



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 6/13/2022

Consent Agenda

1. Consideration of a motion to approve the May 23, 2022 minutes.
2. Consideration of a motion to approve the Class C Liquor License for Hacienda Del Rio.
3. Consideration of a motion approving the Class C Liquor License for Viper Lanes & PJ's Bar and Grill.

Public Hearing

4. Public Hearing for CDBG about Oelwein Sewer Improvement Project along with Community Needs Assessment at Oelwein City Hall Council Chambers at 6:00 P.M.
 1. This public hearing is required for the sewer project that we are doing in the Northeast.

Ordinances

5. Consideration of an ordinance amending Oelwein City Code Section 22 Article VII Golf Carts - First Reading.
 1. Council requested staff review and provide an ordinance for City Council on golf carts. The Public Safety Chief does not recommend golf carts. The City Administrator does not recommend golf carts. Please postpone this ordinance one year. This will allow the community to become familiar with UTVs and allow staff time to understand what is working and what is not working with sharing the streets. The City Administrator recommends not allowing golf carts on city streets.

Resolutions

6. Consideration of a resolution authorizing the submission of a CDBG Water/Sewer application to the Iowa Economic Development Authority.
 1. This grant will help pay for the Northeast sanitary sewer project. Once this grant is approved the city will start construction on this project in 2023.
7. Consideration of a resolution to sell 608 1st Ave SE for the amount of \$1,000.
 1. This is a buildable house with a garage still existing. The City has marketed this home for three years and it has not sold. The City Administrator recommends approving the sale of this property.



8. Consideration of a resolution requesting the closure of corner of 1st Street and North Frederick Ave to south of 2nd Street N.W. on August 20, 2022 for the Oelwein Fire Department.
 1. The City has had great success allowing the fire department to use a street for water ball. The City Administrator recommends approving the street closure.

Motions

9. Consideration of a motion to approve 2022 seal coat project Black Top Services at \$290,742.00
 1. Bids came in and were reviewed by staff. This year is a large amount of seal coating as council provided this direction in January. This bid includes prepping the roads by the contractor, something we are doing new this year to free up time for other city tasks. The City Administrator recommends approving the bid from Black Top Services.
10. Consideration of a motion to approve 2022 seal coat project for the Parks Department at \$39,745.
 1. While the Black Top Services bid is higher than Prairie Road Builders, staff evaluated the bids and saw that more material will be used by Black Top Services resulting in a better product. The City Administrator recommends approving the bid from Black Top Services.
11. Consideration of a motion to approve pay application #1 for the Charles Street Viaduct Maintenance 2022 project.
 1. This is the first of many mitigation efforts to ensure the viaduct is a safe viable structure. We anticipate annual maintenance on the viaduct. We meet this month with the railroad to discuss the future of the viaduct. The City Administrator recommends approving the pay application.
12. Consideration of a motion to approve pay application #2 and final for the Charles Street Viaduct Maintenance 2022 project.
 1. The City Administrator recommends approving the pay application and closing out the project.
13. Consideration of a motion to approve Change Order No. 4 for the 2021 Water Main Improvements.
 1. This change order is recommended by the engineer. The City Administrator recommends approving the change order.
14. Consideration of a motion to approve Pay Request #6 in the amount of \$206,753.22 to Summers Enterprises, Inc.
 1. This pay request is recommended by the engineer. The City Administrator recommends approving the pay request.
15. Consideration of a motion to approve Change Order No. 5 for the 2021 Water Main Improvements
 1. This decision will stem from council's discussion with the project engineer that will occur at a 5:30 work session before the meeting.



16. Consideration of a motion to award the demolition of 104 8th Ave SW
 1. Bids for this item will come Monday at 3:30. With this being a court ordered tear down the process has varied from the city's traditional process. Once this property is cleaned up, the cost will be assessed to the taxes. The City Administrator recommends approving the lowest responsible bidder.
17. Consideration of a motion to approve a cost increase on the purchase of a dump truck in the amount of \$14,238.
 1. This cost increase is above the City Administrator's spending limit. The department is still in need of this equipment. Funding is available. The City Administrator recommends approving the cost increase.
18. Consideration of a motion to approve the cleaning contract with Steve Horan.
 1. The City has a positive working relationship with Horan Cleaning. The City Administrator recommends approving the contract.