



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator's Council Agenda Memo
Date: 3/27/2023

Consent Agenda

1. Consideration of a motion to approve the amended February 27, 2023 minutes.
 1. Significant staff time went into these minutes, and they have been prepared for council.
2. Consideration of a motion to approve the March 13, 2023 minutes.
3. Claims Resolution in the amount of \$346,900,41.
4. Consideration of a motion approving the Class 'C' Alcohol License for Hacienda Del Rio.

Resolutions

5. Consideration of a Resolution for Fiscal Year 2024 Salaries.
 1. Council was provided the salaries at the start of budget discussions. Council used two work session this year to provide direction to the City Administrator. This resolution keeps longevity the same, raises most salaries by three percent, immediately raises parks and cemetery wages, and increases salaried employees from the City Administrator's recommendation. The City Administrator recommends approving this resolution.
6. Consideration of a Resolution Amending the City Fee Schedule to Reflect the Single Hauler Services
 1. The City is required to update their fee schedule to reflect the new single hauler fees. Council selected the hauler after a competitive bid process. The City Administrator recommends approving the resolution.

Motions

7. Consideration of a motion to accept the Plaza Phase 2 Bid from Matt Construction in the amount of \$646,512.
 1. The plaza project is crucial to the development of the downtown. The project is \$141,749 over the original budgeted amount. The City Administrator requests that the council allow an internal loan to be created to ensure this project is created. This will allow for the work to be done and to a level that will serve the community. While the city does not frequently do internal loans, I believe this is the best option to create a great product for the downtown and the community. The City should do an internal loan from utilities for \$150,000 and pay it back in three years using a combination of franchise fees and local option sales tax. The



City Administrator recommends approving the low bid of \$646,512 with Matt Construction.

8. Consideration of a motion to approve Change Order No. 6 for final quantity adjustments for the Oelwein 2021 Water Main Improvements.
 1. This decreases the contract price \$50,219.51 because less items were used on the project than originally projected. The City Administrator recommends approving the change order.
9. Consideration of a motion to approve Notice of Acceptability of Work minus set-offs for the Oelwein 2021 Water Main Improvements.
 1. This acceptance item shows that the city acknowledges that this project is complete. The City Administrator recommends approving the Notice of Acceptability.
10. Consideration of motion to approve Pay Application No. 9 minus set-offs for the Oelwein 2021 Water Main Improvements.
 1. This pay application is for work completed on the Oelwein 2021 Water Main Improvements. The City Administrator recommends approving Pay Application No. 9 minus set-offs.
11. Consideration of motion to approve Pay Application No. 10 minus set-offs for the Oelwein 2021 Water Main Improvements to release 5% retainage after 30 days.
 1. This pay application is the final for work completed on the Oelwein 2021 Water Main Improvements. The City is holding back funds due to this project running late and the city taking on expense along with additional project administration. The City Administrator recommends approving Pay Application No. 10 minus set-offs.
12. Consideration of a motion to approve the purchase of a power monitor in the amount of \$15,580 for the Wastewater facility.
 1. This equipment failed at the plant. While this is not planned for, the funding is available as the city does budget for some unknown items as this does occur. The City Administrator recommends approving the funding.
13. Consideration of a motion accepting the road overlay, sealcoating, and Event Center Parking lot projects proposal from Fehr Graham in the amount of \$58,000.
 1. The city has funding to complete road projects from the 2022 bond project. These road projects just received new water main which is ideal before a road project. Having a new street to the middle school will be a great improvement.
14. Consideration of a motion to proceed with Trail Improvement Segment 2.
 1. The City Administrator is ready to move forward with this project. Parks Supervisor Josh Johnson has laid out a plan for the city and the project is funded. The City Administrator recommends going out to bid for the project.
15. Consideration of a motion sending a subdivision request to the Planning and Zoning Committee.



1. City code requires council to send all subdivision requests to Planning and Zoning. While this one is not in city limits, the city has jurisdiction with two miles. The City Administrator recommends sending the request to Planning and Zoning.