



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator Memo
Date: 7/10/2023

Consent Agenda

1. Consideration of a motion to approve the July 10, 2023 minutes.
2. Claims Resolution.

Public Hearing

3. Public Hearing on July 24, 2023 at 6:00 PM at Oelwein Council Chambers for the Reed Bed Expansion and EQ Basin Liner Replacement project.
4. A public hearing on the proposed sale of 516 4th St SW, Parcel No. 18521354004 and Parcel No. 1821354012.
5. A public hearing on the proposed sale of 14 2nd Ave NW, Parcel No. 1821179039.

Resolutions

6. Consideration of a motion accepting the bid for the Reed Bed Expansion and EQ Liner Replacement project in the amount of \$1,347,000.00 from Shift Companies.
 - i. This project is ready to go and will add space for the sewer plant. The new reed beds will allow for more storage of material and will reduce the frequency of cleaning. Two bids came in and one was under the engineer estimate. The City Administrator recommends approving the resolution.
7. Consideration of a resolution approving Change Order #1 in the amount of \$11,828 for Oelwein NE Sanitary Sewer Improvements Project.
 - i. This work was anticipated as the pipe location was not readily available on plans. This is needed to ensure proper fall to the creek and alleviation to the new pipe we will install. The City Administrator recommends approving the resolution.
8. Consideration of a resolution approving HVAC system replacement with NEIA mechanical in the amount of \$192,580.94 for the Library.
 - i. With questions being answered by the HVAC technician, the City Administrator recommends approving the resolution.
9. Consideration of a resolution amending the Oelwein Personnel Policy Manual.
 - i. Minor changes are required that either correct mistakes in the first resolution, or recent changes that are needed. The resolution spells out the changes. The City Administrator recommends approving the resolution.
10. Consideration of a resolution approving sale and transfer of city owned property located at 14 2nd Ave. NW, Oelwein, Fayette County, Iowa.
 - i. RISE will do a great job of maintaining this property. The City Administrator recommends approving the resolution.



11. Consideration of a resolution approving sale and transfer of city owned property located at 516 4th Street SW, Oelwein, Fayette County, Iowa.
 - i. Staff is excited for this sale as it will result in a home being built. The City Administrator recommends approving the resolution.

Motions

12. Consideration of a motion to approve \$13,629.00 in tank cleaning from Eco Source LLC for tanks found during construction of Depot Park.
 1. This amount was originally under \$10,000 and was approved by the City Administrator. After two more tanks were found, work needed to proceed. This work was needed to complete the project. The City Administrator recommends approving the motion.
13. Consideration of a motion approving the 2023 Seal Coating Project bid to Prairie Road Builders in the amount of \$49,240.44.
 1. The City Council budgeted funding for this project in the CIP. Staff has determined the most eligible roads. Should amounts run over, Council should allow for an excess of \$10,000. The City Administrator recommends approving the motion.
14. Discussion and possible action to approve partnering for work on 29 South Frederick.
 1. The City Administrator has been clear for a year that the city would consider participating in filling the beam pockets and would build a wall to ensure that 29's South wall is not impacted. The council has been provided an estimate for filling the beam pockets. The City Administrator recommends approving \$5,000 toward filling the beam pockets on the
15. Discussion and possible action on 33 South Frederick project
 1. At the July 10 Council meeting several council members wanted to move on the 33 South Frederick project. The City Administrator is providing an agenda item should the council want to press forward on the project against the City Attorney and City Administrator's recommendation.
16. Consideration of a motion directing city staff to sell 307 7th Ave SE to Emanuel C. Receveur IV.
 1. The house wanting this property is not in an ideal condition. The City Administrator does not recommend the sale.
17. Consideration of a motion approving the Oelwein Fire Foundation to approve the MDA fundraiser "Fill the Boot" on the intersection of Charles and Frederick on August 25th from 6-8 PM and August 26th 9-11 AM.
 1. This fundraiser has been held annually with no issues. The City Administrator recommends approving the motion.
18. Consideration of a motion accepting the direction from the Planning, Finance, Enterprise, and Economic Development Committee on the Hotel/Motel Request from Oelwein Celebrations Renewed, Inc. in the amount of \$20,000.
 1. This would empty the entire hotel motel tax fund. The City Administrator recommends \$5,000, or consider the council investigate other celebration ideas.