



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 11/23/2020

---

### Consent Agenda

1. Consideration of a motion to approve the minutes of the November 9, 2020 Council meeting
2. Claims Resolution in the amount of \$592,230.27

### Resolutions

3. Consideration of a Resolution providing for reduction of interest rate on Water Revenue Bond
  1. The City is now eligible to reduce the interest rate on a water revenue bond. This is good news for the city as the city will be able to put this revenue toward other projects. The City Administrator recommends approving the resolution.
4. Consideration of a Resolution Waiving Planning and Zoning Requirements for Proposed Subdivision Located in the Northeast Quarter of Section 4, Township 90 North, Range 9 West of the Fifth P.M., Buchanan County, Iowa
  1. The City has two miles outside of its city limits where they can impose their zoning according to state code. With this development being in Buchanan County, it is unlikely that the city will ever incorporate this area. This is all speculation, and I could be wrong, but I do not see it being worth the city's time to regulate this from a zoning aspect. The City Administrator recommends approving the resolution.

### Motions

5. Consideration of a motion approving Change Order No. 2 for Grading Connector Taxiway to Runway 13 End in the amount of \$-23,251.72
  1. This change order reflects parts of the project that were not completed as they were no longer needed. This includes seeding, installation of silt fence, and temporary seeding and mulching. The City Administrator recommends approving this change order.
6. Consideration of a motion approving Pay Estimate No. 4 (Final) in the amount of \$4,658.91 to JB Holland Construction Inc. for work completed on Grading Connector Taxiway to Runway 13 End
  1. Grading of the taxi way was the first project for the airport. The taxi way was split into two projects with grading being first and paving



being second. This project like many projects has seen several delays. The grading project was supposed to be completed in 2018. We are excited to close it out and move on with other improvements for the airport. The City Administrator recommends approving the payment.

7. Consideration of a motion approving Change Order No. 2 in the amount of \$4,169.80 for Paving Connector Taxiway to Runway 13 End
  1. Paving is the second project for the airport taxi way. The purpose of Change Order No. 2 is for soil stabilization in soft areas that were encountered in the subgrade during construction that were unforeseen during the design. The City Administrator recommends approving the change order.
8. Consideration of a motion approving Change Order No. 3 in the amount of \$-123.31 for Paving Connector Taxiway to Runway 13 End
  1. Paving is the second project for the airport taxi way. The purpose of Change Order No. 3 is to adjust all bid items to reflect actual installed construction quantities. The City Administrator recommends approving the change order.
9. Consideration of a motion approving Final Pay Estimate in the amount of \$16,951.09 to Heartland Asphalt, Inc. for work completed on Paving Connector Taxiway to Runway 13 End
  1. Paving is the second project for the airport taxi way. The City is ending this project and will submit for 80 percent of the cost from the FAA. The City Administrator walked the taxi way in fall of 2019. This project is also overdue. The City Administrator recommends approving the payment.
10. Consideration of a motion authorizing signatures on Amendment to Administrative Contract with UERPC, Intermediary Revolving Loan Fund Program
  1. The City started administrative services with two revolving loan funds. The City now has three funds and has more need for administrative services. The city meets with the board often and has applications every few months. The increase to UERPC is needed. The City Administrator recommends approving the amendment.
11. Consideration of a motion approving payment to Lansing Brothers Construction Co. Inc. in the amount of \$28350 for 2020 House Demolition Project
  1. The City is pleased with the tear downs so far and is ready to issue the second to last payment. The City Administrator recommends approving the payment.
12. Consideration of a motion to set a Public Hearing on 2017 CDBG Housing Project for 6:00 P.M. December 14, 2020
  1. Upper Explorerland requires this public hearing for the grant that helps homeowners improve their homes.
13. Consideration of a motion approving Urban Renewal Report re: Fiscal Year 2019-2020 TIF Debt Outstanding



1. This report is required by the state of Iowa. The City Administrator recommends approving the report.
14. Consideration of a motion authorizing signatures on Task Order No. 2003-20A with Fox Engineering in the amount \$34,500.00 for Oelwein NE Sanitary Sewer Improvements
  1. Council wants to get moving on the issue with the sewer on 4<sup>th</sup> Ave NE and 5<sup>th</sup> St. NE. This study will help the city understand if the project is \$500,000 or \$2,000,000. The City Administrator recommends approving the task order. Council will have to increase fees if they want to complete this project to improve the sewer.
15. Consideration of a motion supporting the Oelwein Community School District's application for a 21st Century Grant
  1. The school looks for support on their grants and the City is happy to oblige when it is not a direct funding request. The City enjoys the working relationship with the school. The City Administrator recommends approving the motion.
16. Consideration of a motion authorizing the demolition of 408 West Charles in the amount of \$6,400.00 by Bryan Construction
  1. The City is ready to move forward on one tear down. The City is waiting on other homes to work with insurance companies. If the other fire homes do not work out with the insurance companies, the city will be required to tear it down. Funding for this tear down will come out of reserves for local options sales tax. The City Council will need to go over local option sales tax in January during the budget meetings. The City Administrator recommends approving the bid.
17. Consideration of a motion approving renovation of City Hall for restrooms in the amount of \$36,717.30
  1. The City Administrator has provided a write up on the renovations of City Hall. The City Administrator recommends approving the renovations.
18. Consideration of a motion to move the December 28, 2020 meeting date to December 21, 2020
  1. Moving this meeting helps the city clear year end payments. Moving the meeting also helps the city administrator not have to prepare for a meeting before and after the December holiday. The last week in December is not a good time for meetings. It is a good time for family and relaxing.