



Agenda

City Council Work Session Meeting
Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa
6:30 PM

August 14, 2023
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

Discussions

- [1.](#) Consideration of a motion providing direction to Council on the Hotel/Motel Request from Oelwein Celebrations Renewed, Inc. in the amount of \$20,000.

Adjournment

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



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

Application Deadlines

September 1 -- December 1

March 1 -- June 1

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

Organization Name: Oelwein Celebrations Renewed, Inc.

Contact Name: Kimberly Pont

Mailing Address: PO Box 44

City, State, Zip: Oelwein, Iowa 50662

Phone: 319-283-0473 Fax: None Email Address: celebrateoelwein@gmail.com

Total Project Cost: \$40,000+

Total Requested from Hotel/Motel Tax Funds: \$20,000

Please indicate which category you are applying for funds:

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

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

Applicant:

by: Kimberly K. Pont

2023

Kimberly K. Pont

Date: June 30,

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

Project Identification

1. What is the title of your project? 2024 Oelwein Celebration

This is our annual community celebration. We have three days of activities on Friday, May 31, 2024 beginning at 5 PM through 11 PM, Saturday, June 1, 2024 from 9 AM until 11 PM, and on Sunday, June 2, 2024 from Noon through 4 PM. Most activities will be held at Oelwein City Park with the exception of the parade and our Sunday activities which will be held in downtown Oelwein.

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

Our celebration is the first summer event in our area. We are bringing back some fan favorite acts and introducing some new things. We're anticipating a larger event having a return after a year off due to the Oelwein Sesquicentennial. Our plan is to book talent with a larger following who may travel from far away and spend the night or weekend in our hotels. The community is our focus in planning this event. Our event brings people to Oelwein from the surrounding area.

3. Project Evaluation:

- A. Targeted Population: All ages – Oelwein and surrounding areas

- 1) Hotel/Motel guests generated by project Unknown

a. Number of projected hotel/motel guests.

b. How will hotel/motel guests be tracked.

- 2) Number of adults the project will reach 2,500+

- 3) Number of youth the project will reach 2,000+

- B. Geographic area of draw Northeast Iowa

- C. Volunteers

- 1) Number of volunteers 50

- 2) Number of volunteer hours 150 hours

- D. Attendance of event previous year(s) 1,500-2,000 people per day

- E. Day open to public or performance(s)

Our event is Friday, May 31st, Saturday, June 1st, and Sunday, June 2nd. All days have stage events and activities.

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.

Please allow us to submit the summary of the 2022 final costs and a projection of the 2024 expenses prior to the meeting for Council to review.

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

We have sent out fundraising letters and generally receive monetary gifts of approximately \$18,000 - \$23,000. Donations can be designated for a specific part of the event.

C. Is this application "seed money" for a new project? No.

D. Is this application for the expansion of an existing project/program? No, not directly planned, but hope that our event grows annually by word of mouth.

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

Yes: X No: _____ (check one)

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

Amount of Funding: We were granted \$10,000 for the 2022 Oelwein Celebration.

Date of Funding: Yearly for our event; amount has varied.

Assurances

Applicants hereby agree and acknowledge that:

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

They will comply with the Americans with Disabilities Act;

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

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

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

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

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

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

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

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

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

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

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

Assurances Continued

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

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

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

Cost Reimbursement

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

Recipient

Date

Recipient

Date

