



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 12/20/2021

Citizens Public Comments - See Guidelines for Public Comments Below

1. Presentation of plaque to Renee Cantrell in appreciation of service on the Park and Recreation Commission

Consent Agenda

2. Consideration of a motion to approve the minutes of the December 13, 2021 Council meeting
3. Claims resolution in the amount of \$739,074.60

Ordinances

4. Consideration of an Ordinance Amending Section 3-71, Section 3-73, Section 3-78, Section 3-79, Section 3-81, to modify City Administrator and City Clerk Duties - Third and Final Reading
 1. The City is updating their job titles and moving the City Admin/Clerk title to a standalone Clerk. The current Deputy Clerk does all of the Clerk duties and much more. This will help define positions in City Hall and bring Oelwein into a system used by many communities. The City Administrator recommends approving the final reading.
5. Consideration of an Ordinance Amending Section 3-5, Section 3-73, Section 5-2 through Section 5-11, Section 5-21, Section 11-10, and Section 16-80 to modify Fire Department and Public Safety Chief - Second Reading
 1. Council directed the City Administrator to update city code to reflect changes to a public safety chief. The following changes clean up city code and allow for a public safety chief. The City Administrator recommends approving the second reading.

Motions

6. Consideration of a recommendation from Planning, Finance, Enterprise, and Economic Development Committee Re: Hotel-Funding Applications for Williams Center for the Arts and Junior Husky Club Basketball
 1. Recommendations for these items come from the committee.
7. Consideration of a motion to approve Change Order No. 4 on the Segment 1 Trails Improvement Project in the amount of -\$2,075.00
 1. A silt fence was not used on a portion of the project. This allows for a deduction from the project. The City Administrator recommends approving the change order.
8. Consideration of a motion approving pay request No. 7 in the amount of \$9,331.14 to Bacon Concrete, LLC for work completed on the Segment 1 Trail Improvement Project



1. This payment is for some the last items on the project, with most of it being signage. The City Administrator recommends approving the pay request.
9. Consideration of a motion to approve the pay request No. 8 - Final in the amount of \$17,898.31 to Bacon Concrete, LLC. for work completed for the Segment 1 Trail Improvement Project
 1. This is the final pay request. The engineer and staff approve of the payment. The City Administrator recommends approving the pay request.
10. Consideration of a motion to accept the Segment 1 Trail Improvement Project
 1. This closes out Segment 1 trail project. The engineer and city staff have approved the work. The City Administrator recommends approving the motion.
11. Consideration of a motion authorizing signatures on Agreement for Professional Services with Fehr Graham for Segment 2 Trails
 1. This is to build the next phase of the trail project. Council wanted to make adjustments to an on-road trail. That figure for the off-road trail has been provided. The City Administrator recommends approving the original proposal from staff on phase two.
12. Consideration of a motion to accept the bid J.D. Wolf in the amount of \$18,000 for the Fire Department Truck Bay Painting
 1. The city is making several investments in the Fire Department. The Public Safety Chief has provided a recommendation. Funds are available for this project. The City Administrator recommends approving the motion.
13. Consideration of a motion to authorizing signatures on Master Services Agreement with Sensys Gatso for Redlight - Speed Camera
 1. City Council is working toward speed cameras and red-light cameras. This will add another layer of public safety in the community by encouraging people not to speed in town. A memo has been provided by the Public Safety Chief. The City Administrator recommends approving the motion.
14. Consideration of a motion to authorize signatures on 3 year airport agricultural land lease for \$315 per acre
 1. City Council directed the City Attorney to negotiate a farm lease for the airport because Pat Dillon is an attorney by day, and farmer by night. The City Administrator has no issues with Travis Seehase and he has been a responsible tenant for the airport. This is a nice change of pace from getting a new farmer each year and having no idea the condition of the airport ground. The City Administrator recommends approving the land lease with Travis Seehase.