



To: Mayor and City Council  
From: Dylan Mulfinger  
Subject: Administrator Memo  
Date: 12/18/2023

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#### Consent Agenda

1. Consideration of a motion approving the December 11, 2023 minutes.
2. Claims resolution in the amount of \$663,319.95.

#### Public Hearing

3. Public Hearing on December 18, 2023 at 6:00PM in the City Council Chambers regarding the proposed vacation and transfer of city alleyway right of way.

#### Resolutions

4. Consideration of a resolution approving Pay Application No. 2 in the amount of \$90,980.30 for Event Center Parking Lot Improvements project to Bacon Concrete.
  1. This is the second pay request from Bacon Concrete. All work has been satisfactory. The City Administrator recommends approving the resolution.
5. Consideration of a resolution approving Final Pay Application No. 3 in the amount of \$11,189.96 for Event Center Parking Lot Improvements project to Bacon Concrete.
  1. The project is finalized. All work has been satisfactory. The City Administrator recommends approving the resolution.
6. Consideration of a resolution accepting the completion of Event Center Parking Lot Improvements project with Bacon Concrete.
  1. This project went smooth and work was done in a timely manner. The parking lots are a massive improvement to the downtown. The City Administrator recommends approving the resolution.
7. Consideration of a Resolution approving a contract with CivicPlus for the CivicRec services.
  1. The wellness center is losing its member software as the city transitions from MercyOne management. The school will manage staff and the center and use the city's software. The city can optimize this software and use it across multiple departments. The software will run memberships for the Wellness Center, park shelter reservations, pool passes, and rec sports. This will be a leap forward for these departments and access for the community. The City Administrator recommends approving the resolution.
8. Consideration of a resolution approving a memorandum of understanding between Fayette County 911 Service Board and the City of Oelwein.



1. Fayette County needs to use our tower to mount some of their equipment for the new radio project. We are being good partners and allowing them this space for equipment. The City Administrator recommends approving the resolution.
9. Consideration of a resolution opposing Alliant Energy's proposed electric rate increase.
  1. The city council directed staff to provide a resolution opposing rate increases. These increases will cost Oelwein \$60,000 in city electrical and gas fees. The City Administrator recommends approving the resolution.
10. Consideration of a resolution approving the vacation and transfer of city alleyway right of way.
  1. This alley way is not in use and will not be needed in the future. The City Administrator recommends approving the resolution.
11. Consideration of a resolution setting a public hearing for the status of funded activities for the City of Oelwein NE Sewer Improvements project on January 8, 2024 at 6PM in the Oelwein City Council Chambers.
  1. This public hearing is required for the Community Development Block Grant funds used on the NE Sewer Improvements project. The City Administrator recommends approving the resolution.

#### Motions

12. Consideration of a motion to approve pursuing a contract with RSPN for Information Technology Managed Services.
  1. The city of Oelwein sent out a request for proposals for managed services. We received three from similar vendors. Managed services are needed because the city must take an aggressive stance on cyber security. We also need more assistance to alleviate the IT burden from department heads and the City Administrator. The City already invest over \$25,000 annually in hours for IT assistance. Moving to managed services will be a considerable jump, but it is needed. RSPN provided the most competitive price for the services they will offer. Their company is strictly IT and only wants to make sure our network is secure. I believe RSPN is the best option for Oelwein. Should the city council move forward, a five-year contract will be brought forward in January. The City Administrator recommends approving the motion.