



Mayor & Council,

As the Building Official, it is my recommendation that the City of Oelwein should extend the six-month agreement between our temporary building inspector, (Jerry Smith), to a time that will be determined. I have taken Jerry on several rental inspections to familiarize him with the rental inspection process that meet the city's expectations. Jerry's time will be utilized to help with rental inspections, building inspections, and check on expired permits. This time will allow the Community Development Department to complete the first round of rental inspections in 2022, allowing council to discuss the next steps of the program once all units are inspected.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Shekleton", is positioned below the word "Sincerely,". The signature is written in a cursive, flowing style.

Jay Shekleton
Building Official/Zoning Administrator