



To: Mayor and City Council
From: Dylan Mulfinger
Subject: City Administrator Agenda Memo
Date: 6/9/2025

Consent Agenda

1. Consideration of a motion to approve the May 27, 2025 minutes.
2. Consideration of a motion approving the Class 'C' Alcohol License for Oelwein Chamber and Area Development.
3. Consideration of a motion to approve 2025-2026 Cigarette/Tobacco Permit Renewals.
4. Consideration of a motion approving the glass and metal device permit for Oelwein Mart.
5. Consideration of a motion authorizing Oelwein Community High School Homecoming Activity organizers to temporarily close the aforementioned requested streets and public ways on September 25, 2025.
 1. The school district does a great job of ensuring their parade is safe and does not cause issues to the downtown. The City Administrator recommends approving the resolution.
6. Consideration of a motion authorizing Oelwein RAGBRAI organizers to temporarily close the aforementioned requested streets and public ways on July 25, 2025.
 1. The RAGBRAI committee has determined the needed area to shut down for the festival. Within this space the city will allow alcoholic beverages. This space allows ample space for entertainment and vendors. Public Safety has signed off on this area and the city will have enough staff to monitor the space. The City Administrator recommends approving the resolution.

Ordinances

7. Consideration of an ordinance deleting Chapter 9, Cable TV to the Oelwein Code of Ordinance. - Third and Final Reading.
 1. This ordinance removes the cable TV code which we no longer need. The state of Iowa oversees the franchise for cable. The City Administrator recommends approving the third and final reading.
8. 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. - Second 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 second reading.

9. Consideration of an Ordinance amending Oelwein Zoning Ordinance to Reclassify Real Estate commonly known as 1294 S. Frederick Avenue, Oelwein, Fayette County, Iowa from C-2 Highway Commercial to R-2 Residential. - Second 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 second reading.
10. Consideration of a motion to waive the second and third readings on an Ordinance amending Chapter 23, Article VII - Fireworks to the Oelwein Code of Ordinance.
 1. The city needs to change their code to align with the state code of Iowa. Passing this code change in one reading is the best course of action.
11. Consideration of an ordinance amending Chapter 23, Article VII - Firework to the Oelwein Code of Ordinance. - First and Final Reading.
 1. New Iowa code prevents Iowa cities and counties from prohibiting or limiting the use of fireworks on July 3, 4 and December 31. This is different from city code as Oelwein banned fireworks. This change puts the city's code in compliance with the state.

Resolutions

12. Consideration of a resolution formally approving the planned Water and Sewer Capital Improvement Projects.
 1. The city must vote on their CIP plan to show the federal government that we are working toward projects so we can apply for CDBG. This plan will be revised and reviewed each year in conjunction with the CIP and budget. The City Administrator recommends the city council approve the resolution.
13. Consideration of a resolution approving mortgage and security agreement release related to City of Oelwein Revolving Loan Program.
 1. The city has a lien on 829 1st Avenue SE as the business Lumber Ridge had a revolving loan fund from the city. The city is still owed \$117,257.30. The business has closed and the process of paying off debts has started. The city was supposed to have a 2nd lien and Community Bank was to be 1st. During this process it was discovered that Community Bank is actually second to the city and Upper Explorerland Revolving Loan Fund. This is truly a technical mistake as the bank only did the deal if they were first on the lien. The bank is owed more money than the city and Upper Explorerland. The bank is requesting the city to remove their lien and let the bank be first. While the city wants to get some of their money back, it makes the most sense to work with the bank and pull back the city's lien. This program is designed to be risky as the city's portion is to provide



funding that the banks will not provide. The City Administrator recommends the city council approve the resolution.

14. Consideration of a resolution approving the project expense reimbursement number two in the amount of \$9,970.00 for the Oelwein RISE Day Habilitation Center Improvements Project.
 1. The city is pass through for this program. Once money comes to the city, a check is cut to RISE who was awarded the funds from the state. The City Administrator recommends the city council approve the resolution.
15. Consideration of a resolution approving Pay Application No. 8 in the amount of \$42,010.66 to Woodruff Construction for the Oelwein Municipal Airport Airfield Vault.
 1. Progress is going great on the city project. The vault is done except for landscaping. The City Administrator recommends the city council approve the resolution.
16. Consideration of a resolution approving the bid from M-B Companies in the amount of \$523,819.00 for the Oelwein Municipal Airport Snow Removal Equipment.
 1. With a 95 percent funding from the federal government, it makes sense to purchase the best equipment for the airport. This will serve the airport for well over 20 years. The city has funding for this purchase as it is only \$ 9,441 over the city's budget. This will result is \$ 9,441 less for the airport in FY2027. The City Administrator recommends the city council approve the resolution.
17. Consideration of a resolution authorizing the City Administrator to implement changes to the Williams Wellness Center with the Oelwein Community School District.
 1. The city must make changes at the Willams Wellness Center to ensure the center can operate for many more years. These changes will be made over the next year with some starting July 1. The City Administrator recommends the city council approve the resolution.
18. Consideration of a resolution amending the City of Oelwein Fee Schedule, specifically the Willaims Wellness Center.
 1. The City Administrator recommends a five percent increase in fees with them being evaluated next year. The City Administrator recommends a small increase as the center's goal is to attract people and help them toward a healthy lifestyle. With changes being made to other parts of the center, this minor adjustment should help the city work toward a better loss ratio and keep members happy. The City Administrator recommends the city council approve the resolution.
19. Consideration of a resolution accepting 501 West Charles Street from Ira Smith as a Property Forfeiture.
 1. This property is beyond saving and the owner has no way to demolish the property. The City Administrator recommends the city council approve the resolution.



Motions

- A. Consideration of a motion reviewing the Housing Needs Assessment.
 - 1. This is required to apply for the CDBG grant. The City Administrator filled-in most of the areas based on the comprehensive plan. The City Administrator recommends the city council approve the resolution.
- B. Consideration of a motion accepting the settlement on the tobacco violation the from Kwik Star #1156.
 - 1. A local business sold tobacco to a minor. The city can assess a fine along with the state. The city council is voting to recognize the business has paid. The City Administrator recommends the city council approve the motion.
- C. Consideration of a motion approving the direction from the Planning, Finance, Enterprise and Economic Development Committee on the Hotel Motel request of \$1,500.00 to the Williams Center for the Arts.
 - 1. This is a regular request. This entertainment is great for the community. The City Administrator recommends the city council approve the motion.