



To: Mayor and City Council  
From: Dylan Mulfinger  
Subject: City Administrator Agenda Memo  
Date: 12/22/2025

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#### Consent Agenda

1. Consideration of a motion approving the December 8, 2025 minutes.
2. Claims Resolution.
3. Consideration of a motion approving the Class "E" Retail Alcohol License for Super Mart.

#### Public Hearing

4. Public Hearing for the status of funded activities for the City of Oelwein Rise Day Habilitation Center Improvements Project on December 22, 2025 at 6:00 PM in the Oelwein City Council Chambers.

#### Ordinances

5. Consideration of an ordinance amending Chapter 23: Miscellaneous Law Enforcement, Article IV – Miscellaneous Prohibitions; Illegal Camping. - Third and Final Reading.
  1. The city needs to have code to allow enforcement options if a person decides to camp within Oelwein other than a campground. While homelessness is a cornice issue, the city of Oelwein does not have the funding or resources to address this issue. Intervention from the county and state will be needed. This will be the third and final reading.

#### Resolutions

1. Consideration of a resolution approving Change Order No. 1 in the amount of \$130.00 to Baker Enterprises, Inc. for the Oelwein Trails Segment 2.
  1. This is for exiting material which needed removed and was not on the original bid. The City Administrator recommends approval.
2. Consideration of a resolution approving Pay Application No. 2 in the amount of \$257,135.61 to Baker Enterprises, Inc. for the Oelwein Trails Segment 2.
  1. The project is coming along nicely. We are excited about the progress. The City Administrator recommends approval.
3. Consideration of a resolution approving Change Order No. 2 in the amount of \$801.00 for 10th St. Bridge Reconstruction Project with Taylor Construction.
  1. In the original calculation for this item, the pay limit was not calculated correctly. The original calculation was  $50 \text{ LF}((4.9 + 2.00)/2) \times 8.17/27 = 52.2 \text{ CY/abutment}$ . The correct calculation should be  $50 \text{ LF}((6.08 + 2.00)/2) \times 8.17/27 = 61.1 \text{ CY/abutment per diagram on V.21}$ . This is a



difference of 8.9/abutment or an additional 17.8 CY. Makes sense right?  
The City Administrator recommends approval.

4. Consideration of a resolution approves Pay Application No. 3 in the amount of \$103,031.27 to Taylor Construction for the 10th St. Bridge Project.
  1. The project is coming along nicely. The City Administrator recommends approval.
5. Consideration of a resolution approving the contract with Upper Explorerland Regional Planning Commission and the City Of Oelwein for the Community Development Block Grant (CDBG) Water Improvement Project #25-WS-027
  1. This contract is for Upper to administer our CDBG grant. Upper has done a great job on several grants for the city. We have a great working relationship, and the city is excited to partner again. The City Administrator recommends approval.
6. Consideration of a resolution approving a development agreement with Matt Construction in the amount of \$45,000 to build three zero lot line homes at 201 9th Ave. SW.
  1. The city has been working toward a project similar to this for years. This creates minimal risk for the city and brings a top goal to the city toward fruition. The city and OCAD's housing committee have been working toward a project like this for years. The City Administrator recommends approval.
7. Consideration of a resolution amending the Oelwein personnel manual.
  1. The memo lays out this change well and discusses the need. This will help attract police officers and clean up some old language. The City Administrator recommends approval.
8. Consideration of a resolution amending the Oelwein Salary Resolution
  1. This change has been needed for some time now. The city wants to correct some pay range issues in the Public Work's Department. This will also allow to remain competitive in wages. The City Administrator recommends approval.