



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Oelwein City Hall Renovation

Date: 11/23/2020

City Hall improvements are moving along, and City Hall should be able to open when the pandemic is not peaking in Oelwein/Iowa. City Council provided direction to spend \$33,000 in funds for renovation to provide room for proper social distancing and a clear separation between the office and the public for staff safety. Staff safety is something that needed improvement before the pandemic.

While this price may seem high, I have worked for months trying to get contractors to even bid the project. I am confident this project will be used for years as the transition to a new City Hall is easily more than five years away. These improvements also help the City plan for moving Community Development to the south end allowing them to have a service window to the public.

Completed	
Mold mitigation	\$300.00
Office Prep	\$3,381.00
Scheduled	
Asbestos	\$3,300.00
Service Windows	\$1,974.00
Proposed	
Bathroom	\$36,300.00
Total	\$45,255.00

The proposed bathroom renovation will require that the city go over the \$33,000 number but will not bring it over the total budget amount for 2020-2021.

Notes form 2020-2021 CIP

General Admin- \$30,000 allocation plus an additional \$50,000 to provide improvements to City Hall.



The City Administrator recommends approving the bathroom renovation and allowing staff to adjust to a new budget of \$65,500.

Part of the Office Prep included improvements to areas for water penetration into the building. After working with a local contractor, we believe the areas are taken care of in the building. The front moisture issue was due to the small awning above the front door that did not drain properly. The back-door water was from some flashing that was not working properly on the side of the building. The dispatch moisture issue in the wall was from a vapor barrier and lack of use in the old police side for several years. These improvements should help City Hall last another hundred years.

The following items are still needed to complete the minor renovation and open City Hall.

- **Entry**
 - New vinyl floor
 - New mop board
 - Paint to match (light grey)
- **Lobby**
 - New lights
 - Remove fan
 - Move electrical from window opening and tidy up electrical
 - New lock on door that goes into City Hall (commercial grade)
 - Cable management
 - Additional security camera
- **Dispatch**
 - New drywall in mold corner
 - New Carpet
 - Cable management
 - Mop boards
 - Paint
 - New lights
- **New office**
 - Paint
 - New outlets
 - Cable management
 - Remove police light
 - Drywall patch
 - Finish drywall to ceiling
 - New ceiling tiles