



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator's Council Agenda Memo
Date: 1/23/2023

Consent Agenda

1. Consideration of a motion to approve the January 9, 2023 minutes.
2. Claims Resolution in the amount of \$829,850.43.
3. Consideration of a motion to approve the Class 'BC' Beer Permit amendment for Kwik Star, Inc #665.
4. Consideration of a motion to approve the Class 'E' Retail Alcohol License amendment for Kwik Star, Inc #1156.

Resolutions

1. Consideration of a Resolution authorizing the Mayor to enter into a contract with Kluesner Sanitation, LLC. for single hauler services.
 1. The City Administrator has negotiated with Kluesner Sanitation, LLC and provided a contract that will meet all the council's requirements. Council has the option to go from a three-year to a five-year if desired. The City Administrator recommends approving a five-year contract with Kluesner Sanitation, LLC.
2. Consideration of a Resolution authorizing the Mayor to release a real estate mortgage as part of the Revolving Loan Fund for 2 South Frederick with TIKA Investments LLC in the amount of \$75,000.
 1. The City has a revolving loan fund that provides funding for businesses that are unable to obtain traditional bank financing. This situation is unique as TIKA is on the RLF and the new owner will also be on the RLF. This requires that the city release a mortgage to allow the new owner to acquire the property. The City Administrator recommends approving the resolution.
3. Consideration of a Resolution authorizing the Mayor to release a real estate mortgage as part of the Revolving Loan Fund for 2 South Frederick with TIKA Investments LLC in the amount of \$10,000.
 1. The City has a revolving loan fund that provides funding for businesses that are unable to obtain traditional bank financing. This situation is unique as TIKA is on the RLF and the new owner will also be on the RLF. This requires that the city release a mortgage to allow the new owner to acquire the property. The City Administrator recommends approving the resolution.



Motions

4. Consideration of a motion providing direction to the City Administrator on evaluation of the Wellness Center.
 1. Council will need to provide clear direction to the City Administrator so a common goal can be reached. The City Administrator looks forward to working through this item with Council.
5. Consideration of a motion approving pay request in the amount of \$100,348.55 to Bryan Construction Inc. for the 2022-2023 Tear Down Project.
 1. Progress is going great on the tear down project. The only hold backs are a NW home that is still in court and the downtown buildings. Bryan Construction has cooperated with the city and has made substantial progress. The City Administrator recommend approving the pay request.
6. Consideration of a motion to approve change order number one for \$9,750.00 to Matt Construction Inc. for the CDBG-CV Plaza Project Phase 1.
 1. The foundation and other areas under the plaza had a mystery of debris. This change order is required to pay for the extra removal. This is within the project scope and budget. Community Development was aware of the foundation issues and documented the removal accordingly. The City Administrator recommends approving this change order.
7. Consideration of a motion approving final pay application number 2 for \$11,489.90 for Matt Construction Inc. for the CDBG-CV Plaza Project Phase 1.
 1. This is the last payment for Matt Construction. The project went well, and this is the last payment. The City Administrator recommends approving this pay request order.
8. Consideration of a motion approving and accepting the CDBG-CV Plaza Project Phase 1 by Matt Construction Inc.
 1. No issues occurred during this project between the city and contractor. The City will accept phase one and close out the project. The City Administrator recommends accepting the project.
9. Consideration of a motion to approve signatures on the Ontech Hosted Service Agreement.
 1. Migrating over to a new host will benefit the city and their budget software. The city has switched to the cloud as it allows for less server requirements locally. The City Administrator recommends approving the agreement.
10. Consideration of a motion to send out Request for Proposal for Project Scoping of Flood Mitigation Efforts for Dry Run Creek.
 1. The city received a grant from the federal program that will determine what improvements could be made to mitigate flooding in the city, primarily the downtown. The City Administrator recommends going out for proposals.



11. Consideration of a motion setting a Public Hearing on the Proposed Maximum Property Tax Dollars for Fiscal Year 2024 for February 13, 2023 at 6:00 P.M. at the Oelwein Council Chambers.
 1. This is required by the state of Iowa because they wanted to add another step in the budget process that is worthless and helps no one. We still have to do it to get taxes, so the City Administrator recommends setting the public hearing.