



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 4/25/2022

Arbor Day Proclamation.

The City, through Joshua Johnson, has done an excellent job of planting trees and ensuring a proper urban canopy for years to come. Vic Kane has worked to ensure dead or dying trees are removed and current trees are trimmed to the required height. Work from both employees ensures that shade trees continue to benefit the community. The commitment of staff to maintain an urban tree canopy is incredible and will show for years to come. I personally love trees and am excited about the great progress made by the organization.

Consent Agenda

1. Consideration of a Motion to approve the April 11, 2022 minutes.
2. Consideration of a Motion renewing the Class E License for Oelwein Liquor.
3. Consideration of a Motion issuing a Class B Beer Permit to Oelwein Celebrations.
4. Consideration of a Motion to approve the Claims Resolution in the amount of \$774,489.69.

Public Hearing

5. Public hearing on proposed Plans, Specifications, Form of Contract, and Estimate of Cost for the construction of the above-described improvement project.

Ordinances

6. Consideration of an Ordinance Amending Chapter 22 Vehicles and Traffic Article IX Snowmobiles and All Terrain Vehicles. - First Reading
 1. Council has provided direction to staff and an ordinance has been prepared. While the City Administrator is not in favor of UTVs on city streets, he works for council and has provided an ordinance as directed. The City will begin issuing registrations July 1. This is the first reading.

Motions

7. Consideration of a Motion to apply for Federal Assistance SF-424 for the Airport Re-pavement Project.
 1. The City must apply for federal funds for airport projects. The City is allocated funds each year for airport improvements. This improvement is for crack sealing and repair on the runways and taxi way. The City Administrator recommends approving the application.



8. Consideration of a Motion award the bid of the Airport Rehabilitation Project to Fahrner Asphalt Sealers, Inc. in the amount of \$330,555.95.
 1. While this amount came in over budget, the city pays 10 percent of this project, and the federal government covers the remaining 90 percent. This project is needed and has been on the airport's capital improvement plan. The City Administrator recommends approving the low bid.
9. Consideration of a Motion to approve a contract for Construction-Related Services for pavement rehabilitation of Runway 13/31 with AECOM.
 1. This contract is for AECOM to oversee the airport project. AECOM is our airport engineer and works with us on each step on airport projects. The projects that use federal dollars have a lot of rules attached to them especially when it deals with a runway. The City Administrator recommends approving the motion.
10. Consideration of a Motion to accept proposals for rental inspection services.
 1. Council has provided direction for the City Administrator to contract out rental inspections. A preview of the RFP was discussed at the April 11 work session. Once the city receives RFPs, the council will determine the next step and who to work with for the contract. This will be advertised on the Iowa League of Cities and the City of Oelwein's webpage. The City Administrator recommends approving the motion.
11. Committee Reports
12. Report from Payne on the Library Board Meeting.
13. Council Updates
14. Mayor's Report
15. City Attorney's Report
16. City Administrator's Report
17. Executive Session

1. Consideration of a Motion to go into closed session in accordance of Iowa Code 21.5 Section 1 I to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Consideration of a Motion to return to regular session.

2. Consideration of a Motion to discuss the City Administrator's contract.
 1. City Council is responsible for overseeing the City Administrator. The City Administrator is under contract for the city by vote of City Council. Each year the City Administrator is evaluated, and a discussion of wages and benefits occurs. Requests have been made by the City Administrator and an evaluation will take place before negotiations. The City Administrator enjoys working for Oelwein and showing everyone the progress the organization continues to make with the City Council.