



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 10/13/2025

Consent Agenda

1. Consideration of a motion to approve the September 22, 2025 minutes.
2. Consideration of a Class 'C' Liquor License renewal for Ross Reid Post #9 of the American Legion.
3. Consideration of a Class 'C' Liquor License renewal for Viper Lanes DBA PJ's Bar & Grill .
4. Consideration of a resolution authorizing the temporary closure of public ways or grounds for the Oelwein Chamber and Area Development Olde Tyme Christmas on December 5, 2025.
5. Consideration of a resolution authorizing the temporary closure of public ways or grounds for the Oelwein Lion's Club for the Halloween Trick-or-Treat on October 31, 2025.

Resolutions

6. Consideration of a resolution approving the Fiscal Year 2026 and Fiscal Year 2027 Budget Reduction Act.
 1. The budget cut process started in March of 2025 with department heads bringing ideas to the City Administrator. The City Administrator then developed a plan for the city council review. The city council has held four work sessions to work through the ideas and ask numerous questions. After the city council made changes to the proposed plan, the City Administrator has provided a plan that can be voted on to ensure direction is provided to the City Administrator. The City Administrator has recommended more cuts, but the following plan will put the city on the right track over the next two years. The City Administrator recommends approving the resolution.
7. Consideration of a resolution approving the Oelwein Utility Assistance Program.
 1. After the city council approved a 30 percent rate increase in 2024, at the recommendation of the City Administrator, staff has worked to create program that helps the most disadvantaged in town. Through three work sessions the city council has made changes to the proposed utility assistance program. This program will be reviewed annually, and reports will be provided to the city council. This resolution starts the program, and an ordinance will be required to allow donations on the utility bill. This program will ensure community members can stay in their homes longer and that less utilities are wasted from leaks or breaks. The City Administrator recommends approving the resolution.



8. Consideration of a resolution approving the bid from Diamond Doctors of Iowa, LLC for the upgrades to the Wings Park Ball Diamonds in the amount of \$10,625.00.
 1. This work will all be completed through grant funding. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving a one year lease agreement with Michael Wilhelms owner of Sky Valley Aviation LLC for mechanic services at the Oelwein Municipal Airport from November 1, 2025 to October 31, 2026 in the amount of \$650 monthly.
 1. The city provided a proposal to Sky Valley and was met with a proposal from Sky Valley for leasing the mechanics hanger at the airport. The airport board voted on September 29 to recommend the city not accept Sky Valley's proposal, but to negotiate a rate which works for both parties. Through negotiations the city settled on keeping the \$650 rate the same and to provide a one-year lease. The City Administrator recommends approving the resolution.