

Memorandum

TO: Mayor Jeff Jacque and City Council
From: Mick J. Michel, City Administrator
RE: City Administrator's Report
Date: January 12, 2024

Below is an update of top priority projects that the City Council has determined at its last strategic planning and goal-setting session held on January 24, 2022.

Initiatives or Programs:

1. *Hire Public Works crew member to replace an employee that left.* We have advertised for the position. The deadline is the end of September 2023. **We have hired one more employee, and we will start the hiring process to replace Mike Maahs.**
2. *Bring all four water & wastewater Public Works staff up to Grade 2 water & wastewater operator licensure.* Water and Sewer employees are continuing to take their tests to get licensed. Terry Recker is now fully licensed in water and wastewater.
3. *Review and update SOP & SOG's at Fire Department.* Nothing has been done at this time.
4. *Continue implementation of nutrient reduction improvements through minor operation changes at the wastewater treatment plant.* The Public Works Department is meeting the State's suggested guidelines. I reviewed the last two wastewater reports, and the city is well below the suggested guidelines. The previous changes to the plant are working.
5. *Replace 8 brick manholes.* This is on the public works department schedule. The public works department replaced several brick manholes in FY22. Public Works Department is moving forward with this project as time and budget dollars allow. I have placed in FY24 budget the same dollars as in FY23 to replace brick manholes. We will be replacing the more difficult ones in FY24 and beyond. I recently spoke with the public works director regarding the manhole on HWY 52. After careful consideration, it seems that we have found a solution that won't involve removing the manhole. We are currently in the process of obtaining

- quotes from a regional contractor. The construction of US 52 manhole will most likely take place in Spring 2024.
6. *Upgrade building-entry keypads across Public Works Department.* Nothing has been done at this time.
 7. *Develop plan for replacing failing fire hydrants and valves.* I will follow up with the public works department.
 8. *Integrate Wincan camera data with Cartegraph data management system.* I will follow up with the public works department.
 9. *Continue to evaluate how we can get more done, be more efficient, be more effective, under the budget that we have.* I have been looking at ways to trim costs with the limited staff.
 10. *Continue residential building projects/housing.* Several permits have been approved by a Developer to build some apartments on some infill lots. I have been continuing to work with DEDC and a developer about bringing more workforce housing in the area. The City is looking at modifying the Urban Revitalization Plan to meet modified State requirements. I had a conversation with Dorsey and Whitney and the plan update is not feasible at this time due to how the Iowa Code is written. I will be having a conversation with our State elected officials on possible revisions to the Code.
 11. *Plan to extend water & infrastructure to Field of Dreams Movie Site.* The City has four contracts approved. EDA approved the City's request to modify our sewer grant. Construction has been going well at the lift station, and the sewer main installation projects. Sewer EDA project has been going well with little disruptions to local traffic. The inside FoD work should begin sometime in Spring 2023. **We have all the proceedings done to close on the on the Lumber Specialties property. We will be closing on the property in mid-January 2024.**
 12. *Support recreation opportunities.* Score boards have been completed at Candy Cane Park and Commercial Club Park. Pickleball Courts are being used at Candy Cane Park. Finally, pool features designs have been submitted to the City and we are waiting for State of Iowa signoff on them. State signed off on the slide. Adam and the vendor are working on getting the slide manufacturer. We will be installing it in Spring 2023.
 13. *Amendment of policies for development agreements—length and amount of tax abatements.* Nothing has been done at this time.
 14. *Work with Dubuque County to pave Heritage Trail.* Dubuque County Conservation has been working on funding for this project. Conservation board

- turned down a grant submittal request from ECIA. I'm waiting to see if the board would still like to move ahead with the paving of the trail. All the approvals are completed with the multi-jurisdictions. I will be now working with Dubuque County Conservation to assist them on moving the design and construction project along for FY 24 completion.
15. *Continue implementation of wage & benefits study for all departments.* I prepared the FY23 wage schedule during the budget process and we are looking at implementing it on July 1, 2022. City Clerk has been monitoring the changes to the City health insurance program. Salaries Resolution has been prepared for FY23 budget. The City Council approved Medical Associates Health Plan renewal for 2023. Public Safety Committee met and they wanted me to work with GOV HR USA to prepare an agreement. The city council approved the agreement with GOV HR USA. I have a scheduled meeting with them in late August 2023. **GOV HR are compiling the information and hope to have it back to the City by mid-January 2024.**
 16. *Increase general fund revenues.* This is an ongoing process through economic development opportunities. The State of Iowa passed a new property tax reform bill. I talked with the State officials about the possible side effects of the new legislation, but I'm still waiting on the Iowa League of Cities breakdown on the new law.
 17. *Create five-year plan for street construction/refurbishment.* Nothing has been done at this time. Public Works Director gave me a couple of budget estimates on several large projects street projects. I'm working with him on getting the project detail and trying to find outside funding. Public Works Director has submitted the RCTP grant. No update on the grant. Dubuque County has approved the RCTP grant and the grant agreement. The contractor has completed the work.
 18. *City Square development and completion.* The sidewalk portion of the project has been completed. City Engineer has submitted the plans and specifications for the stage project. Mayor is working on getting sponsors for the stage. I'm working with Public Works Department on lighting design, and I had a conversation with contractor on the stage construction. The stage improvements are complete, and the lights will be installed sometime in July 2023. The LED lights and controller have been installed. **We are still working with the vendor on the stage lighting and the controller to operate remotely.**
 19. *Pickleball courts.* Park and Recreation Manager has worked on a local grant. He has also worked with our vendors on the fence and painting of the courts. We will also maintain pickleball painting lines at the tennis court. Pickleball court has been painted. The lights will be installed sometime in the fall 2022. Light bases are installed, the concrete edge has been installed, and we are in the process of order seating with shades. This project has been completed.

20. *Completion of Heritage Trail upgrade and connection to Trail System.* City was approved to modify our grant from the RPA8 Council. Origin Design has been working on draft plans and submitting them to the IADOT for their review and consideration. Plans and specs have been approved by the Council. I have submitted the IADOT agreement for Council review and consideration. Council has approved the plans and they have been submitted to the State. We are working on the construction documents. The contractor is substantially complete, and the engineer and the city had a project inspection. The project closeout will be at the end of June 2023. This project has been completed.
21. *Continue to pursue install of three new bridges: 12th to 13th Ave; 7th Street; and, Beltline Road Railroad Overpass.* City submitted an updated RAISE grant to USDOT for their review and consideration. Fingers crossed. We were not awarded the RAISE grant for this year. RAISE grant has been submitted. WHKS and I will be working with our federal officials to push this grant out of review and into the consideration category. We were not awarded the RAISE grant this year. We will be working with USDOT on a debrief meeting to see how we can improve the grant application for next year. **I have been working with our consultants to prepare for next year's grant.**
22. *Budget and plan for sidewalk replacement program, new sidewalk construction, and trail connection.* Nothing has been done at this time.
23. *Support EMT's: Ambulance service to investigate full-time paramedic availability.* I attended a 28E Board meeting to discuss this matter and City will be looking more into this matter. I have been assisting Bi-County Ambulance on creating a job description and other necessary information for the creation of a full-time position. I have prepared a job description and other necessary information to advertise for a full-time paramedic. No further action at this time.
24. *UTV Ordinance.* Task is completed and no further action.
25. *Review costs for municipal fines and fees.* Nothing has been done at this time.
26. *Improvements to the creeks and rivers through town for appearance and recreation.* City has submitted EDA grant for recreation opportunities, but we didn't make the cut this year. City has resubmitted a BRIC planning grant and we hope to hear by the end of August 2022. City has been awarded the BRIC planning grant. Grant agreements has been submitted. RFQ is completed and Impact 7G was awarded the project. **I am working with Impact 7G on the project.**
27. *Purchase small sewer jetter trailer.* City Council has approved the purchase of sewer jetter trailer. I'm working with the lease company and our supplier to finalize the necessary paperwork. City purchased the jetter, and the lease agreements have been implemented. Task is completed and no further action.

28. *New brick Westside Park ball field dugouts.* Contractor has started to install four dugouts this year. This project is complete.
29. *Concession Stand/Restroom Facility for Commercial Club fields.* We added this project to the FY23 budget. City will need to upgrade our lease agreement with Commercial Club Board prior to moving this project forward. I had a meeting with several Commercial Club Board members, and they have submitted a proposal. Staff is evaluating the proposal.
30. *Replace two 2014 snowplows and material spreaders.* City Council approved the purchase of one snowplow. City Council has approved moving forward with another snowplow. The financing agreement is completed on the first snowplow. The second snowplow is still being manufactured. The City Clerk and I will start with the financing process with Fidelity Bank for the second snowplow. We sold one of the snowplows to the City of Earlville.
31. *Rehab 1st Avenue West Bridge over Bear Creek.* City Council has approved WHKS agreement and they are working on their assessment report. Assessment report is complete, and we forward the matter to the City Council for their review and consideration. WHKS is working on option 6 cost estimates for a replacement of the bridge without trail. Delaware County engineer's office reviewed the plans and found that the selected city council option is appropriate. The City Council will consider bonding this project at a future date. Funds are in place, and WHKS is working on designs and construction documents. Bid documents are complete, and the City Council is reviewing the materials. Bid was opened and the City Council is reviewing and considering awarding the project to Taylor Construction. WHKS, Public Works Director, and I found a solution to the price overrun. The contractor will be issuing a change order showing that price reduction. **The contractor is completed with the project. We are working with WHKS with the change orders.**
32. *Complete SCADA system for all water and wastewater facilities.* Public Works Department and I have been working with Origin Design and our supplier on making sure we right size the project and that it ties in with the Field of Dreams projects. SCADA quote has been approved as part of the Field of Dreams project and the City is moving forward with getting the necessary software to complete this task. **Maquoketa Valley Electric is almost completed with the fiber install to Well 4, and the network switches are being installed.**
33. *Continue economic development programs.* Twin Steeples project is moving along very well and it is really reshaping our downtown area. DEDC and I are working on some business relocation activities at our industrial parks. These relocations will allow for more jobs in our area. **I'm still devoting a considerable amount of time working with Go the Distance management team on their proposed project, along with This is Iowa Ballpark on the**

- construction of a permanent stadium.** The State of Iowa awarded a \$12.5 million Destination Iowa Grant to City of Dyersville and This is Iowa Ballpark towards the construction of a stadium. City of Dyersville was awarded a \$12 million Enhance Iowa grant for the ballpark project. **Finally, DEDC and I are working with several developers on bringing a business to the City.**
34. *Annexation study.* City held an informational meeting at the Social Center and the draft plan will be considered by the Planning and Zoning Commission and then to the City Council for review and consideration.
 35. *Update Subdivision Ordinance.* RDG has the first draft done and I'm working on getting that completed by the end of December 2021 due to other priority projects. I have submitted the draft ordinance to planning and zoning, and they are recommending that the Council and Commission meet to make sure everyone is on the same page.
 36. *Review water and sewer rates.* I have been working with Lori Panton on this project and we are gathering data. However Covid-19 issues have delayed the completion of the study. We will forward our findings to the Water & Sewer Committee.
 37. *Continue with the development of City Asset System.* I have continued to work with the Public Works Department on their database software; pavement inspection data from Cyclomedia, pavement marking, street sign data are currently being worked on. I have been working with the Public Works Department on helping them get the Water and Sewer plant data added to the management software. Also, we are updating sign, pavement marking data to it. Finally, road condition data will be updated in the system. We are reviewing the data to help develop a proposed action plan based on sidewalk data to propose to the City Council. Street pavement collection data was entered into OMS from 2019, and 2022.
 38. *Reconstruct 16th Avenue SE at the shopping mall.* No action has been done at this time.
 39. *Splash Pad and other toddler opportunities at the Aquatic Center.* City Council has approved the quote and action plan for this project. The project is being engineered and product has been ordered. The installation should be in late August 2022. This project is completed.
 40. *Additional/improved Westside Park lighting.* We ordered lights and we are waiting to free up some staff time to install the project. Public Works and I had a meeting to discuss location and site plans to development this project. Public Works will be working with lighting consultant on location placement of lights. I had a meeting with the public works department staff and we have a plan to install the lights in June/July 2023.