



To: Mayor and City Council
From: Dylan Mulfinger
Subject: Administrator's Council Agenda Memo
Date: 3/13/2023

Consent Agenda

1. Consideration of a motion to approve the February 27, 2023 minutes.
2. Consideration of a motion approving the Class 'C' Retail License for Columbus Club.

Public Hearing

3. Public Hearing for Fiscal Year 2024 Budget on March 13, 2023 at 6:00 PM in the Oelwein City Council Chambers.

Resolutions

4. Consideration of a resolution approving the Fiscal Year 2023-2024 Budget.
 1. City Council met for four months with staff and discussed at length this year's budget. Council worked to ensure the budget would meet community members expected level of service. City Council will need to work this summer on the budget as valuations continue to go down and revenues are stagnant. The City Administrator recommends approving the budget.
5. Consideration of a resolution accepting the Fire Station Generator bid in the amount of \$36,255 from Ken's Electric, Inc.
 1. This grant will allow for the installation of a generator at the fire station. Public Safety Chief Jeremy Logan has worked diligently to provide a competitive bid for council to approve. All non-grant dollars are coming from franchise fees. The City Administrator recommends approving the bid from Ken's Electric.
6. Consideration of a resolution directing the sale of the city's interest 34 5th Ave SE, 418 7th Ave SE, and 219 Lincoln Dr NE to Kies Real Estate, LLC in the amount of \$1,000 per property, with a grand total of \$3,000.
 1. These plots have been vacant for several years. This realtor approached the city, did their research, and plans to improve these lots. The City is excited to mow less and no longer do the snow removal. The City Administrator recommends approving the sale of the properties.
7. Resolution Extending the Bid Opening for Plaza Park to March 24, 2023 at 3:00 PM
 1. The city received zero bids for the Plaza Park project. Extending the deadline for bids will allow the city a quick turnaround to approve a competitive bid March 27. The city will republish all documents and provide updates to all contractors who originally pulled plans. The city will also reach out to additional contractors and work to make sure bids come in for the new extended deadline. This project must be finished this



fiscal year and items must be in place by the end of May. I am confident that bids will come in and that this project will be completed on time. The City Administrator recommends approving the resolution.

Motions

8. Consideration of a motion to seek bids on the City Hall Renovation Project.
 1. The City is ready to move forward with making improvements to City Hall. This is the one redesign of many that have gone in front of city council. This design allows for better access to patrons and creates one entry way for the public. This creates an office environment that will allow for a better workflow. The improvements are needed as the entry way roof and stairs are deteriorating. This project creates a public restroom and finally provides a break room to staff. This long-awaited project is overdue. The City Administrator recommends going out to bid for the City Hall project.
9. Consideration of a motion to schedule a public hearing on the City Hall Renovation project for April 10, 2023 at 6:00PM at the Oelwein Council Chambers.
 1. The City Hall Renovation will require a public hearing.
10. Consideration of a motion to allow to the Pony Express Riders of Iowa to collect funds for Camp Sunnyside at the intersection of Frederick and Charles on April 7, 2023 from 7:30AM to 12:00PM
 1. No issues have come up from the Pony Express Riders of Iowa anytime they have done their event. The City Administrator recommends approving the event.
11. Consideration of a motion on the recommendation from the Planning, Finance, Enterprise and Economic Development committee on the Hotel/Motel request from Williams Center for the Arts in the amount of \$1,500.00.