

Memorandum

TO: Mayor Jeff Jacque and City Council
From: Mick J. Michel, City Administrator
RE: City Administrator's Report
Date: March 13, 2026

I am pleased to present the monthly report outlining the progress made on ongoing commitments, priority projects, and initiatives aligned with the goals outlined in our 2025-2026 agenda.

- 1. Residential Developments:** Castle Hills Development is continuing with its final phase construction. Staff coordination over the past month has concentrated on utility and drainage issues related to this phase. I am organizing a meeting with the engineering consultant to review the SW Stormwater Improvement Plan and discuss long-term drainage requirements in the area.
- 2. Professional Ballpark Project:** The project remains active. City staff continue to assist as needed, especially with infrastructure coordination, permitting questions, and utility-related items as construction progresses.
- 3. Economic Development:** I am continuing to collaborate with the City's TIF attorney on several potential projects, including an initial review of development concepts and background analysis to prepare for starting formal TIF proceedings later this spring.
- 4. Industrial Park RISE Roadway Project:** The project is now complete. The City is working with Iowa DOT to finalize reimbursement documentation. Staff continues to coordinate efforts regarding a subcontractor payment issue.
- 5. FY 2027 Budget:** The FY 2027 budget has been finalized and submitted to the City Council. Staff has started preparing for upcoming budget work sessions and the public hearing process.
- 6. BUILD Grant:** The FY 2026 BUILD Grant application has been submitted. HDR Engineering completed final revisions to the Benefit-Cost Analysis, and confirmation was received that the application window has closed.

7. **Insurance Schedule Policy:** An Insurance Schedule Policy was prepared, formatted, and routed for City Council review and consideration.
8. **Small City STBG Grant Application:** I assisted the Public Works Director with preparation of the RPA 8 Small City STBG grant application, including review and Refinement of narrative sections before submission.