



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Administrator's Council Agenda Memo

Date: 5/23/2022

Consent Agenda

1. Consideration of a motion to approve the May 9, 2022 minutes.
2. Consideration of a motion approving the claims resolution in the amount of \$2,213,723.02.
3. Consideration of a motion to amend the Class E Liquor License for Super Mart.

Public Hearing

4. Public hearing amending the Fiscal Year 2021-2022 budget on May 23, 2022 at 6:00 PM at the Oelwein Council Chambers.
 1. The City amends the budget annually to meet state requirements. Amendments are made because of unplanned revenues and expenditures. While all expenditures are approved by council, they must be formally approved through the budget amendment.
5. Public hearing regarding the sale of 516 1st Ave NW to Charlie Shannon on May 23, 2022 at 6:00PM at the Oelwein Council Chambers.
 1. Council directed staff to sell this property back provided that the owner makes several improvements. The roof, siding, windows, and drainage must be improved by December 1, otherwise the property returns to the city.

Ordinances

6. Consideration of an Ordinance Amending Chapter 22 Vehicles and Traffic Article IX Snowmobiles and All-Terrain Vehicles. - Third and Final Reading
 1. Council has provided direction to staff and an ordinance has been prepared. While the City Administrator is not in favor of UTVs on city streets, he works for council and has provided an ordinance as directed. The City will begin issuing registrations July 1. This is the third and final reading. Staff will report back on the outcome of this ordinance to inform council if any challenges have presented themselves.

Resolutions

7. Consideration of a Resolution amending the Fiscal Year 2021-2022 Budget.
 1. The City amends the budget annually to meet state requirements. Amendments are made because of unplanned revenues and



expenditures. While all expenditures are approved by council, they must be formally approved through the budget amendment. The City Administrator recommends approving the resolution.

8. Consideration of a Resolution for the sale of 516 1st Ave NW to Charlie Shannon in the amount of \$3,784.00.
 1. Council directed staff to sell this property back provided that the owner make several improvements. The roof, siding, windows, and drainage must be improved by December 1, otherwise the property returns to the city. The City Administrator recommends approving the resolution and sale of the property.

Motions

9. Consideration of a motion to enter into an agreement for comprehensive plan services with MSA for \$47,900.
 1. After an RFP process and an interview process, council has provided direction to go with MSA for a comprehensive plan and strategic plan. The City Administrator is excited about this process and the direction that the community will take after extensive community input and thorough discussions. The City Administrator recommends approving the agreement.
10. Consideration of a motion approving Additional Construction Administration in the amount of \$15,000 to FOX Strand on the 2021 Water Main Improvements project.
 1. This project has had several delays with the majority of the delays being directly related to the contractor's performance. You cannot make a contractor work, regardless of the emails, calls, or just asking them nicely. Summers has failed to reach several timeline benchmarks. The City went with Summers as their work was usually good even though they did miss timelines. This project has proven that Summers should no longer work in Oelwein as they cannot finish a project on time, and their ability to pass inspections on parts of the project has failed. The new crew that Summers is using has been working well. The City Administrator recommends approving the additional administration and working on getting the city's money back from the contractor. The City will no longer use Summers construction for projects.
11. Consideration of a motion to approve a task order for the professional services associated with the Oelwein 2022 Residential Housing Demolition project.
 1. The City has traditionally sought bids for demolition projects, but because of the concerns from contractors on the last process the City should move project management over to an engineer. This process will place an observer at each site during the tear down and ensure that each step is followed in accordance with city code. Change orders will go to council and payments will be made through pay requests. All asbestos will be removed by a different contractor before the homes



are torn down. Each home has been inspected by Community Development and deemed beyond repair. The City made several attempts in 2020 to try and save homes, but the offers did not come through. Only one home in 2020 was repaired, with another just being resold and not remodeled. While demolishing homes does not help add housing stock, it is a necessary step to improve the community of Oelwein. The City Administrator recommends approving the task order as funding is available for this oversight and demolition.