



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 6/23/2025

Consent Agenda

1. Consideration of a motion to approve the June 9, 2025 minutes.
2. Claims resolution in the amount of \$2,139,599.21.
3. Consideration of a motion to approve the Class C Retail Alcohol License for Events on Frederick.
4. Consideration of a motion approving the 2025-2026 Glass and Metal Device Permit for The Spot #7, 821 South Frederick Avenue.
5. Consideration of a motion approving the 2025-2026 Cigarette/Tobacco Permit for The Spot #13, 18 East Charles Street.

Ordinances

6. Consideration of an ordinance amending Oelwein Zoning Ordinance to Reclassify Real Estate commonly known as 204 3rd Street SE, Oelwein, Fayette County, Iowa from C-2 Highway Commercial to R-1 Residential. - Third and Final Reading.
 1. This home has stayed residential since the city's zoning started. We do not anticipate the property going away from residential. Zoning always hopes that properties will develop, but in Oelwein, not many properties change as anticipated. Insurance companies are not getting adamant that homes must be zoned residential so that they can rebuild without issues after a disaster. The City Administrator recommends approving the third and final reading.
7. Consideration of an ordinance amending Oelwein Zoning Ordinance to Reclassify Real Estate commonly known as 1297 S. Frederick Avenue, Oelwein, Fayette County, Iowa from C-2 Highway Commercial to R-2 Residential. - Third and Final Reading.
 1. This will help this property become residential after it was commercial. The plan is that this property will add more units. This is a good change from the property and will help push commercial businesses downtown. The City Administrator recommends approving the third and final reading.

Resolutions

8. Consideration of a resolution approving the Interfund Transfers for Fiscal Year 2024-2025
 1. The city transfers funds internally annually. These funds are shown in the budget each year and approved as part of that process. The City Administrator recommends approving the resolution.



9. Consideration of a resolution approving a right of entry agreement with Verizon Wireless.
 1. Verizon wants to expand their coverage in Oelwein. They want to build a monopole. This agreement allows them to explore city property and propose a lease. The City Administrator recommends approving the resolution.
10. Consideration of a resolution a public hearing submittal of an application for a Community Development Block Grant (CDBG) from the Iowa Economic Development Authority (IEDA) funding for the City of Oelwein water improvement project along with a community needs assessment for July 14, 2025 in the Oelwein City Council Chambers at 6:00PM.
 1. This public hearing is one step in the process for the city to apply for \$500,000 in CDBG water utility funding. The City Administrator recommends approving the resolution.
11. Consideration of a resolution approving Change Order No. 4 in the amount of \$-(25,895.84) to Shift Companies, LLC. for Reed Bed Expansion and EQ Basin Liner Replacement Project.
 1. The change order is for final quantities adjustment and a schedule extension. The City Administrator recommends approving the resolution.
12. Consideration of a resolution approving Final Pay Application No. 10 and finalizing the project in the amount of \$70,155.68 to Shift Companies, LLC. for Oelwein Reed Bed Expansion and EQ Liner Replacement project.
 1. This is the final pay application for the Reed Bed and EQ basin project. While the contractor took too long to closeout this project, all the work has passed inspection. This was a large project for the city of Oelwein. Staff is happy to put this one in the books. The City Administrator recommends approving the resolution.