City of Oelwein acknowledges that the below mentioned policies are part of the regulations;

NOW, THEREFORE, BE IT RESOLVED, that the City of Oelwein adopt the following policies and authorize the Mayor to sign and the City Administrator to attest:

1. City Purchasing and Procurement Policy
2. Fraud Reporting Policy
3. Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

Passed, approved, and adopted this _____ day of _____, 2021.

Brett DeVore, Mayor

ATTEST:

Dylan Mulfinger, City Administrator



Oelwein Purchasing Policy
Adopted by Resolution #####-#### Month Day, Year

Overview

The City of Oelwein Purchasing Policy is hereby created to:

1. Clarify certain procedures and safeguards governing purchases of supplies and services by the City.
2. Provide for increased public confidence in the procedures followed in City purchasing decisions.
3. Ensure the fair and equitable treatment of all persons who involved with the City's purchasing procedures.
4. Provide increased economy in City purchasing activities and maximize the purchasing value of public monies for the City.

Spending Limits

The spending limit of the City Administrator is set by Ordinance by the City Council. This limit is \$5,000. Any item over this limit must be brought to City Council for approval.

Department Heads spending limit is set at \$2,500. Department Heads will be held responsible for all purchases in their department. All receipts turned in must have an account number attached where the purchase will be charged.

Any item that is not a reoccurring expense over \$5,000 must be sent to City Council for approval.

Reoccurring Purchases

For services or products that are required more than once a year, the aggregate total of the purchases will be used to determine the purchasing procedures that should be followed. Reoccurring purchases will not be subject to the competitive sealed bid process, unless requested by the City Administrator.

Budgeted Items

All items specifically stated in the City Council's approved budget do not require a second council approval. This includes items over \$5,000. Items over the Department Head limit must be approved by the City Administrator.

Buying Local

By virtue of statutory authority, preference will be given to products and provisions grown and produced within the State of Iowa. The department supervisors shall make every effort to support Iowa products when making a purchase. Tied responses to solicitations, regardless of the type of solicitation, shall be decided in favor of the Iowa products.

Iowa Code, Chapter 73.1, Preference Authorized:

"Every...city, and every person acting as contracting or purchasing agent for any such...governing body shall use only those products and provision grown and coal produced within the state of Iowa, when they



are found in marketable quantities in the state and are of a quality reasonably suited to the purpose intended, and can be secured without additional cost over foreign products or products of other states..." For purchases over \$5,000, if an Oelwein-based company's bid is within 5% of the low-bid and all other specifications of the request for proposal are met by both companies, the city council may award the contract to the Oelwein-based company. An Oelwein based company is one that sells or produces products in Oelwein.

Purchase Order Procedure

Any item purchased over the allowed limit must generate a purchase order. Purchase orders will be generated by the City Hall Secretary and signed off by the City Administrator.

Credit Card Rules

Credit card spending limits are \$5,000 for the City Administrator and \$2,500 for Department Heads.

Allowable Expenses

- Authorized travel and training expenses
- Authorized expenditures for services or supplies
- Reimbursement for alcoholic beverages is prohibited
- Elected Officials, City Administrator, or Directors may purchase business Meals for themselves. See Personnel Policy for meal spending limits and further restrictions.
- All expenses must follow the Oelwein Purchasing Policy

Documentation

- Original, itemized receipts are required to validate expenses on City issued credit cards.
- Restaurant receipts must include both the itemized bill and the credit card receipt that identifies the tip amount
- Conference receipts must include training details for each employee attending the training
- Hotel receipts must include daily room rates and itemized receipts for any additional room charges
- Transportation receipts should show charges for airfare, cab fare and tip amount if applicable

Unapproved Expenditures

Employees and Elected Officials will be responsible for all unapproved expenditures made on the City Issued Credit Card. Expenditure reports will be reviewed by both the Department Head or Superintendent and City Administrator for adherence to policy.

Store Credit Accounts

It is the understanding of the Oelwein City Council and the City Administrator that in order to conduct day-to-day business operations of the City, store credit accounts are needed for supplies. As such, several store credit accounts are made available for employees in the local surrounding area at frequented businesses.

Store Accounts are to be used for items related to city-business, each purchase needs to be identified at the time of sale by the Department's name, signed for by an employee only. Receipts for purchases made



on store credit accounts must also be returned to the City Hall Billing Clerk in a timely manner to ensure statements are paid on time and without penalty.

It is the ultimate responsibility of the Department Head or Supervisor to ensure itemized receipts are returned to City Hall with the identified department name or proper billing code.

Employees using a credit card or a store account can be held personally liable for unauthorized purchases.

Emergency Purchases

The Oelwein Purchasing Policy may be circumvented if a situation arises that meets any of the following emergency procurement conditions:

1. The situation threatens public health, welfare or safety; or
2. There is a need to protect the health, welfare or safety of persons occupying or visiting a public improvement or property located adjacent to the public improvement; or
3. The department must act to preserve critical services or programs; or
4. The need is a result of events or circumstances not reasonably foreseeable.

In the event that any of these situations occur, purchases of emergency need items can be made without approvals required by this policy. At the conclusion of the situation, formal documentation will be required by staff participating in the event to outline the occurrence, and justify the expenditures made under the emergency exemption. These exemptions will be submitted to the City Administrator and if costs exceed \$5,000, to City Council for approval.

Quotes and Bidding

The city will follow all [state bid requirements](#) set out in Iowa State code chapter 26.

Any item over \$5,000 must go through a competitive bid process. This includes a minimum of two quotes. When the city makes request for bids, all request must include a specification sheet that is accurate and detailed.

All change orders under \$5,000 can be approved by the City Administrator.

Signatures in Lieu of Absence

The Deputy Clerk may sign for an absent City Administrator.

Bulk Purchases

Whenever feasible, the city will work to buy all items in bulk through a single vendor.

Purchasing Policy Abuse

Any abuse of the Oelwein Purchasing Policy can lead to disciplinary action including termination.



Federal Procurement Requirements

This section is added with guidance from Iowa Homeland Security to abide by federal procurement guidelines.

In compliance with Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, it is the policy of ORGANIZATION to adhere to these requirements. For procurement, all non-Federal entities must follow 2 CFR Part 200 Subpart D Subsections §200.318 General procurement standards through §200.327, and Appendix II to Part 200-Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. These standards are accessible online at:

https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Cost Principles

Cost principles govern how NON-FEDERAL ENTITIES may spend Federal grant funding. Federal cost principles are found in 2 CFR Part 200 Subpart E, accessible online at 2 CFR PART 200 SUBPART E

2 CFR §200.318 General procurement standards

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and standards. Where State and/or local requirements conflict with Federal requirements, the strictest requirement, will be followed.

2 CFR 180 Debarment and suspension

OMB Guidelines to Agencies on Government wide Debarment and Suspension govern debarment and suspension. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from, or ineligible for participation in Federal assistance programs or activities. Debarred or suspended parties may be found by searching the System for Award Management (SAM) for exclusion records, active or excluded at www.sam.gov

Standards of Conduct and Conflict Of Interest

§200.318 General procurement standards

2 CFR Part 200, Subpart D Subsection §200.318 (c)(1)

The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary



actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

§200.319 Competition.

- (a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.
- (b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- (c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - (1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - (2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- (d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period

§200.320 Methods of procurement to be followed

- (a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute



micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

- (b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
- (c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

In order for sealed bidding to be feasible, the following conditions should be present:

- (i) A complete, adequate, and realistic specification or purchase description is available;
- (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
- (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - (1) If sealed bids are used, the following requirements apply:
 - (i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
 - (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
 - (iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;
 - (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
 - (v) Any or all bids may be rejected if there is a sound documented reason.
- (e) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
 - (1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - (2) Proposals must be solicited from an adequate number of qualified sources;
 - (3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
 - (4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
 - (5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected,



subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

- (f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
- (1) The item is available only from a single source;
 - (2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - (3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
 - (4) After solicitation of a number of sources, competition is determined inadequate.
- (a) §200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.
- (b) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- (c) Affirmative steps must include:
- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (5) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5)

§200.322 Domestic preferences for procurements.

- (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.
- (b) For purposes of this section:
- (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.



- (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

§200.323 Procurement of recovered materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

§200.324 Contract cost and price

The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.

- (a) A cost/price analysis must be performed in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications
- (b) The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.
- (c) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (d) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E—Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

§200.325 Federal awarding agency or pass-through entity review

- (a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.
- (b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - (1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;
 - (2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - (3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a “brand name” product;



- (4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
 - (5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.
- (c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

§200.326 Bonding requirements

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

- (a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- (b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- (c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.327 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.



Fraud Reporting Policy

This section is added with guidance from Iowa Homeland Security to abide by federal procurement guidelines.

2 CFR Part 200 Subpart B-General Provisions

200.113 Mandatory Disclosures

In compliance with Uniform Grant Guidance, in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, this policy is adopted.

A non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award including the term and condition outlined in Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM (currently FAPIIS). Failure to make required disclosures can result in any of the remedies described in §200.339 Remedies for noncompliance, including suspension or debarment. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)

If an employee, elected official, board or commission member, volunteer, agent, etc. learns of a violation of Federal criminal law involving fraud, bribery, or gratuity potentially affecting a Federal grant, they will report the violation to the City Administrator. In the event that the City Administrator is unfit to be reported to, all reporting will go to the City Attorney.



City of Oelwein
Fraud Reporting Policy

2 CFR Part 200 Subpart B-General Provisions
200.113 Mandatory Disclosures

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If an employee, elected official, board or commission member, volunteer, agent, etc. learns of a violation of Federal criminal law involving fraud, bribery, or gratuity potentially affecting a Federal grant, they will report the violation to:

City Administrator

The above named is/are responsible for reporting the violation to the relevant federal agency, or pass-through agency in writing, and in a timely manner.

Passed and adopted this _____ day of _____

Signed

Brett DeVore, Mayor

Date

Attest:

Dylan Mulfinger, City Administrator

Date

Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

Item 2.

In compliance with Uniform Grant Guidance in Title 2 Code of Federal Regulation (C.F.R.) Grants and Agreements, Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, it is the policy of: City of Oelwein to protect Personally Identifiable Information (PII) of employees, customers, vendors, contractors, volunteers, etc. The electronic restrictions and safeguards outlined in 2 C.F.R 200.303 Internal Controls, this policy provides guidance for employees, volunteers, agents, etc. with access to PII and PPII.

Personally Identifiable Information is any information pertaining to an individual that can be used to distinguish or trace a person's identity. Some information that is considered PII is available in public sources such as telephone books, public websites, etc. This type of information is considered to be Public PII and includes:

1. First and Last name
2. Address
3. Work telephone number
4. Work e-mail address
5. Home telephone number
6. General educational credentials
7. Photos and video

The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual.

Protected PII (PPII) means an individual's first name or first initial and last name in combination with any one or more of types of information, including, but not limited to:

1. Social security number
2. Username and password
3. Passport number
4. Credit card number
5. Clearances
6. Banking information
7. Biometrics
8. Data and place of birth
9. Mother's maiden name
10. Criminal, medical and financial records
11. Educational transcripts
12. Photos and video including any of the above

This does not include PII that is required by law, statute, or regulation to be disclosed, such as a law enforcement or court order right to know.

Internal controls (2 C.F.R. 200.303)

The non-Federal entity must:

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75883, Dec. 19, 2014]

Procedures

Personally Identifiable Information and Protected Personally Identifiable Information requirements under 2 C.F.R. Part 200- UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

pg. 1

Personally Identifiable Information and Protected Personally Identifiable Information Requirements Applicable to all Federal Awards

Guidelines on how to maintain and discard PII. All electronic files that contain Protected PII will reside within a protected information system location. All physical files that contain Protected PII will reside within a locked/secured/monitored location when not being actively viewed or modified. Protected PII is not to be downloaded, without prior approval, to personal or organization owned employee workstations or mobile devices (such as laptops, personal digital assistants, mobile phones, tablets or removable media). PII will also not be sent through any form of insecure electronic communication e.g. e-mail or instant messaging systems. Significant security risks emerge when PII is transferred from a secure location to a less secure location or is disposed of improperly. When disposing of PII the physical or electronic file should be shredded, securely deleted, or disposed of by a means that renders the information unrecognizable and beyond reconstruction.

Incident Reporting

The Oelwein City Administrator must be informed of a real or suspected disclosure or breach of Protected PII data within 24 hours after discovery. Examples: misplacing a paper report, loss of a laptop, mobile device, or removable media containing PII, accidental email of PII, possible virus, or malware infection or a computer containing PII.

Audits

Periodic audits of organization owned equipment and physical locations may be performed to ensure that protected PII is stored in approved information systems or locations. The purpose of the audit is to ensure compliance with this policy and to provide information necessary to continuously improve practices.

Enforcement

Anyone found to be in violation of this policy may be subject to disciplinary action as deemed appropriate based on the facts and circumstances giving rise to the violation.

Records Disposal

Records containing personal data are to be disposed of so as to prevent inadvertent compromise of data and will use a disposal method that will render all personal data unrecognizable and beyond reconstruction.

Signed

Attest

Brett DeVore, Mayor Date

Dylan Mulfinger, City Administrator Date

From: Herb Doudney <HDoudney@cityofelwein.org>
Sent: Thursday, August 5, 2021 1:08 PM
To: Tammy Smith <tsmith@cityofelwein.org>
Subject: City owned Lot

Tammy,

I talked with Jay about what steps I needed to follow to purchase the lot directly behind my house.

He advised I should send you a formal request.

Parcel ID	1821177001
Alternate ID	
Property Address	217 2nd Ave. NW Oelwein
Sec/Twp/Rng	21-91-9
Brief Legal Description	S 50' LOTS 1,2,3 BLK 3 MARTINS 3RD ADD <i>(Note: Not to be used on legal documents)</i>
Document(s)	COT: 2020-60 (2020-01-06) QCD: 2019-110 (2019-01-11) FOR: 2017-981 (2017-04-27) QCD: 2017-980 (2017-04-27) QCD: 2008-2669 (2008-09-08) CON: 2005-2766 (2005-08-26) REC: 180-329 PLT: 18-21-B SHD: 170-126 QCD: 160-235

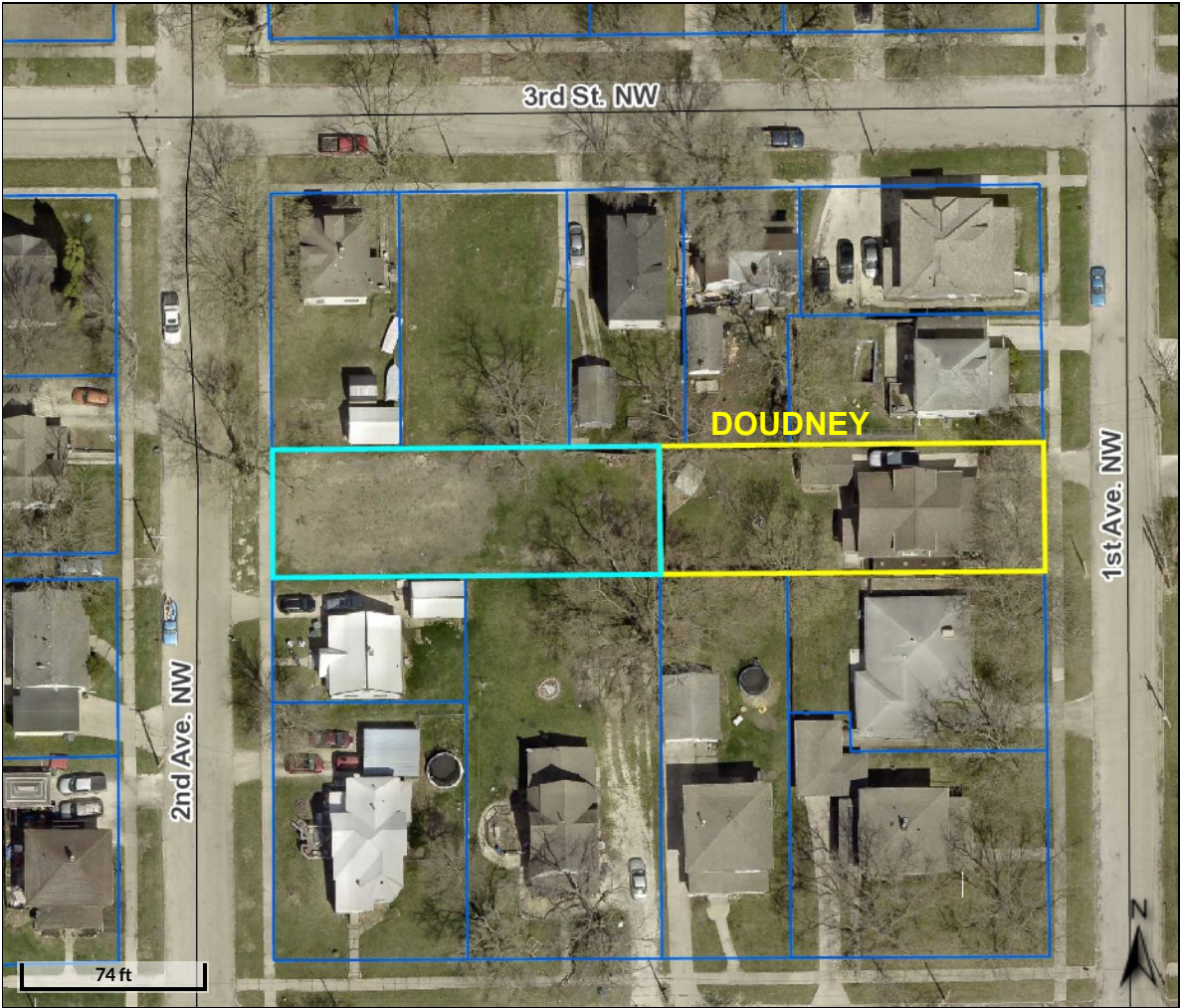
Gross Acres	0.00
Exempt Acres	N/A
Net Acres	0.00
CSR	N/A
Class	R - Residential

I am interested in purchasing this lot.
Jay had mentioned the recent ones have sold for \$704.00.

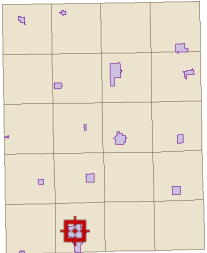
Thanks Tammy

Herb









217 2nd Ave NW



Overview



Legend

-  Corporate Limits
-  Surveys
-  Survey Lines
-  Parcels
- Major Highways**
-  County Highway
-  Federal Highway
-  State Highway
-  Roads

Parcel ID	1821177001	Alternate ID	n/a	Owner Address	Oelwein, City Of
Sec/Twp/Rng	21-91-9	Class	R		City Hall 20 2nd Ave. SW
Property Address	217 2ND AVE. NW	Acreage	n/a		Oelwein, IA 50662-
	OELWEIN				
District	OELWEIN OELWEIN INC				
Brief Tax Description	S 50' LOTS 1,2,3				
	BLK 3				
	MARTINS 3RD ADD				
	(Note: Not to be used on legal documents)				

Disclaimer: Fayette County, the Fayette County Assessor and their employees make every effort to produce and publish the most current and accurate information possible. The maps included in this website do not represent a survey and are compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contain information required for government purposes. See the recorded documents for more detailed legal information. Data is provided in "as is" condition. No warranties, expressed or implied, are provided for the data herein, its use or its interpretation. Fayette County and its employees assume no responsibility for the consequences of inappropriate uses or interpretations of the data. Any person that relies on any information obtained from this site does so at his or her own risk. All critical information should be independently verified. If you have questions about this site please contact the Assessor's Office at (563) 422-3397.

Not all Surveys that are recorded in Fayette County are portrayed in this online map. Always refer to the Fayette County Records Office for all recorded Surveys.

Not all Surveys that are recorded in Fayette County are portrayed in this online map. Always refer to the Fayette County Records Office for all recorded Surveys.

Date created: 8/5/2021
 Last Data Uploaded: 8/5/2021 2:52:13 AM

RESOLUTION NO. _____

RESOLUTION DIRECTING THE SALE OF THE CITY'S INTEREST IN 217 2ND AVENUE NW, OELWEIN, FAYETTE COUNTY, IOWA

WHEREAS, the City is desirous of selling the real estate described herein.

WHEREAS, the City Council has set forth its proposal to sell its interest in the above described real estate and has published notice of the date, time and place of a public hearing thereon; and

WHEREAS, said public hearing was held and the City Council believes it is in the best interest of the City to sell the above described real estate on the terms and conditions set forth below;

BE IT RESOLVED by the Council of the city of Oelwein, Iowa, as follows:

Section 1. On behalf of the City, the Mayor shall contract to sell and shall convey by Quit Claim Deed the following described real estate:

217 2ND AVENUE NW LEGALLY DESCRIBED AS THE SOUTH 50' OF LOTS 1, 2 AND 3, BLOCK 3, MARTINS 3RD ADDITION TO OELWEIN, FAYETTE COUNTY, IOWA

To: Herbert G. Doudney and Gail J. Bilden

For the sum of \$704.00 and other valuable consideration.

Section 2. The City Administrator shall co-sign such contracts and deeds. The Deed shall be delivered thirty days after the date of this Resolution, unless an appeal on this action has been made to District Court. Action on this Resolution shall be final upon the purchaser of the Deed giving evidence to the Clerk that the Deed has been recorded, and such facts to be noted on the official record of this Resolution.

Section 3. This resolution shall be in effect upon its passage and approval as provided by law.

Passed and adopted by the City Council of the City of Oelwein, Iowa, this 9th day of August, 2021.

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

M Weber
Stewart
Cantrell
Seeders
Fisk
Payne

Attest:

Dylan Mulfinger, City Administrator

Recorded _____, 2021.

City Administrator

**MEMORADNUM**

TO: Oelwein City Council

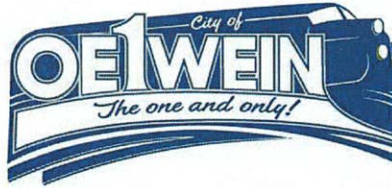
FROM: Jay Shekleton

DATE: July 28, 2021

SUBJECT: Home Rehabilitation Revolving Loan Fund Application

Upper Explorerland Regional Planning Commission has reviewed and vetted Mark Dahling's application for the Home Rehabilitation Program for 214 8th Ave SW. The Community Development Department has reviewed and recommends approval of the application and requests that a motion be made to approve the loan for the full \$5,759.75 requested.





DEMOLITION ASSISTANCE APPLICATION

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

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

PROJECT INFORMATION

Address of Property
to be Demolished:

317 2ND AVE NE - OELWEIN, IA 50662

Applicant Name:

MLH RENTALS LLC

Owner Name:

MLH RENTALS LLC - MIKE + LAURA HAUN

Mailing Address:

321 2ND AVE NE

City, State, Zip:

OELWEIN, IA 50662

Phone:

970-930-5045

E-mail Address:

Lhaun0525@yahoo.com

Legal Description:

LOT 11, BLK 2, WINGS ADDTN

Application date:

8-3-21

Is the property cleaned out? If not, why?

(Attach additional page if necessary)

NO, THERE WAS A HOUSE FIRE, PAST TENANTS PROPERTY STILL INSIDE

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

(Attach additional page if necessary)

TO GET ~~AWAY~~ RID OF THE EYESORE/HAZARD THE HOUSE IS.

What is the future of this property?

TO BE COMBINED WITH OUR PERSONAL PROPERTY.

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

Year awarded [redacted] Project (address of property) [redacted]

Amount awarded [redacted]

List last date the structure was continuously occupied 6/26/21

List the last time this structure was served by utilities 6/26/21

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

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

Partner	Identify participation in project
[redacted]	[redacted]
[redacted]	[redacted]

(For Official Use Only)

Community Development Department Application Review

Application reviewed on: August 4, 2021

Application reviewed by: Jay Shekleton

Comments:

This was a rental property owned by the Wilsons. MLH rentals was in the process of purchasing the home so they could have it demolished utilizing the city's demolition assistance. On June 26, 2021, before the closing date there was a fire in the dwelling. The fire damage was severe enough that the home was placarded and ordered to be demolished by July 27, 2021. The home was not demolished by the deadline given. The property sold to MLH properties at the end of July. The new owners of 317 2nd Ave NE live on the north side of the property and have a rental property on the south side of the property. Their goal is to demolish the home, and clean up the lot to help improve the neighborhood.

Bryan Construction Inc

1302 Outer Rd
Oelwein, IA. 50662

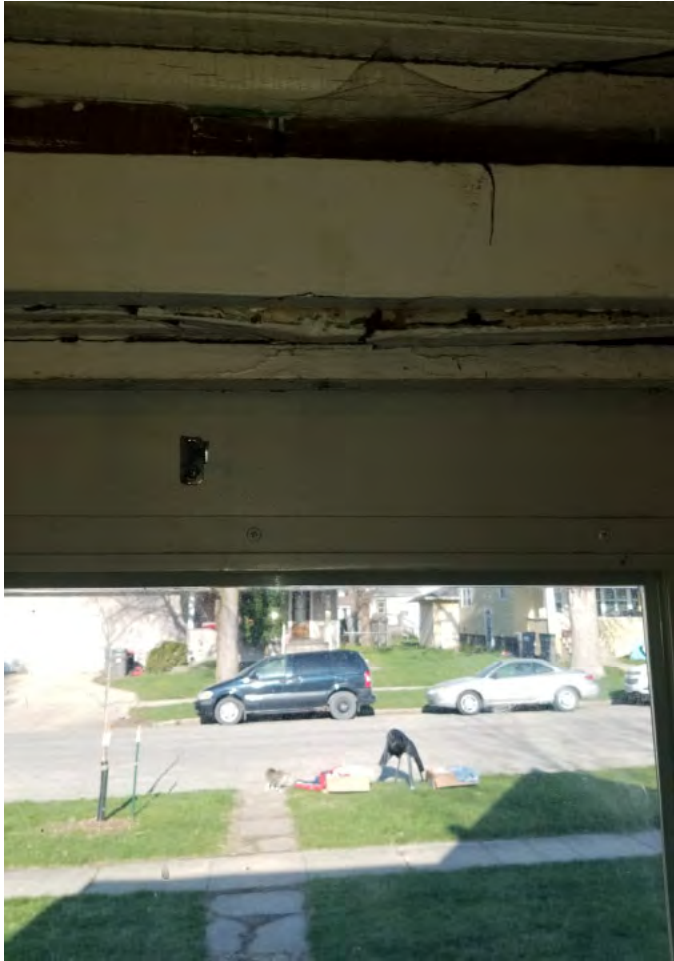
Item 5.

Estimate

DATE	ESTIMATE NO.
7/30/2021	2374

NAME / ADDRESS
Michael Haun 321 2ND AVE. NE Oelwein, IA 50662

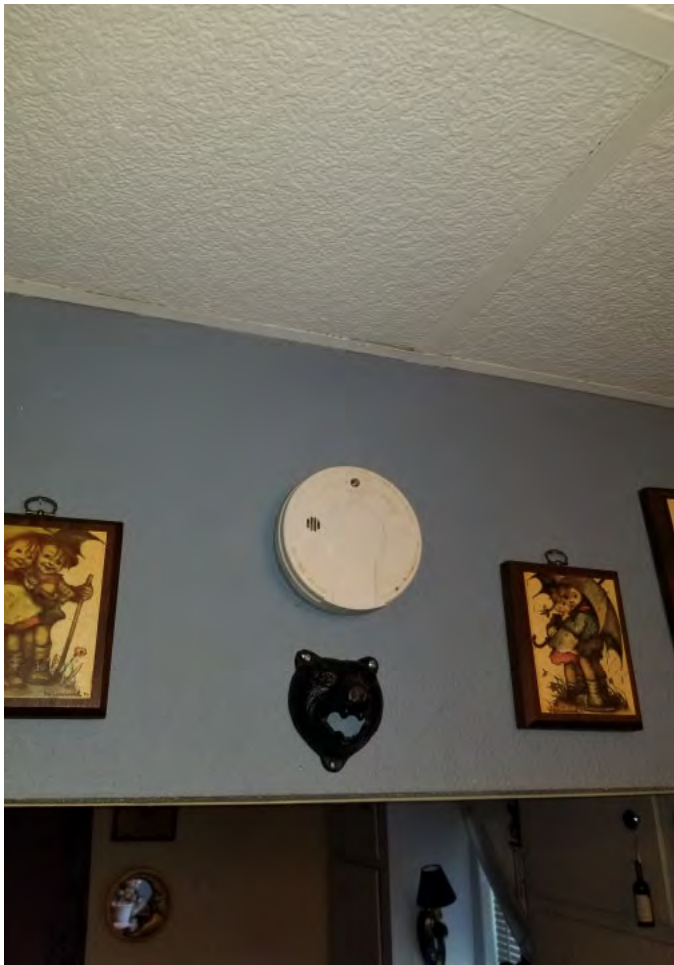
			PROJECT
DESCRIPTION	QTY	COST	TOTAL
Demolition House 317 2ND AVE. NE Oelwein 1. Cap Utilities As Required By City 2. Provide City Of Oelwein Building Permit 3. Remove Trees As Needed 4. Demolish House 5. Transport / Disposal Of House And Contents At Black Hawk County Landfill 6. Remove Foundations And Provide Clean Fill To Minimum 4' Depth 7. All Work To Be In Compliance With Governing Regulations 8. Tire Removal Fee Is \$20.00 Each (Not Included) 9. City may or may not require replacement of curb and gutter if driveway is removed. Cost of this work is not included. Upon receipt of full payment, a paid invoice and scale tickets will be submitted to The City for your cost sharing reimbursement.		7,800.00	7,800.00
Proposal Valid For 30 Days		TOTAL	\$7,800.00

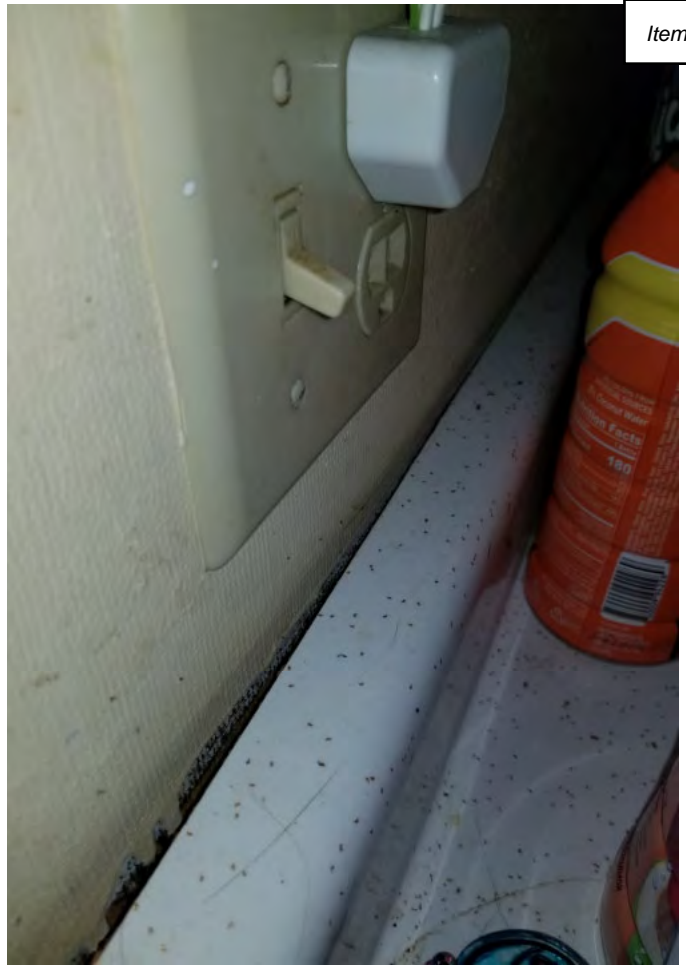




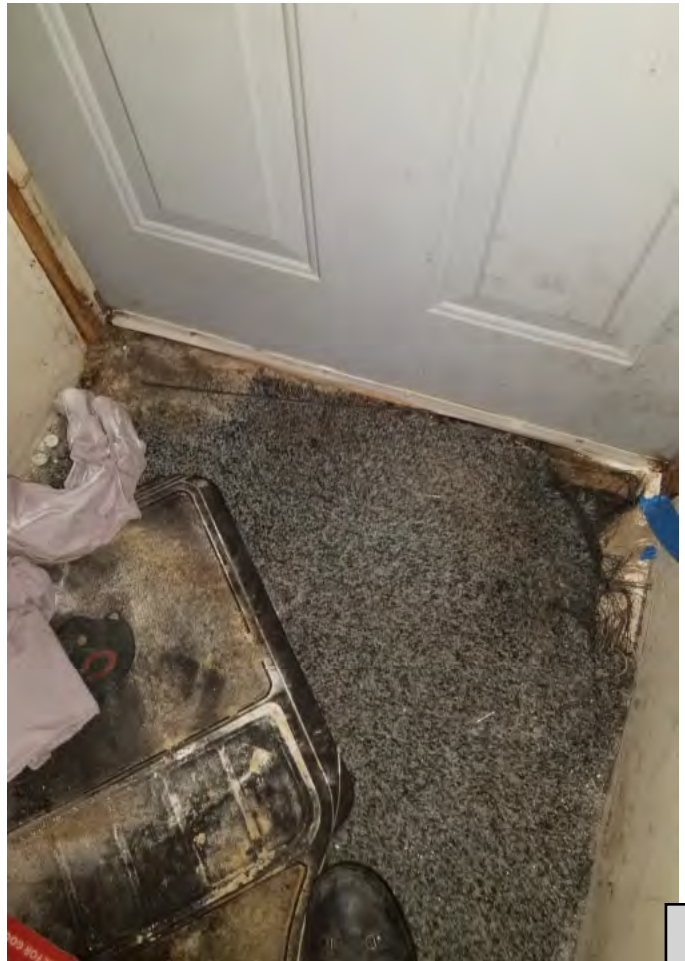
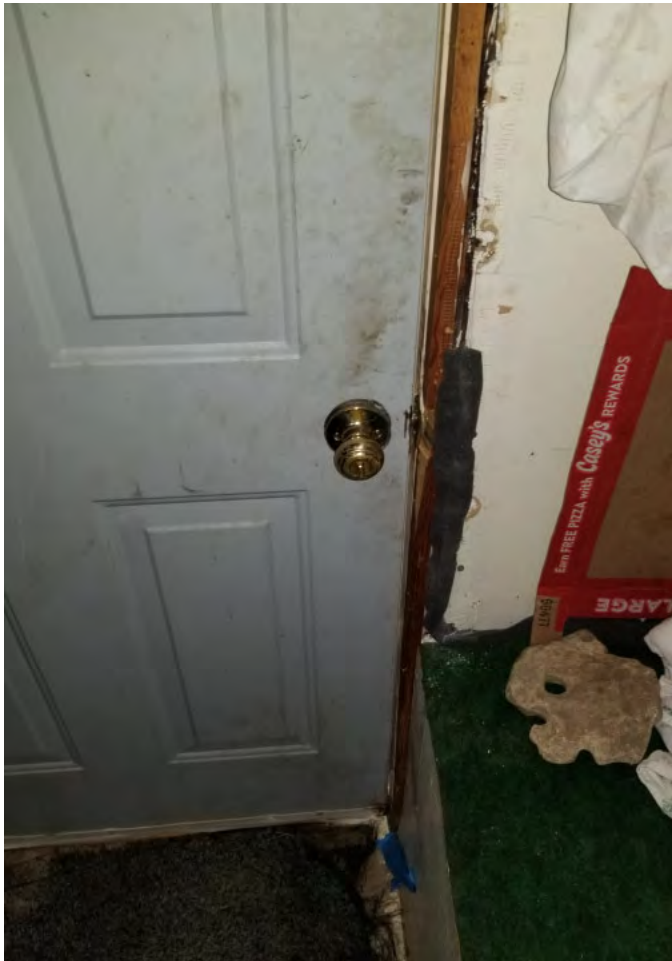
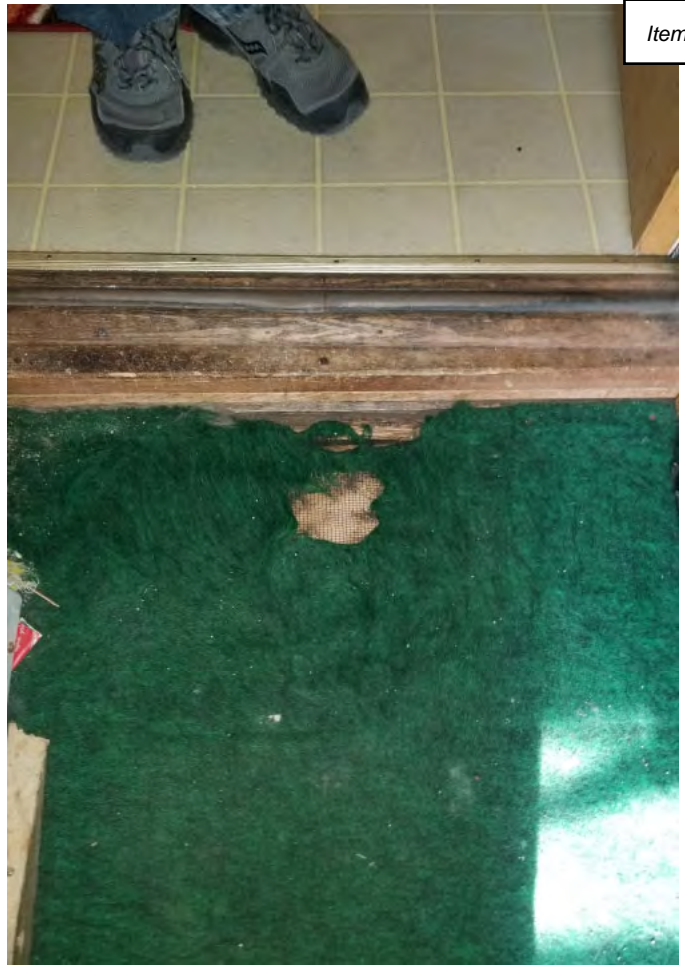
Item 5.

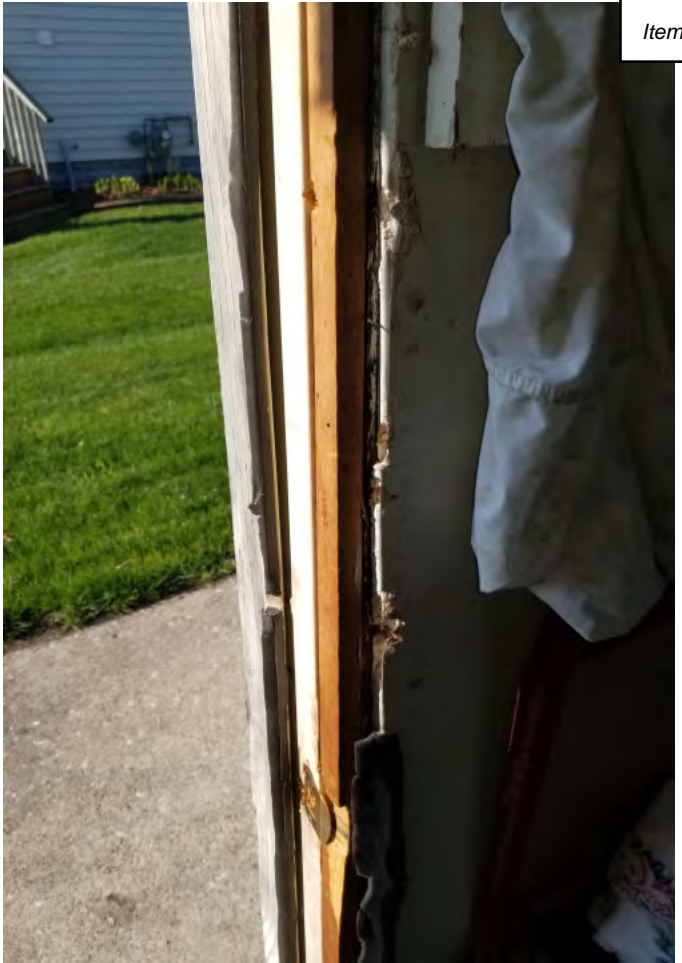






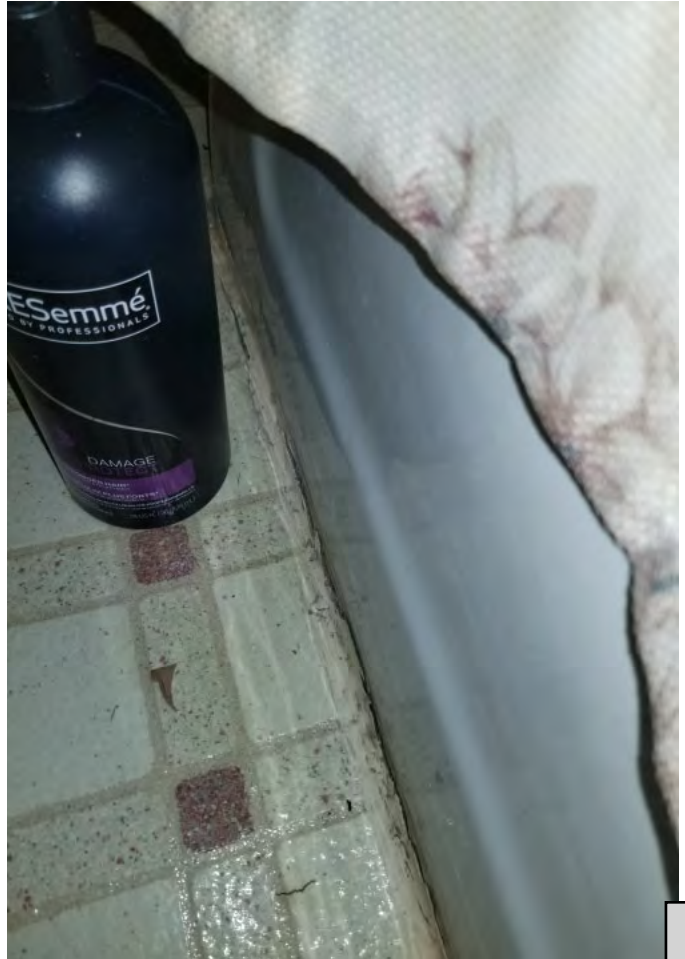
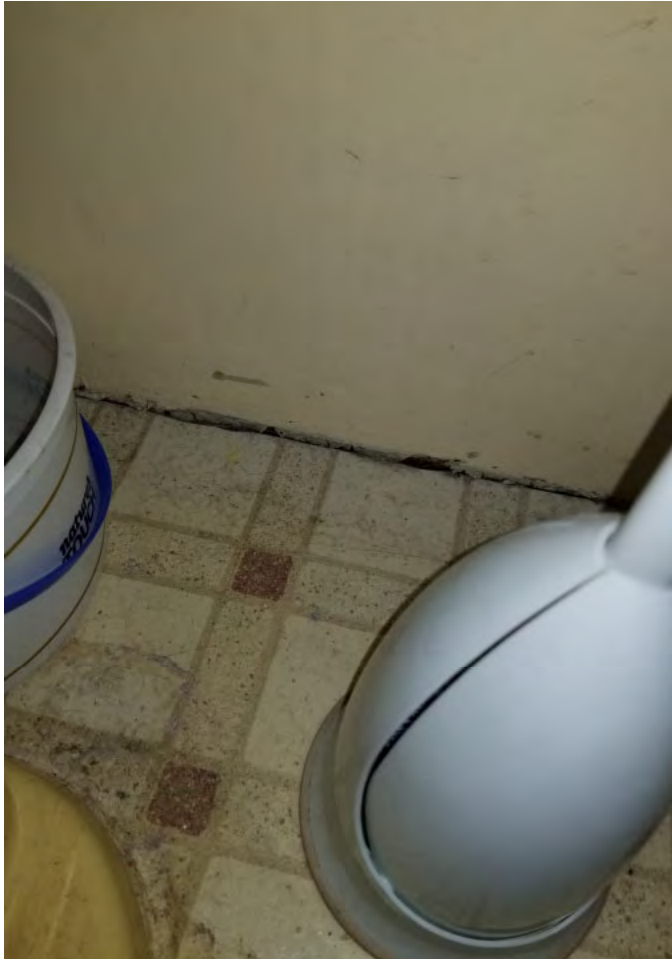
















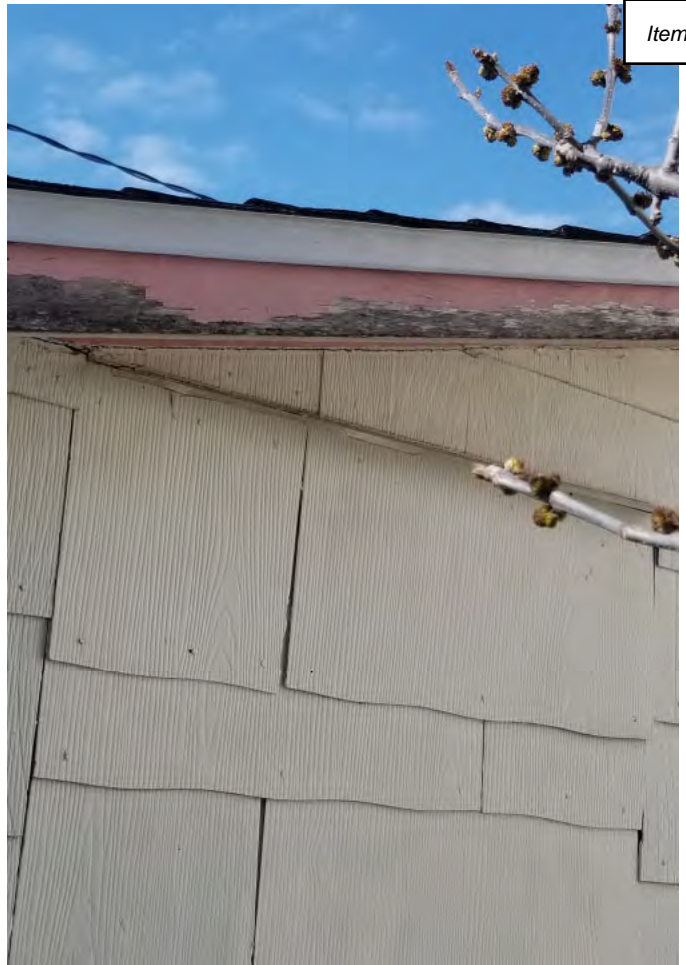












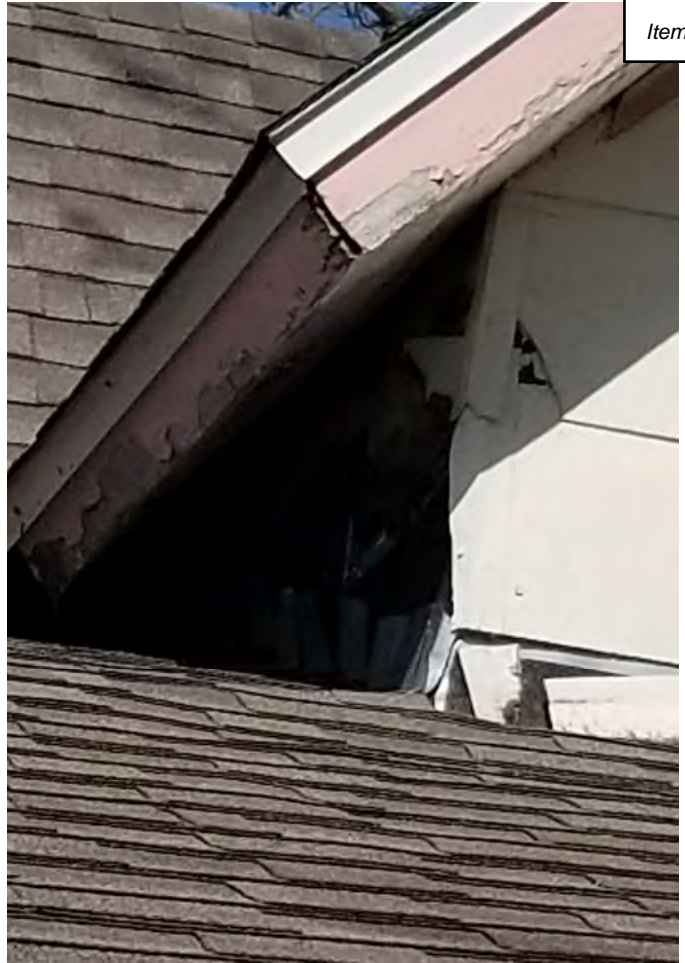




Item 5.









Mayor, Council and PFEED Members,

On June 25, 2021, the Community Development Department was contacted by Brandon Bush, the owner of 202 4th Ave. Brandon asked if the city was interested in taking the home and the property.

The Community Development Department scheduled an inspection of the structure. Based on the condition of the property, the dwelling was placarded as unsafe to occupy and ordered to be demolished by July 30, 2021.

This is one of many homes in the City of Oelwein that needs to be addressed to help improve neighborhoods and improve blight. The city already owns two properties to the north. If the city decides to take the property, it could be combined with the north properties, or re-surveyed and split into multiple lots for future housing. If the city decides to not accept the property, we will be facing yet another property that the owner does not have the money available to demolish the home. The city will order the home demolished, assess the cost to taxes and end up with a lot that we will maintain and not have ownership.

Please keep in mind that this was a property that was quit claim deeded to Brandon by his father on 12-22-2020.

Sincerely,

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

Jay Shekleton
Building Official/Zoning Administrator

City of Oelwein Community Development Department
20 2nd Ave SW Oelwein, Iowa 50662
319-283-5862

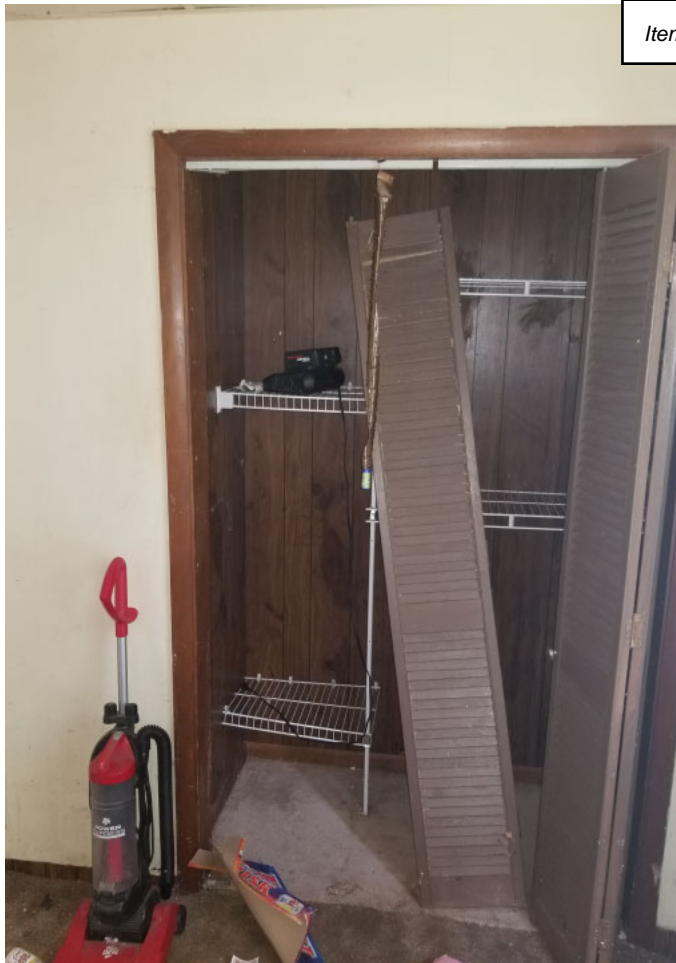
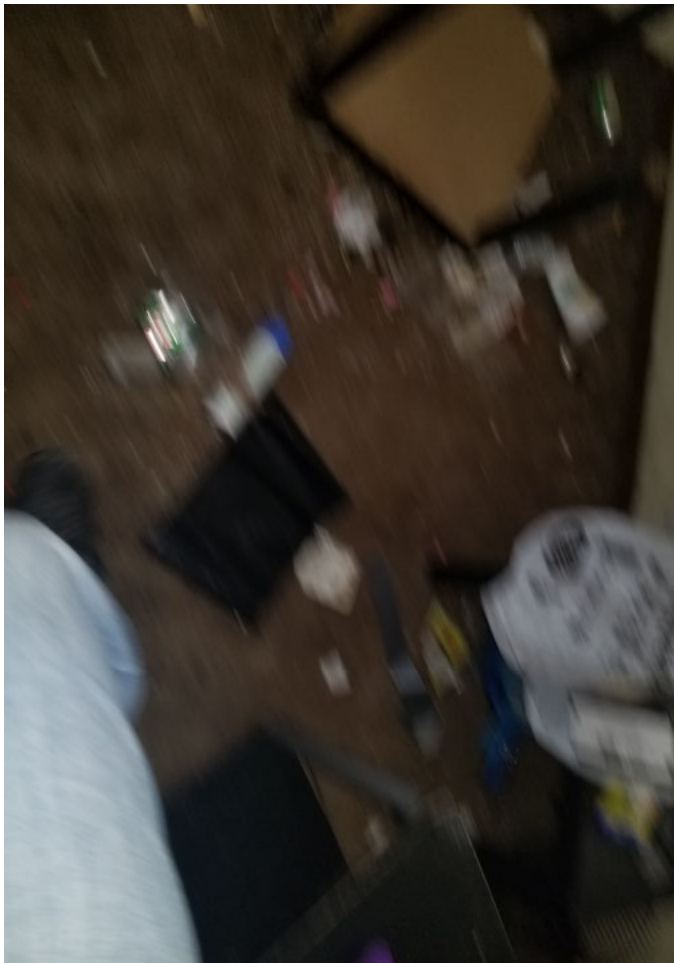
To the oelwein city council.

My name is Brandon Bush and I am the current owner of the house at 202 4th Ave NW. The house was given to me by my dad Paul Ellis when he decided to move to waverly after him and my mom separated. This ended up leaving me with two houses, 202 4th Ave and my house I live at with my fiancé 11 6th St NW. My mom ended up moving in with me since her health hasn't been the best and I didn't know how bad of shape the house was in when I decided to say yes to taking the house.

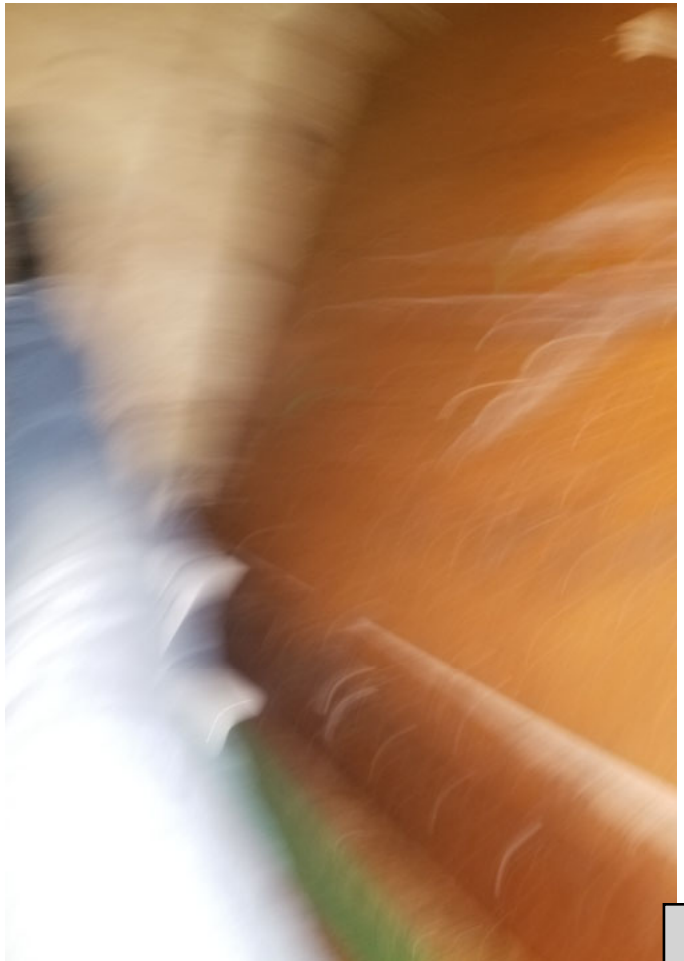
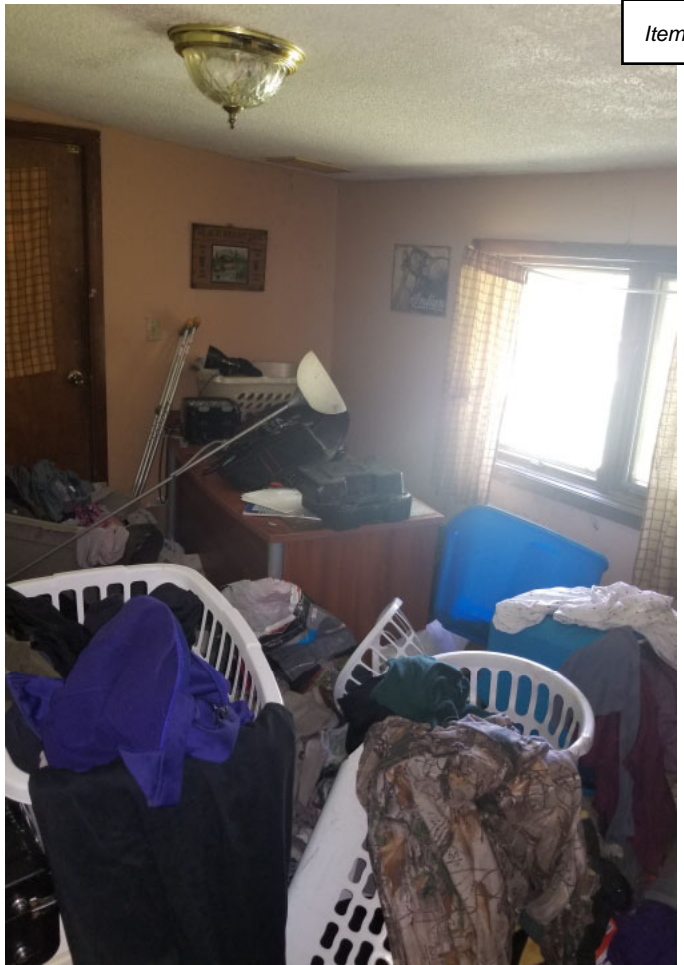
I ended up calling the city asking if they would be interested in the house and property after my fiancé and I decided that within a year or two we wish to move to cedar falls. I also found out the trials of trying to deal with two properties and realized I don't have enough time or money to deal with the house at 202 4th Ave properly. I would like to give the property to the city because I think they would take better care of the land and would have a better use for it since there is a walking trail going in next to the property.

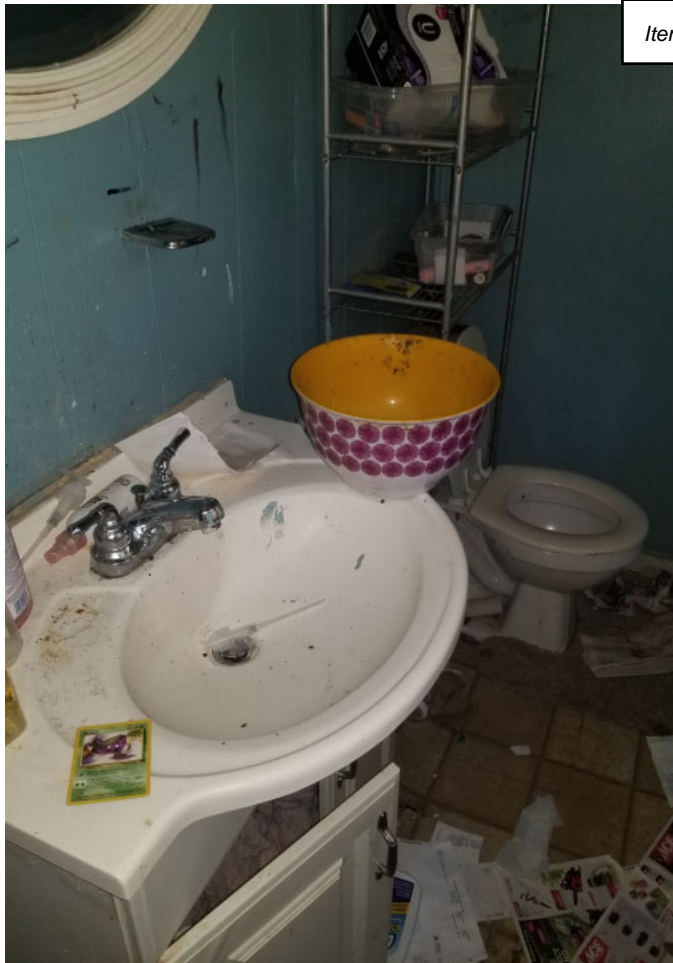
It's sad to see my childhood home in the shape it is and I would much rather see it torn down and used for something meaningful for the city than see it in its current shape it is now. Thank you for your consideration of the situation and your time.

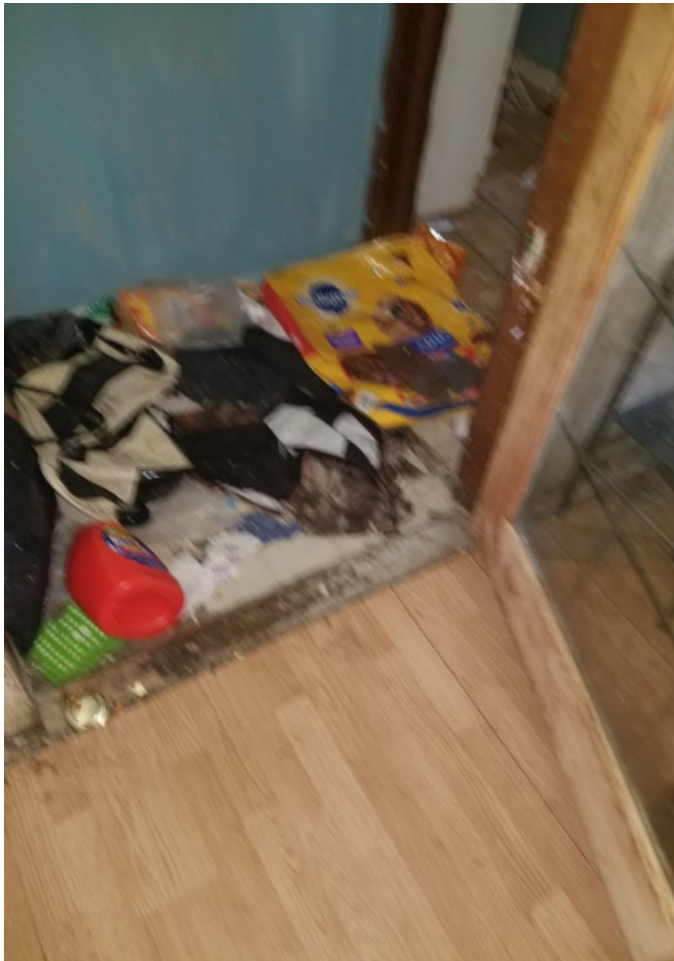
Sincerely, Brandon Bush

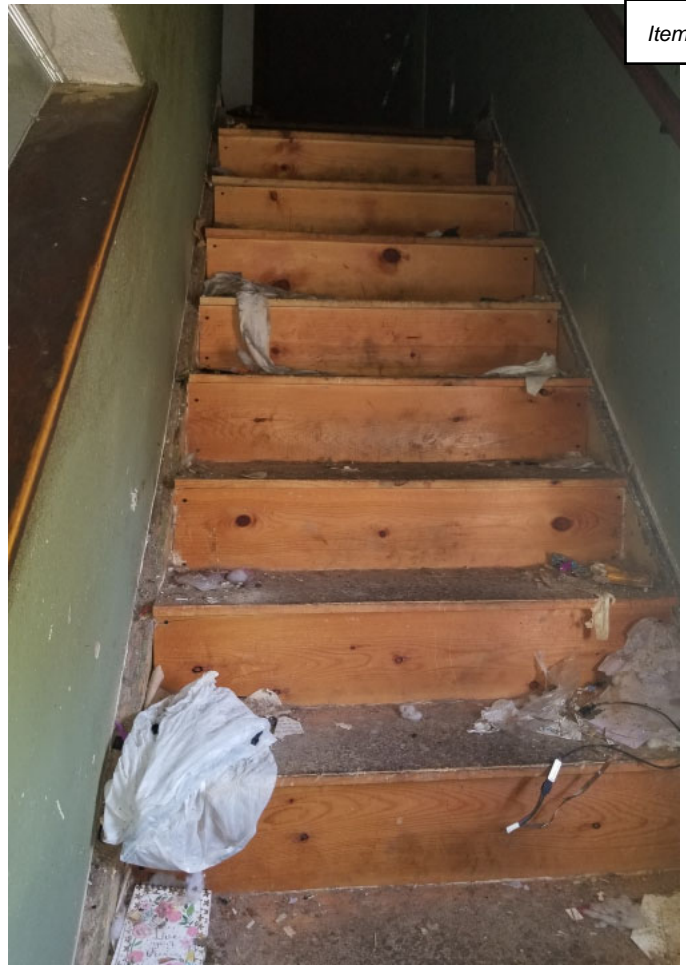






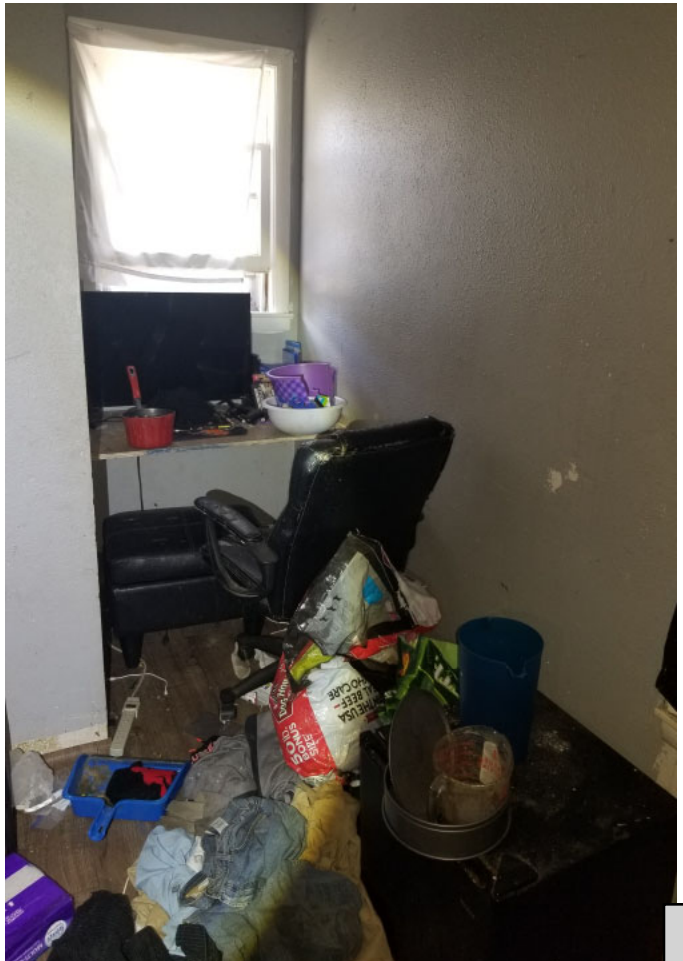
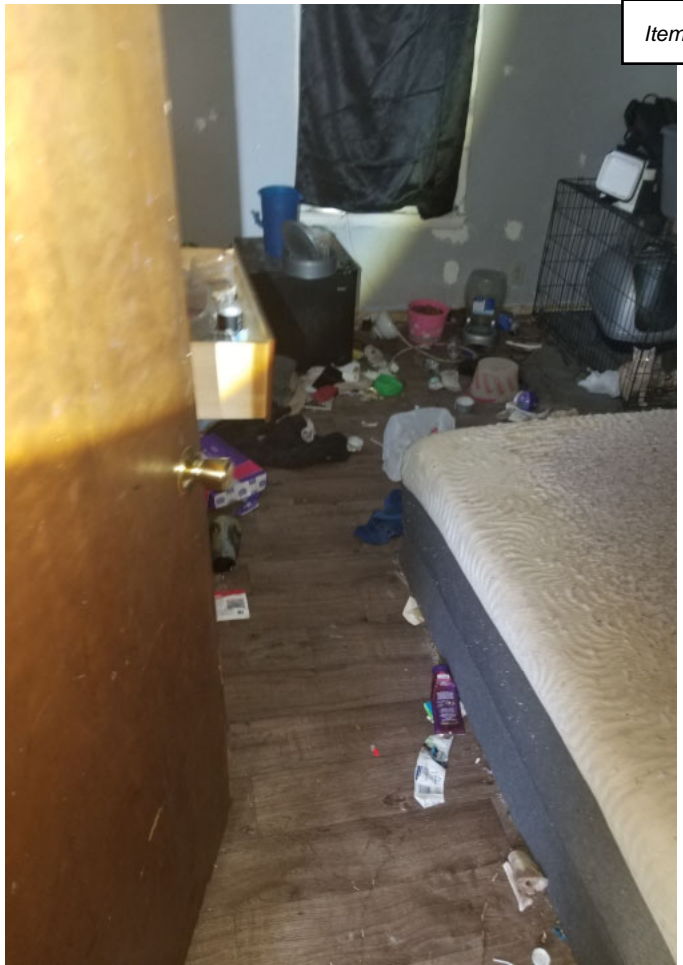




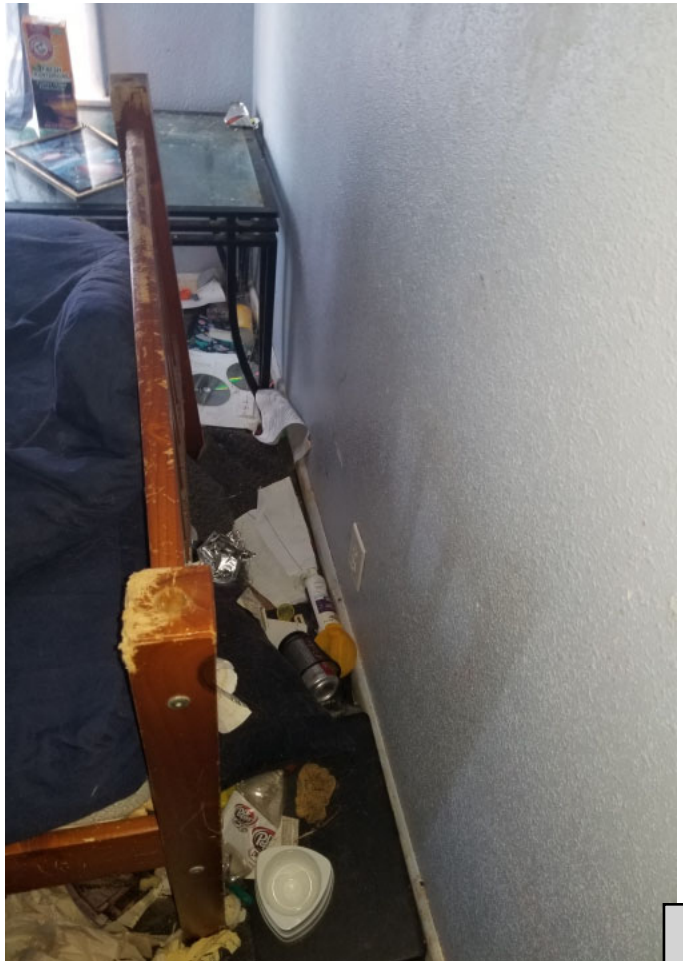


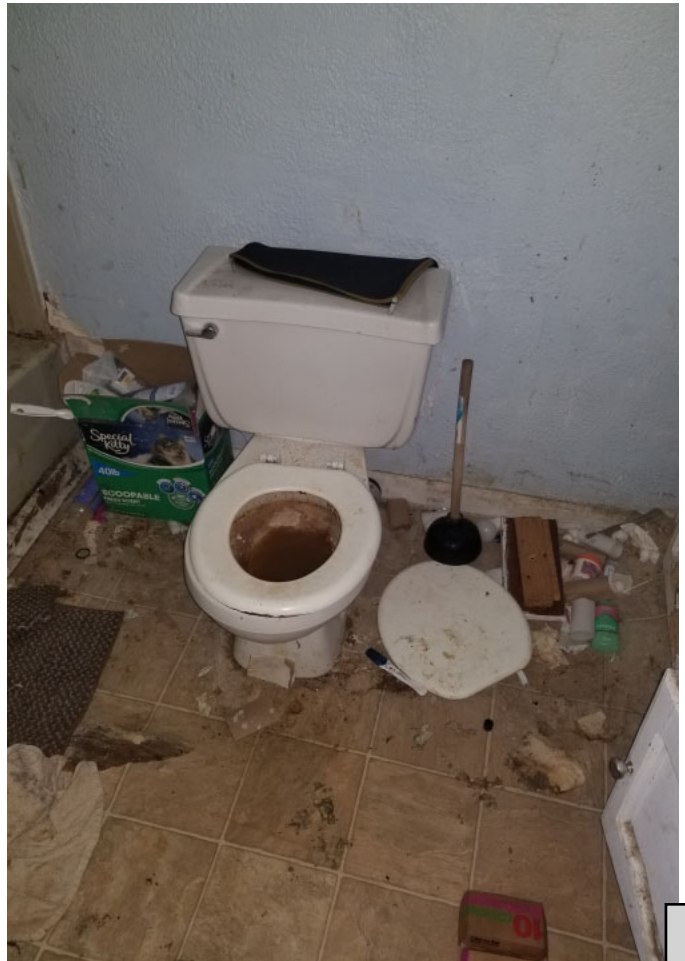
Item 6.

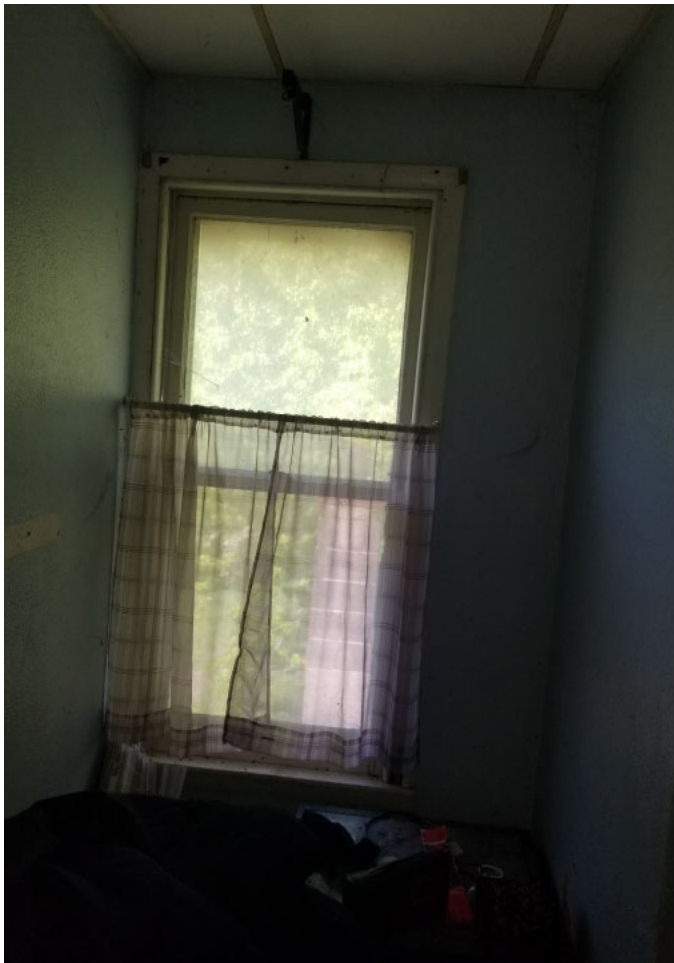






















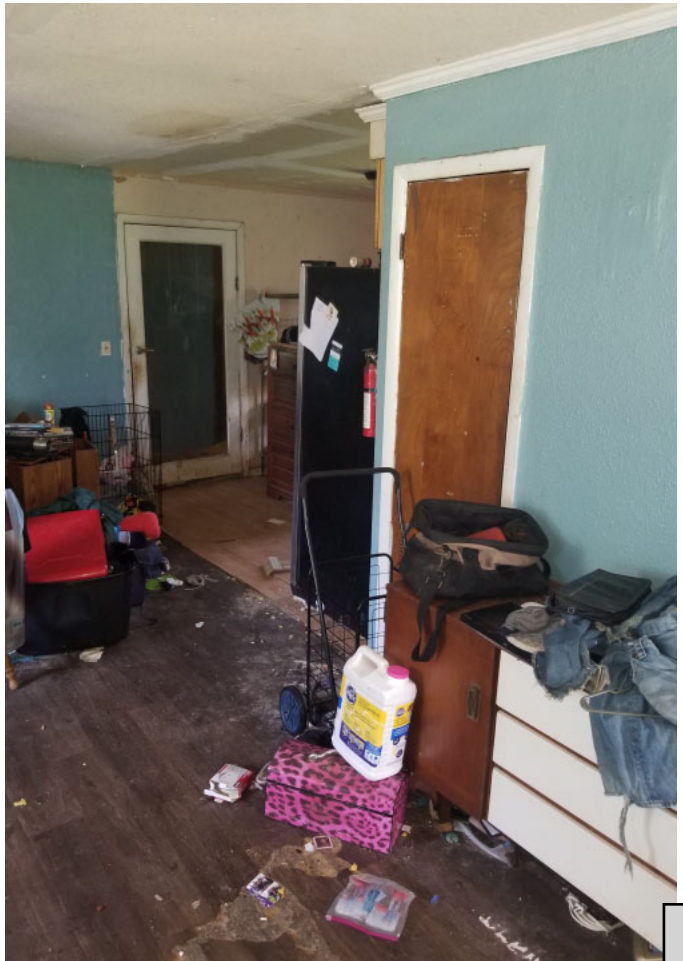


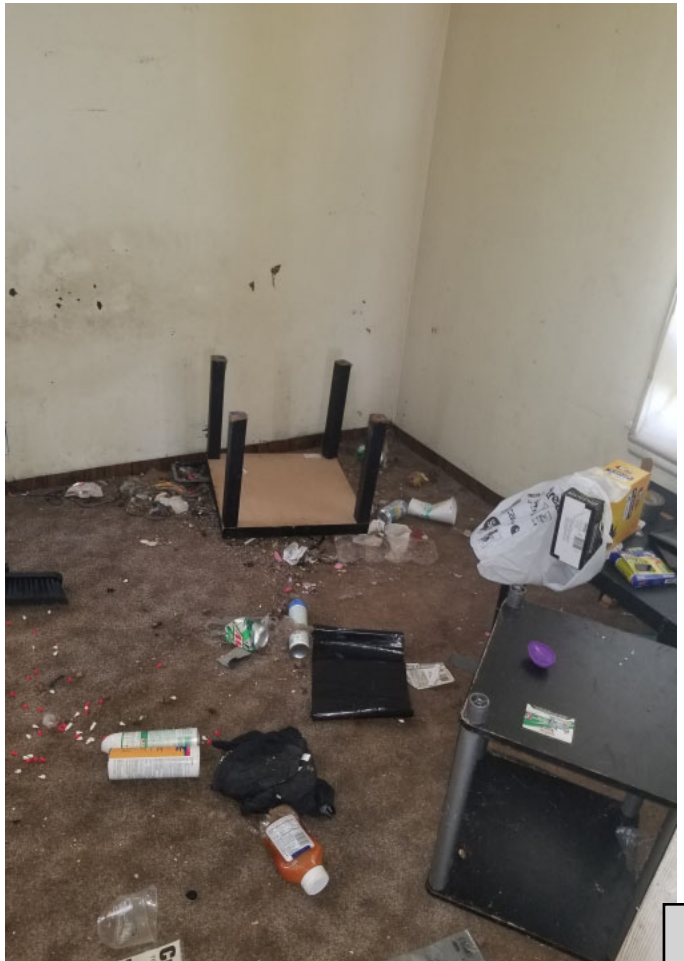
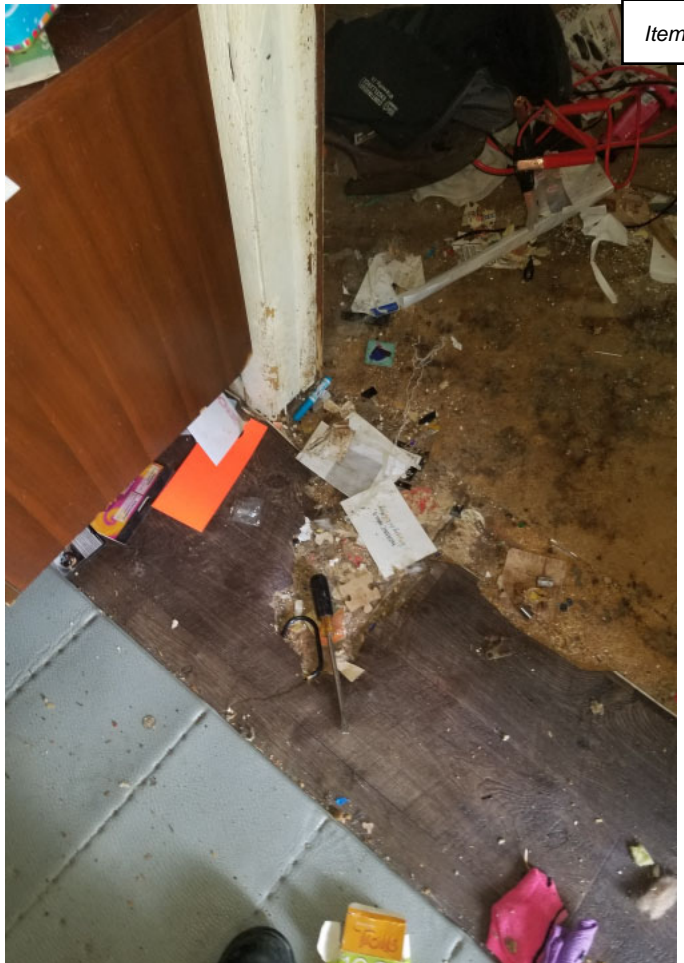














Mayor, Council & PFEED Members,

Aden Raber is a contractor that works locally. He has shown interest in two separate properties that are owned by the City of Oelwein. The two properties are adjacent to on another and are located at 15 & 17 5th Ave SW.

The property located at 17 5th Ave SW was a home that was abandoned. There were outstanding abatements on the property that were non-compliant. With direction from the City Administrator, the city utilized the code of Iowa, 657(A) process to acquire the property.

The property located at 15 5th Ave SW was a home with abatement and code enforcement cases. The owners of the home contacted the Community Development Department stating the condition of the home was in such poor condition, they could not justify or afford to make the repairs. This was a home that was sold to the previous owner on a contract sale. They fulfilled the contract and were able to find another home.

Aden Raber would like to purchase both properties from the City of Oelwein, He would join the two parcels, creating one. The dwelling structure and the garage at 15 5th Ave SW would be demolished, possibly utilizing the demolition assistance from the city. Aden would try to salvage any material in good enough condition to be re-used.

The property located at 17 5th Ave SW would be rehabilitated by Aden to put on the market as a single-family home. Adjoining the lot to the north would create a 100' x 150' parcel. Aden would have the opportunity to build a garage and still allow for a large yard to accommodate the remodeled home.

This is an opportunity for the city to remove a blighted property and rehabilitate a structure before it reaches an irreparable state. This would provide a single-family home instead of a structure falling into a tax sale or being purchased by an investor.

It is my recommendation as the Building Official to sell these two properties to Mr. Raber for the amount the city has invested, which is \$3,058.00. If Mr. Raber would disassemble the home at 15 5th Ave SW to salvage material, he would not be granted demolition assistance. If Mr. Raber would hire a contractor to demolish the property, then he should be granted demolition assistance. If the city agrees to the terms above, and Mr. Raber decides to hire a contractor to demolish the 15 5th Ave SW structure, he will have 60 days from closing to complete the work.

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

City of Oelwein Community Development Department

20 2nd Ave SW Oelwein, Iowa 50662

319-283-5862

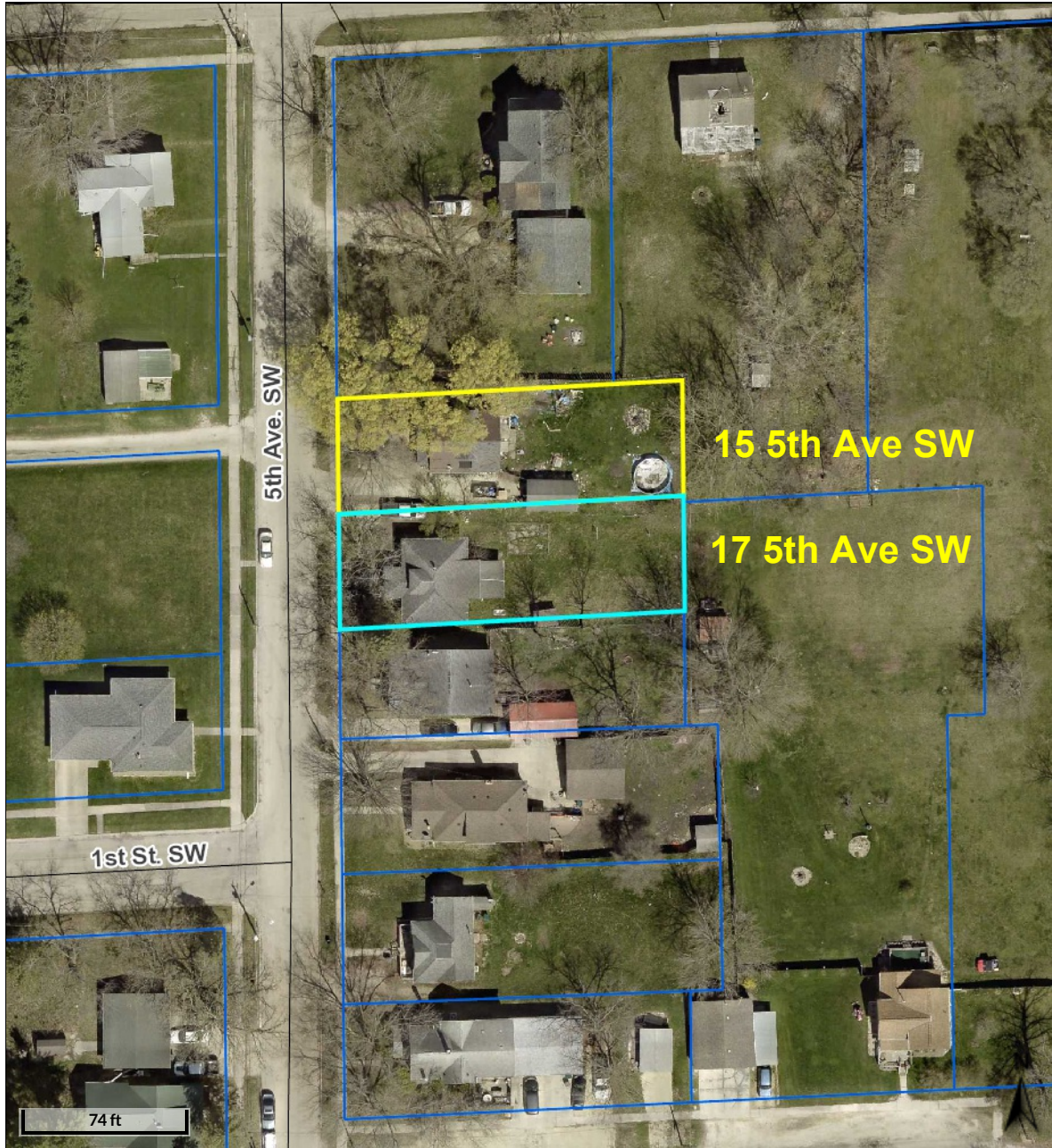


AR General Construction
19073 90th Street
Maynard, IA 50655
319-327-0399

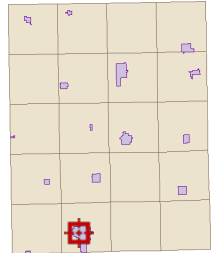
To the City of oelwein

I ADEN RABER would like to purchase the property at 17 5th Ave SW Oelwein IOWA 50662. To take it an pretty much totally remodel the interior of the house an install siding soffit fascia an gutters an the interior would most likely be a winter project for us an have it ready for the market by spring of 2022. We would possibly build a detached garage as well depending on what we decide for a purchase agreement. An the property at 15 5th AVE SW OELWEIN IOWA 50662 I would tear down existing house an garage with possible assistance from the city for demo an join the two lots as one single family dwelling home! I CANT WAIT TO POSSIBLY PURCHASE THIS PROPERTY AN TOTALLY CHANGE THE LOOKS OF IT!!!! THANK YOU ADEN RABER.!!!

15 and 17 5th Ave SW



Overview



Legend

- Corporate Limits
- Surveys
- Survey Lines
- Parcels
- Major Highways**
- County Highway
- Federal Highway
- State Highway
- Roads

Parcel ID	1821302004	Alternate ID	n/a	Owner Address	Oelwein, City Of
Sec/Twp/Rng	21-91-9	Class	R		City Hall 20 2nd Ave. SW
Property Address	17 5TH AVE. SW	Acreege	n/a		Oelwein, IA 50662-
	OELWEIN				

District OELWEIN OELWEIN INC

Brief Tax Description COM 230' S & 549.5'
E OF NW COR SW TH S
50' E 150' N 50' W
TO BEG

(Note: Not to be used on legal documents)



Dillon Law PC

209 E 1st Street
Sumner, Iowa 50674

City of Oelwein
Attn: Dylan Mulfinger
20 2nd Ave. SW
Oelwein, IA 50662

CityOelwein

Oelwein City Attorney

INVOICE

Invoice # 8933
Date: 08/01/2021
Due Upon Receipt

Type	Date	Notes	Quantity	Rate	Total
Service	07/07/2021	tiny house thread	0.25	\$136.83	\$34.21
Expense	07/07/2021	Reimbursable expenses: Recording fee for Farmers Daughters mortgage	1.00	\$47.00	\$47.00
Service	07/08/2021	email coorespondence re tax sale	0.10	\$60.86	\$6.09
Service	07/08/2021	Flat Rate: Drafting Quit Claim Deed to Patricia Larson	1.00	\$100.00	\$100.00
Service	07/08/2021	Flat Rate: Revising Saathoff mortgage & promissory note to new owners Schemmel	1.00	\$50.00	\$50.00
Expense	07/12/2021	Reimbursable expenses: Recording fee for Fousek Quit Claim	1.00	\$17.00	\$17.00
Service	07/19/2021	email cases spreadsheet	0.10	\$60.86	\$6.09
Service	07/19/2021	Flat Rate: Drafting Deed to Matthew Happel from Susan Happel	1.00	\$100.00	\$100.00
Service	07/19/2021	Flat Rate: Drafting Deed from Matthew Happel to City of Oelwein	1.00	\$100.00	\$100.00
Service	07/19/2021	Flat Rate: Drafting Deed from City of Oelwein to Matthew Happel	1.00	\$100.00	\$100.00
Service	07/21/2021	email to Sam re QCD Fousek	0.10	\$60.86	\$6.09
Service	07/26/2021	attention to bushaw emails, attention to agenda items	0.70	\$136.83	\$95.78
Service	07/30/2021	call from sam, email to pat, draft motion to continue x2, file -lowell cases	0.30	\$60.86	\$18.26

Total \$680.52

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
8933	08/01/2021	\$680.52	\$0.00	\$680.52
			Outstanding Balance	\$680.52
			Total Amount Outstanding	\$680.52

Please make all amounts payable to: Dillon Law PC

Payment is due upon receipt.



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 8/9/2021

Consent Agenda

1. Consideration of a motion to approve the minutes of the July 26, 2021 Council meeting

Resolutions

2. Consideration of a Resolution of the City of Oelwein, Iowa Adopting Policies for Purchasing and Procurement
 1. The federal government is telling us that we need more things in our policy to ensure that we meet their standards. If we do not include these items, we are likely to get audited every time we take federal funds, instead of as needed. I worked with Iowa Homeland Security who distributes FEMA funds, and they provided the needed updates. The City Administrator recommends approving the resolution.

Motions

3. Consideration of a motion to approve Home Rehabilitation Revolving Loan Fund Application for 214 8th Avenue SW
 1. This is the first chance for the city to dive into the home assistance using our own local funds. We have \$125,000 to give out. This is a loan program so we will be paid back, and the fund will continue to grow. The City Administrator recommends approving this motion.
4. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development re: Demolition Funding Assistance for 317 2nd Avenue NE
 1. This is a good example of how the program should work. A neighbor acquires a dilapidated property then tears it down. The City Administrator recommends approving the motion.
5. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee to accept property located at 202 4th Avenue NW
 1. The city is aggressive at taking homes and tearing them down to improve the community. To save cost in legal enforcement the City Administrator recommends taking this home and proceeding with demolition. The City Administrator recommends approving this motion.
6. Consideration of a recommendation from the Planning, Finance, Enterprise and Economic Development re: 15 and 17 5th Avenue SW



1. This contractor has been successful in town rehabbing homes. The City Administrator recommends the sale of this property to the August 23 meeting.

Library Minutes July 20, 2021

The Oelwein Public Library Board of Trustees held its regular board meeting on Tuesday, July 20, 2021 at 5:00 p.m. at the library.

Present: Mars, Berryman, Gilson, and Macken

Absent: Ingersoll, Kerns, and Payne

President Mars called the meeting to order at 5:13 p.m.

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

Correspondences: A thank you was sent from Sandy Magsamen for the nice Summer Reading Program and prizes. A thank you was sent from the Swim Team for letting them borrow the projector for their video presentation.

Trustee Training: The board reviewed the standard for the hours that the library is required to be open to the public.

Director's Report:

- Thirty-one children, 13 teens, and 15 adults participated in the Summer Reading Program. The two most popular programs were making a kaleidoscope and the stained glass demonstration.
- Mike from Shive-Hattery inspected the roof and windows on July 20. He will finish the inspection of the attic space after accommodations have been made for easier access.
- Results from the Annual Survey were received. The board reviewed Oelwein's ranking compared to like-sized libraries in the areas of collections, circulations, revenues, and expenditures. Oelwein Library was low in ebook and audio book circulation and number of children attending library programs. Oelwein Library was high in internet use.
- The Monthly Maintenance Schedule was completed for the year and reviewed by the board.
- Young Plumbing and Heating found that the reversing valve was leaking in the HVAC unit. Eighteen pounds of Freon will need to be replaced. In addition, the TXV on another circuit needs to be replaced. Total estimated cost is \$2776.
- The ARPA grant for the solar powered charging bench was approved. Miller Construction is going to pour the cement pad by the front entryway. The cost for the pad is estimated to be \$2570.
- The Director is participating in the Leadership Institute Refresh class led by Maureen Sullivan, consultant and past president of the American Library Association.
- The Director and the Children's Librarian have been setting up a table at Party in the Park. In June, they had Summer Reading Program registration, and in July, they had Imagination Library registration.
- Personified submitted an estimate of \$7860 for re-painting the steel beams. The job will be done by October in a darker brown to match the accent brick color. This is a Capital Improvement Project.
- A Story Time cart was purchased that features a white board, a flannel board, and cubbies for storage.

- The annual Hoopla download report was reviewed. 1,039 titles out of 1,332 were downloaded one time which is ideal for a pay-per-use program.
- The Director is attending meetings on planning for staff salaries for the upcoming budget discussions. The Dyersville Classification and Compensation Study is a useful guide.
- The Director attended an informational meeting on Waterford Upstart which is a kindergarten readiness program that is no cost to families that qualify. The library will do some promotions.
- Half of the staff will be attending the annual city Safety Picnic. Staff attend on a rotational basis.
- The Director will be on vacation July 22 and 23.
- Staff evaluations have been completed. Staff goals will be reviewed quarterly.
- The Collection Manager spreadsheet was updated which will serve as a guide for purchasing materials based on demand.
- The library will be donating items such as bookmarks, library keychain, library brochure, downloadable guides, and library card registration information for the new teacher packets.
- Dollar Fresh will be offering a flu shot clinic at the library on October 28.
- The city was awarded grant funds to install an electric car charging station. The station will be installed in the library parking lot.

Friend's Report:

- Friend's are planning for the upcoming Appreciation Tea and Book Sale.
- The Little Free Library has been repaired, but it is yet to be determined where it will be placed.
- The Book Page subscription has been renewed.
- Friend's are sponsoring the "Remembering the Apron" program scheduled for August 10 at 2:00.

Bills: Bills were reviewed. Gilson made a motion to approve the bills. Seconded by Berryman. Motion carried.

Review Goals: The board reviewed the Plan of Service. Discussion was held on possibly changing library hours. Ideas to consider are to open at 9:00 a.m. instead of 9:30, to close at 7:00 p.m. instead of 8:00, and to eliminate Sunday hours. An additional goal to be met is to restore the parking lot landscaping. Goals will be reviewed quarterly.

Policy Review: In the Fines and Charges policy, the director suggested raising the fee for a lost magazine from \$1.00 to \$5.00. Gilson made a motion to accept the Fines and Charges policy as revised. Seconded by Berryman. Motion carried.

Gilson made a motion to adjourn at 6:10.

Respectfully submitted,

Susan Macken

Next meeting is August 10.

The Oelwein Public Library Board of Trustees will meet on Tuesday, August 10, 2021 at 5:00 p.m. at the Oelwein Public Library.

AGENDA

- Roll Call**
- Agenda Approved**
- Minutes Approved**
- Correspondence and communications –**
- Trustee Training –** Library Access – Reference Questions & Reader’s Advisory
- Director’s Report –** 1000 Books before Kindergarten, Rosie the Riveters of Iowa program
- Friend’s Report –**
- Bills Approved –**

Unfinished Business

New Business

- End Year Expense and Revenue Report
- Policy Review – Returned Check

Adjournment

July

Circulation:	Computer Use:	Reference Questions:
21 July: 3,494	21 July: 216 Wireless: 441	21 July: 538
<i>20 July: 2,601</i>	<i>20 July: 101 Wireless: 474</i>	<i>20 July: 405</i>
Attendance:	New Patrons:	Program Attendance: Website Visits:
21 July: 1,707 Sunday()	21 July: 12	21 July: 52 21 July: 479
<i>20 July: 1,124 Sunday()</i>	<i>20 July: 14</i>	<i>20 July: 4</i>
Acquisitions:	BRIDGES Downloads: 495	HOOPLA Downloads: 116
Books 76	eBooks: 348	eBooks: 41
Movies 21	Audio: 129	Audio: 53
	eMagazines: 15	Movies: 5
	Video 3	Comics: 15
		Music: 2
		TV: 0

50. (Tier 1) The library provides reference and readers’ advisory service to residents of all ages. Services are provided in person, by telephone, or electronically, during all hours the library is open. The library must be committed to providing information that is complete, accurate, and delivered when the user needs it. The role of reference services is to connect people with the information they need when they need it.

Reference staff assists users by:

- ❖ Helping them find a good book
- ❖ Answering their questions
- ❖ Helping them find and evaluate information
- ❖ Providing instruction on the use of library resources

The role of readers’ advisory services is to help users select materials for reading, viewing, and listening.

RETURNED CHECK POLICY
OELWEIN PUBLIC LIBRARY
February 10, 1994
Revised 1/10/07, 1/10/08, 10/9/12
Reviewed 1/14/16, 3/12/19, 8/10/21

Upon notification by City Hall, of a returned check written to the Oelwein Public Library, the following procedure will be followed.

A telephone call will be made to the patron who wrote the check, advising them of a twenty-four hour time limit to pay for the check, and a \$5.00 bank charge-back fee. If they cannot be reached by telephone or they do not come in after the twenty-four hour period, a letter will be sent advising them of the returned check amount, the returned check charges, and the time limit given to pay this amount.

Charges are to be paid in cash. Upon receipt, earmark the amount as for a returned check. The \$5.00 fee will go into fines and fees.

According to city policy the charge is \$30.00 for a returned check, and the time limit to pay this is 10 days from the date of receipt of the letter.

If the check and charges are not paid, a determination will be made, whether to proceed with a bad check charge or a small claim.

The library will enforce this policy if the patron does not pay the charges within twenty-four hours.

Library Report to the City Council – August 2021

Remembering the Apron



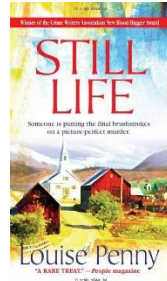
The Library will host a presentation Tuesday, August 10 at 2:00 p.m. that will take a nostalgic look back at an iconic piece of Americana.

“Remembering the Apron” will be presented by Sheila Craig who is a grandmother with a collection of aprons. Her program takes a look at the apron in an interactive, hands-on program. The program will reveal the fabrics and trims, the styles and uses of aprons. The program is not just for women, Craig will have examples for men, too.

Those attending will have the opportunity to see about 100 of Craig’s 400-piece collection of aprons.

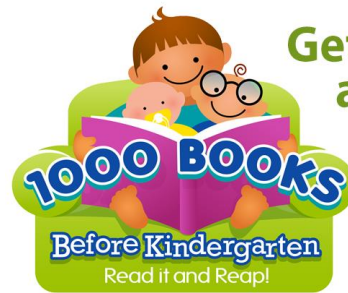
Craig is a retired University of Minnesota Extension educator from Preston, Minnesota, originally from Decorah. She has been doing apron programs for almost 15 years for libraries, church groups, and care facilities as well as the Iowa State ‘Women Around Ag Conference’ in Clear Lake. She is married; has two grown sons and daughters-in-law and two grandsons. This program is sponsored by the Oelwein Friends of the Library.

Book Club



Book Club will discuss “Still Life” by Louise Penny on Tuesday, August 31 at 2:00 p.m. Pick up a copy at the library and join the discussion!

1000 Books Before Kindergarten



Get on Track at the Library!

Sign up for the **FREE** 1,000 Books Before Kindergarten Program

1000 Books Before Kindergarten is a free program that encourages you to read 1000 books with your child before they start kindergarten. Pick up your welcome packs at the library. Registration begins August 9. It’s never too late to start. Reading 3 books a day equals 1092 books in 1 year! You can do this!



How many chips?? Take a guess...win a jar of chocolate chip cookie dough mix!



PARKS MONTHLY UPDATE, JULY 2021
PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation **www.oelwein.fun**

This month in the park department, Bacon Concrete is working on the trail in the northwest part of town. I have been working with landowners working on solutions for future trail development. This month I also met with Mark Birdnow to work on an easement for trail development to City Park in the next couple of years. The employees are continuing maintenance by steam cleaning the mowers during the rain days and sharpening blades. The cemetery employees installed the new volleyball system at Redgate Park this past month. The park employees took down some more dead ash trees in Wings Park. Chris J. took the skid loader to the spoil piles at the cemetery and piled them up to keep them in an orderly fashion. The park employees spent an extra morning at the pool completing extra mowing, trimming, sweeping the parking lots to have the facility looking great for the swim team swim-offs. The park employees installed a barrier to keep people off the surge tank as that is not an area that we want patrons congregating. We completed some mid-season maintenance at the pool facility, changing out the acid pump tube.

This month, the trail committee received the Iowa Governors Volunteer Award for all their work with the trail system. This year unfortunately the ceremony was online so they committee did not get to have a picture taken with the governor but it is still great that they receive recognition for their work. Work continues on the trail in the northwest as Bacon is pouring concrete along Great Western Avenue now. I hosted the trails committee meeting on the second Tuesday of the month as we went over funding possibilities, then we travelled up to the new trail segment to see the progress. The swim team appreciated the extra effort the City put in by posting on Facebook and sending us cards thanking us for our support this season. The pollinator planting at Redgate Park is doing great this season as it fills in more each year. The employees spent some extra time trimming the ditch again in front of the welcome sign on 150 this month. Jay swept the trails and skate park every week. Jay also took the harley rake and hit some areas to smooth out including the campground and areas at Redgate Park. On the evening of the tornado, the park properties received very little damage due to the storms that blew through. The City had small branches at Reidy Park and on the south end of the police department that the employees had picked up first thing the following morning. I met with the volunteer group at the library on Monday evening as they are working out details for their volunteer day.

I hosted the monthly park and rec meeting at City Hall on the third Monday evening of the month. This month marked the start of the final session of group swim lessons at the pool. Carrico Aquatics stopped by to look at the pool cleaner this month to answer a few questions we had on the programming of the machine. The third Thursday of the month, the state inspector made his annual scheduled visit to the pool facility and found zero issues once again. At Redgate Park, the plumber ran the rough plumbing so hopefully that project can start wrapping up soon. On the third Wednesday of the month, I travelled to Postville to attend the upper explorerland meeting.

Jay has been working on some maintenance with one of the cemetery mowers, the PTO was not engaging. I have been working the Cities REAP grant proposal for additional trail funds to be submitted next month. I have also been updating our trails PowerPoint slideshow for my presentation to the Rotary Club next month. At the aquatic facility, we finished the last session of group swim lessons this month and hosted two more pool parties. Altogether, this season the pool staff put 231 kids through swim lessons. The trail contractors poured the retaining wall at the pool site last week. I sent out the agenda for the August tree Board meeting for the first Monday of the month where we will discuss and plan our fall tree planting. Woodlawn Cemetery had two cremation burials this month as well.

**PARKS MONTHLY UPDATE, JULY 2021
PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS**

Park and Recreation **www.oelwein.fun**

TRAIL DEVELOPMENT



MAINTENANCE

VOLLEYBALL SET



ASH TREE REMOVAL

CEMETERY





PARKS MONTHLY UPDATE, JULY 2021
PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation www.oelwein.fun

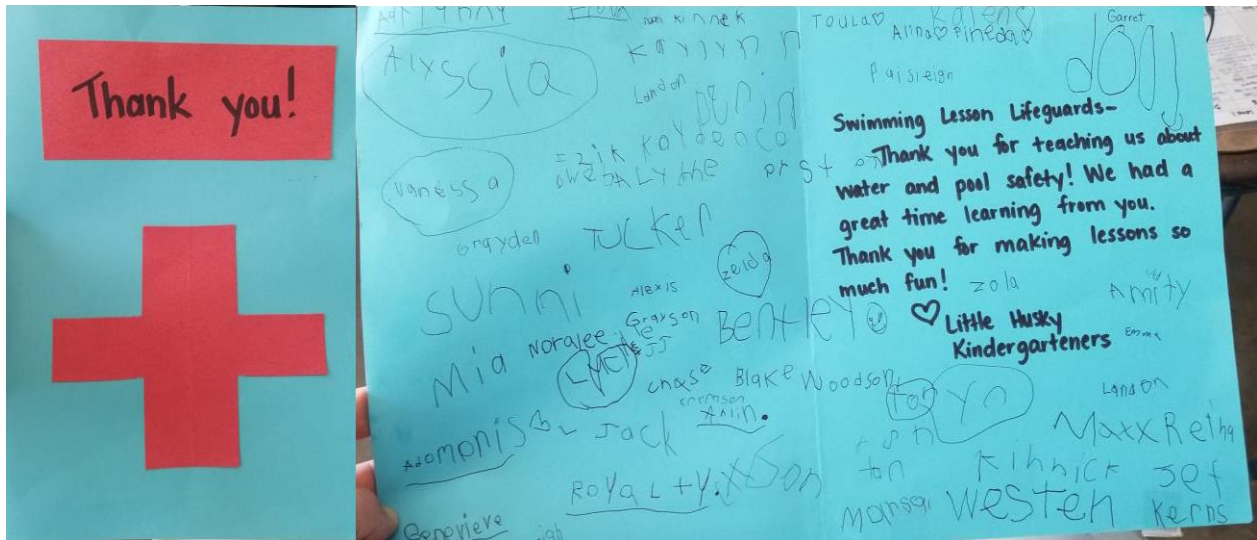
ACID PUMP



BARRIER



GROUP SWIM LESSONS



GOVERNORS VOLUNTEER AWARD



OELWEIN TRAILS COMMITTEE
OELWEIN, IA

PAUL AND RACHEL QUIST
WATERLOO, IA

PHI THETA KAPPA
IOWA FALLS, IA



PARKS MONTHLY UPDATE, JULY 2021
PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation www.oelwein.fun

GOVERNORS VOLUNTEER AWARD



TRAIL WORK

POLLINATOR PLANTING



TRIMMING

SWEEPING

HARLEY RAKE



PARKS MONTHLY UPDATE, JULY 2021
PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation **www.oelwein.fun**

SWIM-OFFS



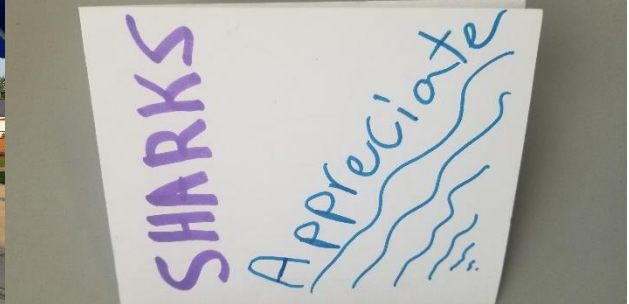
SWIM LESSONS



CLEANER REP



THANK YOU CARDS FROM SWIM TEAM



REDGATE



TRAILS





PARKS MONTHLY UPDATE, JULY 2021
PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation **www.oelwein.fun**

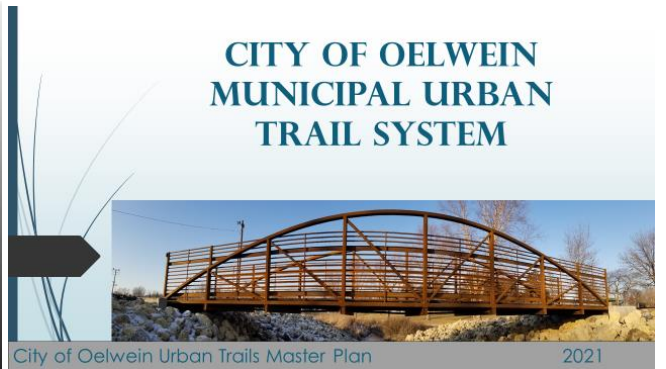
TRAILS



GRANT PROPOSAL



TRAILS PRESENTATION



MAINTENANCE





PARKS MONTHLY UPDATE, JULY 2021
PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

Park and Recreation www.oelwein.fun

SWIM LESSONS

TRAILS



Daily Activities www.oelwein.fun

- ❖ Sanitizing shop and equipment
- ❖ Pick up garbage downtown
- ❖ Checking/maintaining parks, cemeteries
- ❖ Maintenance on equipment
- ❖ Order supplies for all departments
- ❖ Safety meetings
- ❖ Meet with contractors

Progress on Projects www.oelwein.fun

- ❖ Website work ongoing
- ❖ Trail easements/grants
- ❖ Work on Park and Rec master plan
- ❖ Bathroom/shelter project at Red Gate park ongoing
- ❖ Pool swim lessons wrapped up
- ❖ Trail Segment 1 work
- ❖ Removed dead ash trees at Wings Park
- ❖ Watered newly planted trees in dry weather
- ❖ Trail counters installed
- ❖ Volleyball set installed at Redgate Park

Next Month and Future Projects www.oelwein.fun

- ❖ Disc golf course install
- ❖ Diamond 3 in-field fencing
- ❖ Website work
- ❖ Remove old well houses at City Park
- ❖ Drinking fountains install, City & Platt
- ❖ Diamond 1 building work
- ❖ Arching sign for entrance at Woodlawn
- ❖ Electrical project at City Park
- ❖ Replace decking on old bridge
- ❖ Grant work
- ❖ Pool shelter install
- ❖ Motor/Pump replacement at pool
- ❖ Block signs at Woodlawn
- ❖ Install basketball anchors/ hoops at Wings Park

JOSHUA JOHNSON MA
OELWEIN PARK SUPERINTENDENT





PARKS / CEMETERY / AQUATICS / CAMPGROUND / TRAILS

TREE BOARD MINUTES
MONDAY AUGUST 2ND, 2021
PARK BUILDING @ 5:30, 500 7TH AVE SW

1. Roll call – Ron Lenth, Joshua Johnson, Kyle Scheel, Jeff Milks, Bill Brownell, Robby McKeeman
2. Absent: Robby McKeeman
3. Call to order: 5:34pm
4. Approval of June 7th, 2021 minutes

Motion: Lenth Second: Milks
Aye All Nay None
5. Planting Locations – The board talked about some of the locations that they had and some other properties that might be available. Milks and Lenth presented with their list of planting locations to start the master list. Scheel talked that Otter Creek would be willing to take some trees at their facility this year. The tree board discussed different planting times in the month of October to consider. Johnson stated that 13th would work great so that the employees could get two weeks of watering in before the end of the season. Johnson stated that in September if board members could bring in all their locations to the park shop for their meeting. After their meeting they would go out and pull t-posts from the previous year’s planting so they would have them ready for this years planting.
6. Growth Programs – Johnson reminded the board to look at the growth program activities and see if there are programs, they want to complete to try to qualify for the award again this year.
7. Old business – Johnson talked about a possible tree donation from a non-profit. Johnson stated that he would follow up with a phone call to see if they are still going forward with this project. Johnson stated that the trees might be small saplings or 6’ trees that can purchased from the nursery.
Milks stated that he is using the brochure to hang on doorknobs for people that might want a tree in front of their house for the Trees Forever planting. Johnson stated that he would forward that brochure to everyone once again to use if needed.
8. New business - None
9. Adjourn - 6:11pm
10. Next meeting – Discussion about the next meeting was concluded that the board would meet on Tuesday September 1st, 2021 since the first Monday of September lands on Labor Day.

JULY 2021

CITY OF OELWEIN TREASURER'S REPORT

Date Printed

8/3/2021

Fund	Beg Balance	Revenue	Expense	Transfers	Fund Balance	BANK BALANCE
001 General	976,094.64	79,186.14	222,854.93	(916.67)	831,509.18	
051 County Emergency Manage	7,595.97	462.12	-	-	8,058.09	
110 Road Use Tax	740,224.18	100,348.66	124,568.43	-	716,004.41	
112 Trust and Agency	506,066.73	18,481.58	77,750.64	-	446,797.67	
113 Flex Spending	1,436.73	1,637.08	1,637.08	-	1,436.73	1,436.73
119 Emergency	-	953.51	-	-	953.51	
120 Sidewalks Repaired/Replaced	-	-	-	-	-	
121 Sales Tax	50,164.90	50,174.95	-	-	100,339.85	
122 Hotel/Motel Tax	45,342.41	9.08	6,000.00	-	39,351.49	
123 Gas-Electric Franchise Fee	402,693.40	162,202.77	14,959.31	(21,195.00)	528,741.86	
124 Library Bequest	375,532.81	155.15	-	-	375,687.96	
126 Downtown TIF	96,031.13	-	-	-	96,031.13	
127 Industrial Park TIF	-	-	-	-	-	
128 Ind Park SubFund TIF East Penn	182,626.66	36.55	-	-	182,663.21	
132 DARE	2,738.80	625.00	-	-	3,363.80	
136 Trees Forever	19,905.82	-	-	-	19,905.82	
146 Oelwein Housing Revolving Loan Fund	126,129.11	25.24	-	-	126,154.35	
160 Econ Dev (\$12,500 Wellness Res)	489,783.62	2,210.01	45,155.55	-	446,838.08	
161 IRP Revolving Loan	329,314.42	17,111.42	85,943.90	-	260,481.94	261,425.84
162 Downtown Business Grants	108,920.39	21.80	30,387.00	-	78,555.19	
166 NSP	-	-	-	-	-	
167 Oelwein Volunteer Fire Dept	23,192.66	-	-	916.67	24,109.33	
177 Forfeit Assets	3,809.83	-	-	-	3,809.83	
200 Debt Service	206,877.69	11,357.59	-	21,195.00	239,430.28	
201 Water Bondsinking	57,280.09	11.47	-	16,325.00	73,616.56	
202 Sewer Bondsinking	98,442.85	19.69	-	56,735.00	155,197.54	
205 Special Assessments	2,667.00	-	-	-	2,667.00	
214 2016A GO UR ED Bond Ind Pk Land	-	-	-	-	-	
269 Future Proposed Bond Sale	-	-	-	-	-	
282 CDBG Housing Rehab	554.72	-	-	-	554.72	
285 2009 Bond Sale	-	-	-	-	-	
286 2016B GO Bond (Rise City Port)	-	-	-	-	-	
287 2020 GO Bond	163,982.71	32.82	21,283.29	-	142,732.24	
288 2016D Water Revenue Bond	-	-	-	-	-	
302 Oelwein Housing Teardown	-	-	-	-	-	
305 Airport Grant	(99,330.31)	28,155.79	-	-	(71,174.52)	
307 Tri Park Trail Extensions	592,807.30	118.63	27,146.40	-	565,779.53	
314 Oel Ind Park E Penn/14th St Ext	148,868.90	29.79	-	-	148,898.69	
385 West Water Tower	19,142.89	-	4,086.54	-	15,056.35	
386 42 Well Rehab	-	-	249.00	-	(249.00)	
387 Pave 10th Street SE/Old Road	17,161.65	3.44	2,851.55	-	14,313.54	
397 Railroad Grant-Viaduct	39,341.57	7.87	-	-	39,349.44	
501 Cemetery Perp Care	290,230.87	300.23	-	-	290,531.10	5,531.10
600 Water (2016D Reserve \$67,000)	416,542.73	109,862.81	68,853.86	(16,325.00)	441,226.68	
601 Water Infrastructure Fee	858,294.37	16,445.79	-	-	874,740.16	
620 Customer Water Deposits	131,808.86	4,350.00	3,800.00	-	132,358.86	
640 Fuel	27,627.83	-	-	-	27,627.83	
670 Landfill	22,115.18	49,164.56	81,700.68	-	(10,420.94)	
671 Recycling	2,638.66	6,452.51	19,923.54	-	(10,832.37)	
672 ROW Trees Utility Fee	38,356.89	5,494.80	8,435.10	-	35,416.59	
680 Wellness Center	-	23,794.21	11,188.81	-	12,605.40	
700 Sewer/Waste Treatment	831,299.83	137,603.19	63,899.06	(52,410.00)	852,593.96	
701 Sewer Infrastructure Fee	163,282.94	5,342.91	-	(4,325.00)	164,300.85	
706 20th Street Lift Station	76,116.31	15.23	-	-	76,131.54	
	8,593,715.74	832,204.39	922,674.67		8,503,245.46	

Fidelity 999-1003 and Community 999-1004 Money Market Accounts	7,305,085.76
CD'S Cemetery \$285,000/Water Deposits \$100,000	385,000.00
Fidelity IRP 999-1001/Flex 999-1002/Cem Perp Bank Ckng 501-1002	267,449.77
Unapplied Accounts Receivable	-
Balance Checking Account 999-1000	545,709.93
Payroll Liabilities	-
	8,503,245.46
	8,503,245.46

Signature:  Date: 8/3/21

Item ii.