



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 06/14/2021

Consent Agenda

1. Consideration of a motion to approve the minutes of the May 24, 2021 Council meeting
2. Consideration of a motion to approve Change Order 1 in the amount of \$106.34 for Segment 1 Trail Improvements Project
3. Consideration of a motion approving payment to Bacon Concrete, LLC in the amount of \$117,494.54 for work completed on Segment 1 Trail Improvements Project
4. Consideration of a motion approving payment to Fehr Graham in the amount of \$6,484.50 for work completed on Segment 1 Trail Project

Ordinances

5. Consideration of an Ordinance Amending Water and Sewer Rates, Chapter 7 of the Code of Ordinances of the City of Oelwein, Iowa - Second Reading
 1. The City Administrator has met with council several times to work through the needed rate increases. The new rate increases remove the infrastructure fee and add all charges to the rates. These rate increases will help address several projects occurring in water and wastewater. The City is taking a significant step in upgrading infrastructure and fixing problems. The city is trying to stay ahead of DNR mandates and new utility requirements. The City Administrator recommends approving the second reading.
6. Consideration of an Ordinance Amending Section 22-70 to Change Speed Zones on 10th Street SE/Old Road - Second Reading
 1. This change will help cleanup an area that has been incorrect due to signage from the contractor. The new zone will be signed by the city and the lower speed limit will help with the trail crossing in this area. The City Administrator recommends approving the second reading.
7. Consideration of an Ordinance Amending Chapter 16 Garbage and Trash, Section 16 Duty to Dispose - First Reading
 1. City Council has provided direction that enforcement should get stronger on overflowing containers, recycling contamination, and yard waste in trash cans. The City needs additional code to work through these issues. The process is still being worked out for enforcement. The City Administrator recommends approving the first reading.

Resolutions



8. Consideration of a Resolution Authorizing Temporary Closure of Public Ways or Grounds for Oelwein Fire Department Water Ball
 1. The volunteers have a great community event. No issues have occurred in the past. The City Administrator recommends approving the resolution.
9. Consideration of a Resolution Directing the Sale of the City's Interest in 9 6th Street NE, Oelwein, Fayette County, Iowa
 1. This property has no future. Combining it with the current property would be the perfect fit. The City Administrator recommends approving the resolution.
10. Consideration of a Resolution Accepting Work Covering the Wings East Pavement Improvements Project and Engineer's Statement of Final Completion
 1. Wings East has been completed. This road project is a significant investment for the city and the taxpayers. This project will provide excellent streets for this neighborhood. The City Administrator recommends approving the resolution.

Motions

11. Consideration of a motion approving Change Order No. 3 for adjusting the estimated bid quantities on the Wings East Pavement Improvements Project
 1. This change order is for the final quantities for the Wings East Project. The City Administrator recommends approving the motion.
12. Consideration of a motion approving Progress Payment No. 4 to Lodge Construction in the amount of \$3,590.05 which releases all payment except the 5% retainage on the Wings East Pavement Improvements Project
 1. This payment request is the second to last. The City Administrator recommends approving the motion.
13. Consideration of a motion to approve Progress Payment No. 5 (final) to Lodge Construction in the amount of \$23,820.90 for the release of the 5% retainage on the Wings East Pavement Improvements Project
 1. This is the final pay request for the Wing's Project. This project is complete and ready to be closed out. The City Administrator recommends approving the motion.
14. Consideration of a motion authorizing signatures on Certificate of Substantial Completion for Wings East Pavement Improvements Project
 1. This motion will finalize the project for Wings East. The City Administrator recommends approving the motion.
15. Consideration of a motion authorizing the Mayor to sign a one year contract with George Tegeler for Fixed Based Operator Services at the Oelwein Municipal Airport
 1. Council had provided direction to the City Administrator to explore different FBO services coming from a large firm that may offer more services. That work is still on going with limited success. In the meantime, the City Administrator recommends a one-year contract with the current FBO. The rate of pay has increase by two percent. The City will take over



fuel charging once new card reader and potentially pumps are installed. The City will still accept the flow fee. The City Administrator recommends approving the motion.

16. Consideration of a motion authorizing signatures on Agreement for Cleaning Services with Horan Cleaning LLC
 1. The city continues to receive superior cleaning services. This contract has been updated to include new sections of City Hall. The City Administrator recommends approving the motion.
17. Consideration of a motion amending the City Cell Phone Policy
 1. The City Administrator has provided a memo on the reason for this change. The City Administrator recommends approving the motion.
18. Consideration of a motion approving the On Call Policy
 1. The City is losing dispatch which results in not having an entity to work the call out list for the city. After reviewing other entities and their process, the city is going to on call. This will ensure one person is available for city situations or emergencies. The County will now call the on-call phone if someone has a utility related emergency. This new process was implemented at one time at the city but has since changed. The City has reviewed other polices and ran this through an attorney. The City Administrator recommends approving the motion.
19. Consideration of a motion approving a Professional Services Agreement with Shive Hattery for Library Roof
 1. The time has come to get serious about the library roof in hopes that if a large improvement is needed, the city can bond for the improvement. This study will help determine the problems in the attic with ice dams and water penetration. The City Administrator recommends approving the motion.
20. Consideration of a motion approving a contract with Advantage Archives for digital archiving
 1. The City has a large number of records that are sitting and not easily accessible. The City needs to start a process for digitization and searchability. This contract is a great start and will help minimize the clutter in City Hall. After one year the City will evaluate the need for these services. The City investigated buying a scanner, but prices were too high compared to contracting the services. The Library already uses this company and has positive reviews. The City Administrator recommends approving the motion.
21. Consideration of a motion approving Pay Request #1 from KS Construction in the amount of \$26,000.00 for work completed on Redgate Shelter Project
 1. Work so far has been completed and is satisfactory. We have worked with local contractor to absorb some of the large cost that hit the material market. The city will have one more payment after this request. The City Administrator recommends approving the motion.
22. Consideration of a motion authorizing the purchase of Fire Gear Racks from Feld Fire in the amount of \$5,638.00



1. The volunteers are ready to change it up and put all gear at the station. This would require all personnel to leave dressed from the station. This would greatly minimize the number of vehicles at the scene and would prevent hazardous smoke-filled gear in cars. The City Administrator recommends approving the motion.
23. Consideration of a motion approving City Park Electrical Upgrades by Irvine Electric in the amount of \$24,850.00
 1. Joshua Johnson has provided a write up on the need for the change for this project. The City Administrator recommends approving the motion.
 24. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee re: Demolition Assistance for 125 6th Street SW and 125 7th Avenue NE
 25. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee re: Demolition Assistance for 407 7th Street SE
 26. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee re: Demolition Assistance for 412 1st Avenue NE
 27. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development Committee re: Hotel/Motel Tax Funding Application from Williams Center for the Arts in the amount of \$1,500
 28. Consideration of a recommendation from Planning, Finance, Enterprise and Economic Development re: acceptance of property located at 15 5th Avenue SW
 1. The City only takes homes when it is an advantage to the city. Taking this home will lead to a larger lot for a house with a bright future. The City Administrator recommends approving the motion.