



## Agenda

City Council Meeting  
20 Second Avenue SW, Oelwein  
6:00 PM

February 10, 2025  
Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Matt Weber

**Council Members:** Karen Seeders, Anthony Ricchio, Lynda Payne, Dave Garrigus, Dave Lenz

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### Pledge of Allegiance

1. Moment of silence in recognition of council member Dave Garrigus.

### Call to Order

### Roll Call

### Additions or Deletions

**Citizens Public Comments** - See Guidelines for Public Comments Below

2. Public Comment Policy.

### Consent Agenda

3. Consideration of a motion to approve the January 27, 2025 minutes.
4. Consideration of a motion to approve the Class 'E' Retail Alcohol License amendment for Hy-Vee, Inc., DBA Hy-Vee Oelwein Dollar Fresh.
5. Consideration of a motion to approve the Class 'C' Retail Alcohol License for PMA North Cedar, LLC., DBA The Spot #7.
6. Consideration of a motion to approve the Class 'C' Retail Alcohol License for Oelwein Columbus Club, Inc.
7. Consideration of a resolution authorizing the temporary closure of public ways or grounds for Oelwein Odd Rods.

### Resolutions

8. Consideration of a resolution providing a Notice of Intent to fill Council Member Ward Four position by appointment to Renee Cantrell.
9. Consideration of a resolution approving Pay Application No. 5 in the amount of \$16,028.40 to Woodruff Construction for the Oelwein Municipal Airport Airfield Vault.
10. Consideration of a resolution setting a public hearing for February 24, 2025 at 6PM in the Oelwein City Council Chambers for the sale of 632 5th Avenue SW to Travis Staack.

## **Council Updates**

### **Mayor's Report**

- [A.](#) Vacancies on Boards and Commissions.

### **City Attorney's Report**

### **City Administrator's Report**

- [A.](#) City Administrator.

### **Adjournment**

- [ii.](#) Additional Information.
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In compliance with the Americans with Disabilities Act, those requiring accommodation for Council meetings should notify the City Clerk's Office at least 24 hours prior to the meeting at 319-283-5440



## David Garrigus

*Aug. 12, 1963 ~ Jan. 31, 2025*

David L. Garrigus, 61, of Oelwein, Iowa, died Friday, January 31, 2025, at University of Iowa Hospital in Iowa City, Iowa.

Funeral Service: 3:00 P.M. Thursday, February 6, 2025, at Jamison-Schmitz Funeral Home in Oelwein.

Visitation: 1:00 to 3:00 P.M. Thursday, February 6, 2025, at Jamison-Schmitz Funeral Home in Oelwein.

Interment: St. Peter Lutheran Cemetery Westgate, Iowa.

Following the service at the funeral home, the family invites friends to gather with them at Ampersand Taproom.

David Lee Garrigus was born August 12, 1963, in Cedar Rapids, Iowa, the son of Larry Marlow and Velma Lucille (Huggins) Garrigus. He received his education from the Oelwein Schools. David started working for Bryan Construction as soon as he turned 16 having a career spanning over 46 years long. On October 30, 2004, he was united in marriage to Ruth Renee Steinbronn at their home in Oelwein. David was an active member of the Oelwein City Council and Parks and Recreation Board. He enjoyed shooting guns, camping, telling worth while stories, and playing claw machines.

David is survived by his wife: Ruth of Oelwein; Son: Zach (Brittney) Garrigus of Denver; 2 stepsons: Blake Hannan of Fairbank and Ethan (Savannah) Hannan of Westgate; 6 grandchildren; Many nieces and nephews; Father-in-law: Wilbert Steinbronn of Fairbank; 6 siblings: Lori (Ken) Connelly of Cedar Rapids, Larry Garrigus of Shellsburg, Barb Garrigus of Denver, Sandy Garrigus of Cedar Falls, Ed (Buffy) Garrigus of Independence and Christina (Mike) Jones of Independence; Brother and sisters-in-law: Rita (Bob) Thomas of Decorah, Russell (Chris) Steinbronn of Westgate and Ronda (Jim) Avenson of Sumner and Life long friends Greg Bryan and family.

He was preceded in death by his parents: Larry and Velma; Mother-in-law: Margie Steinbronn and 2 Brother-in-laws: Ron Steinbronn and Jim Hurd; Friend: Andy Bryan.



Public Comment Policy  
 Oelwein Guidelines for Public Participation during City Council Meetings  
 Adopted by Council Resolution 5495-2023

1. Regular City Council Meetings “Public Comments” on non-agenda items.
  - a. The first opportunity for public comment is listed on the agenda as “Public Comments”. This time is set aside for the public to address the City Council on issues not scheduled on the agenda. It is not to be confused with a public hearing, which is a formal proceeding conducted for the purpose of discussing a specific topic, such as the city budget.
  - b. Anyone wishing to address the City Council must adhere to the following “Rules of Procedure and Decorum”:
    - i. Be recognized by the Mayor or Mayor Pro Tem.
    - ii. State their name and address.
    - iii. Speak from the podium in a civil, non-argumentative and respectful manner.
    - iv. Whenever a group wishes to address the City Council on the same subject, the Mayor may request that a spokesperson be chosen by the group to avoid significant repetitive comments. Follow up comments by others that are similarly minded, should be limited to acknowledging their agreement with the comments made by the spokesperson or any other prior speaker, and not merely repeating previously made comments.
    - v. Each person wishing to speak during the public comment period shall be given three (3) minutes to share their comments.
    - vi. Speakers will be required to speak into the microphone, speak clearly and succinctly, to ensure all in attendance, in person or virtually, can clearly hear and understand what is being said.
    - vii. All remarks shall be directed to the Mayor and City Council as a body rather than to the Mayor, any particular Councilmember, or any member of the staff or audience.
    - viii. If the speaker intends to share any documents the City Council during their comments, a copy must also be provided to the City Clerk. If the speaker is reading a “statement” to the Council, it is requested that a copy of the “statement” be provided to the City Clerk so as to have a clear and accurate record of what was said.
    - ix. Speakers shall refrain from the use of profanity; language likely to incite violence or outbursts from the audience; language that is disruptive to the orderly process of the meeting; engaging in conversations with individual council members; making comments of a personal nature regarding others; shouting, yelling or screaming.
    - x. Speakers shall not continue to address the City Council once they have left the podium and will at no point address or engage in conversation with the Mayor, Council, or staff from their seat.
  - c. Other matters relevant to the Public Comment section reference topics not on the Agenda.
    - i. Should the Mayor or Council request clarifications from the speaker the Mayor, in the Mayor’s sole discretion, may provide additional time to the speaker.



- ii. The Mayor or Mayor Pro Tem, in the sole discretion of the Mayor or Mayor Pro Tem in the absence of the Mayor, may provide additional time or reduce time allowed any speaker and/or make other allowances or judgements deemed appropriate under the circumstances, in the Mayor's capacity as the presiding official.
- iii. In many cases, the speaker will be directed to meet with staff outside of the meeting to further discuss, obtain answers to questions, to resolve the issue, and/or to discuss next steps.
- iv. Other than asking a question to clarify a statement made by the speaker, Council members shall refrain from entering into a dialogue with the speaker. This portion of the agenda is not intended for a discussion or debate between the City Council and the speaker and should not be used for that purpose. Iowa Code requires public notice of all items to be considered/debated to be posted at least twenty-four (24) hours in advance of the meeting. Therefore, Council discussion or debate on a topic brought up in the public comment section would be a violation of Iowa Code.
- v. The Mayor is responsible for maintaining order and decorum and will not allow the speaker, or any other person in attendance, to make personal attacks or inflammatory comments and will, when appropriate, direct any person violating any of the rules set forth herein to be quiet, to sit down and/or return to their seat as appropriate. Failure to comply with directives of the Mayor may result in the person being asked to leave the meeting or removed from the meeting. The Mayor may call for a break or recess to allow the speaker to leave or be removed from the meeting.

2. City Council Meetings "Public Comments" on Agenda Items during the meeting

- a. The City Council meeting is designed for the City Council to discuss and make decisions on the various issues on the agenda. The procedure for introduction, consideration, and action on agenda items is as follows:
  - i. Each agenda item is introduced by the Mayor
  - ii. The Mayor asks for a staff presentation or clarification of any relevant staff report.
  - iii. If dealing with an issue tied to an applicant, the Mayor may ask for comments from the applicant.
  - iv. The Mayor will then request whether any person in attendance wished to comment on the agenda item.
  - v. After the cessation of Council debate and any other comments as appropriate, the Mayor will call for a motion and second.
  - vi. Once a motion has been made and seconded, no additional comments will be received from the public, only City Council debate, with staff input as appropriate, will occur from this point forward.
- b. The rules for addressing the City Council at the designated time during this portion of the meeting are:
  - i. The speaker must be recognized by the Mayor.
  - ii. The speaker must speak from the podium and must provide their name and address for the record.



- iii. At no time will members of the public be allowed to enter into the City Council discussion from their seat. Upon recognition by the Mayor, a person may only be allowed to speak at the podium during the City Council discussion so long as the Mayor finds the comments to be germane, necessary and/or helpful to the City Council.
  - iv. No speaker will be allowed to speak more than once on any agenda item unless clarification is requested by the City Council and permission granted by the Mayor.
  - v. When an agenda includes a “Public Hearing”, any comments from the Public will only be received during the Public Hearing, not after the Public Hearing during consideration of any action item tied to the Public Hearing discussion.
  - vi. All rules set forth above in the “Public Comments” on non-agenda items section of this Policy, unless specifically excepted by the provisions of this section, shall by this reference be applicable to Public Comments on agenda items.
3. Public Hearings
- a. When an item under consideration requires a public hearing by statute, the Mayor will open and facilitate the public hearing. Public comments will be received in the same manner, and subject to, all provisions described and set forth under Paragraph 2 of this Policy.
  - b. Reasonable limitations on the number of speakers and time allowed to speak may be imposed by the Mayor in order to keep the meeting moving.
  - c. Public hearings are held to gather data and opinions from the public to assist and facilitate the decision-making process.
  - d. All rules set forth above in the “Public Comments” on non-agenda items section of this Policy, unless specifically excepted by the provisions of this section, shall by this reference be applicable to Public Comments on agenda items..
4. Public Comments at Council Workshops / Work Sessions.
- a. The committee chair runs the work session. The purpose of work sessions is to allow staff to present material and for the Council to have time to discuss and consider issues in greater detail before taking action.
  - b. Public Comments:
    - i. Because the Workshop/Work Session is designed for discussion among the members of the City Council and staff, public comment is not warranted. A member of the audience may only speak should the chair recognizes a member of the public or interested party or if a Council member requests that a member of the public be recognized. If so recognized, the same rules of decorum as listed for Council meetings apply, and the chair may impose any and all other restrictions deemed appropriate in the sole discretion of the chair.
  - c. All rules set forth above in the “Public Comments” on non-agenda items section of this Policy, unless specifically excepted by the provisions of this section, shall by this reference be applicable to Public Comments on agenda items.
5. Rules of Decorum for the Audience during Council Meetings and Work Sessions
- a. Meeting attendees (the audience):



- i. Will refrain from commenting, clapping, shouting, booing, or other inappropriate and/or disruptive behavior.
  - ii. Will refrain from private conversations during meetings.
  - iii. Should not address Council members in individual conversation or make comments to individual Council members.
6. Contacting City Council Members outside of Meetings
  - a. You may contact your City Council member at any time. Their contact information is on the City's website (<https://www.cityfoelwein.org>) at the button marked Government then City Council. Phone numbers may be provided City Hall should permission be given by the elected official.



# Minutes

City Council Meeting  
20 Second Avenue SW, Oelwein  
January 27, 2025 - 6:00 PM

## Pledge of Allegiance

## Call to Order

Mayor DeVore called the meeting to order at 6:00 PM.

## Roll Call

**Present:** Seeders, Payne, Weber, Lenz, Ricchio (via speaker phone)

**Also Present:** Mayor DeVore, City Administrator Mulfinger, City Clerk/Treasurer Rigdon

**Absent:** Garrigus

## Additions or Deletions

A motion was made by Lenz, seconded by Weber to adopt the agenda as amended.

All aye. Motion carried.

## Citizens Public Comments - See Guidelines for Public Comments Below

1. Mike Leo, 3672 Outer Road, stated the information in Saturday's newspaper was slanderous and was very upset.
2. Warren Fisk, 102 6<sup>th</sup> Ave SW, emphasized the need to follow the demolition assistance policy. He stated when council goes against the policy it sheds a bad light on previous councils who chose to follow the policy and not give funding to landlords.

## Consent Agenda

2. Consideration of a motion to approve the January 13, 2025 minutes.
3. Claims Resolution in the amount of \$759,798.53.
4. Consideration of a motion to approve the Class 'C' Retail Alcohol License amendment for American Legion Ross Reid Post #9.

A motion was made by Weber, seconded by Lenz to approve the consent agenda.

All aye. Motion carried.

## Resolutions

5. Consideration of a resolution approving the release of the City of Oelwein's counter claim.

A motion was made by Weber, seconded by Lenz to adopt Resolution No. 5693-2025.

Ayes: Seeders, Payne, Weber, Lenz, Ricchio

Nays: NA

Absent: Garrigus

Motion carried.



6. Consideration of a resolution authorizing the City Administrator to serve as the city's authorized representative with regards to actions pertaining to application and administration of the Fiscal Year 2024 Building Resilient Infrastructure and Communities (BRIC).

A motion was made by Weber, seconded by Lenz to adopt Resolution No. 5694-2025.

Ayes: Seeders, Payne, Weber, Lenz, Ricchio

Nays: NA

Absent: Garrigus

Motion carried.

7. Consideration of a resolution approving Planning, Finance, Enterprise, and Economic Development Committee's recommendation for the demolition application for 725 2nd Avenue SE to Doug Bryan in the amount of \$4,100.00.

A motion was made by Weber, seconded by Payne to adopt Resolution No. 5695-2025.

Ayes: Seeders, Payne, Weber, Lenz, Ricchio

Nays: NA

Absent: Garrigus

Motion carried.

### Motions

8. Consideration of a motion to seek bids on the 2025 Road Chip Seal Improvement Project.

A motion was made by Weber, seconded by Lenz to seek bids on the 2025 Road Chip Seal Improvement Project. All aye. Motion carried.

### Committee Reports

9. Report on the Library Board meeting minutes.

Mayor DeVore reported to see the full minutes at: <https://www.oelwein.lib.ia.us/about/library-board>

10. Report on the Park and Recreation Commission meeting minutes.

Full minutes can be viewed at: <https://www.cityofoelwein.org/bc-parks/page/parks-and-recreation-20>

### Council Updates

Weber would like to see when an individual is proposing to build on a city property they purchased, the city should have wording in the contract and purchase agreement to hold the buyers accountable.

Weber stated he would like an update from Celebrate Oelwein, Inc. also known as "Summer Fest", and if both are necessary with RAGBRAI coming to the city. He would like to know what has been done and what is transferable to RAGBRAI at the next council meeting, February 10<sup>th</sup>.

Mayor DeVore requested pressure to be put on Oelwein Celebration, Inc. to get the excess funds granted to them returned to the city to use for RAGBRAI. DeVore stated RAGBRAI's state committee is going to visit Oelwein in the following week.

### Mayor's Report

11. Consideration of a motion approving the mayor's appointment of Jerry Bostian to the Zoning Board of Adjustment.

A motion was made by Weber, seconded Lenz to appoint Jerry Bostian to the Zoning Board of Adjustment. All aye. Motion carried.

12. Vacancies on Boards and Commissions.

Mulfinger stated another round of letters to community members regarding the vacant positions on boards and commissions were sent out.

**City Administrator’s Report**

Mulfinger stated a 13-million-dollar grant request was turned down.

**Adjournment**

A motion was made by Lenz, seconded by Weber to adjourn the meeting at 6:21PM.

All aye. Motion carried.

\_\_\_\_\_  
Brett DeVore, Mayor

ATTEST:

\_\_\_\_\_  
Dylan Mulfinger, City Administrator

I, Dylan Mulfinger, City Administrator in and for the City of Oelwein, Iowa do hereby certify that the above and foregoing is a true accounting of the Council Proceedings held January 27, 2025 and copy of said proceedings was furnished to the Register January 30, 2025.

\_\_\_\_\_  
Dylan Mulfinger, City Administrator

# Ownership Updates Application (App-214907) For (LE0003424)

## License or Permit Type

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**License or Permit Type**

**Length of License Requested**

Class E Retail Alcohol License

12 Month

**Tentative Effective Date**

**Tentative Expiration Date**

2024-04-15

2025-04-14

## Privileges / Sub-Permits Information

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**Privileges**

**Sub-Permits**

## Premises Information

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**Business Information**

**\* (required) Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)**

Hy-Vee, Inc.

**\* (required) Name of Business (D/B/A)**

Hy-Vee Oelwein Dollar Fresh

**Indicate how the business will be operated**

Corporation

**\* (required) Federal Employer ID #**

42-0325638

**\* (required) Business Number of Secretary of State**

19862

### Premises Information

#### Address of Premises:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

**Address or location**

1345 S. Frederick Ave., Oelwein, Iowa, Fayette

Search by a location name or address to automatically populate the address fields below (optional)

**\* (required) Premises Street**

1345 S. Frederick Ave.

**Premises Suite/Apt Number**

**\* (required) Premises City**

Oelwein

**Premises State**

Iowa

**\* (required) Premises Zip/Postal Code**

50662

**Premises County**

Fayette

**\* (required) Local Authority (Select the Local Authority which has jurisdiction over the premises where operations will be conducted)**

City of Oelwein

**Control of Premises**

Own

**Are other liquor, wine or beer businesses accessible from the interior of your premises?**

No

**\* (required) # of Floors:**

1

**Premises Type**

Grocery Store

**Does your premises conform to all local and state health, fire and building laws and regulation?**

Yes

**Does or will your licensed location wholesale alcoholic beverages to on-premises retail alcohol licensees?**

Yes

**\* (required) The total square footage of the entire retail sales area plus any alcoholic beverage storage areas of the business. This includes areas of walk-in alcoholic beverage coolers that are accessible to the public.**

28,160

**Do you have a separate premises for the sale of alcoholic liquor (spirits)?**

No

**Hours of Operation: Beginning**

12:00 AM

Hours of Operation: Ending

12:00 AM

Hours deliveries may be received: Beginning

12:00 AM

Hours deliveries may be received: Ending

12:00 AM

Are the hours of deliveries flexible?

Yes

### Contact Information

\* (required) Contact Name

Kelly Palmer

\* (required) Business

(required) Extēns Phone

ion (515) 267-2949

\* (required) Email Address

kpalmer@hy-vee.com

\* (required) Phone

(required) Extēns (515) 267-2800

ion

Same as Premises Address

### Mailing Address:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

Address or location

5820 Westown Parkway, West Des Moines, Iowa,

Search by a location name or address to automatically populate the address fields below (optional)

**Mailing Street**

5820 Westown Parkway

**Mailing Suite/Apt Number**

**Mailing City**

West Des Moines

**Mailing State**

Iowa

**Mailing Zip/Postal Code**

50266

**Mailing County**

**Ownership**

---

**Jeremy Gosch**

**Position:** CEO

**SSN:** XXX-XX-6183

**US Citizen:** Yes

**Ownership:** 0%

**DOB:** 11/01/1974

**Nathan Allen**

**Position:** SVP General

Counsel, Asst

Secretary

**SSN:** XXX-XX-8432

**US Citizen:** Yes

**Ownership:** 0%

**DOB:** 07/09/1980

**Andrew**

**Schroeder**

**Position:** SVP

Accounting, Controller

**SSN:** XXX-XX-7701

**US Citizen:** Yes

**Ownership:** 0%

**DOB:** 05/09/1987

## Criminal History Information

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Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

No

Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?

No

## Local Authority Information

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Extension

\* (required) Daytime Phone for

- Local Authority

(319) 283-5440

Was a DCI background check run?

No

\* (required) Local Authority Email Address

deputyclerk@cityoffoelwein.org

Comments



## Document Upload Information

DOCUMENT NAME

Sketch

UPLOADED DOCUMENTS

ADDITIONAL COMMENTS

DOCUMENT NAME

Proof of Control of Property ( Deed / Final Sales Contract / Lease / Written Agreement )

\*\*Purchase agreements not accepted

UPLOADED DOCUMENTS

ADDITIONAL COMMENTS

DOCUMENT NAME

TTB Basic Permit

UPLOADED DOCUMENTS

ADDITIONAL COMMENTS

(App-212349)

License or Permit Type

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**License or Permit Type**

**Length of License Requested**

Class C Retail Alcohol License

12 Month

**Tentative Effective Date**

**Tentative Expiration Date**

2025-02-01

2026-01-31

Privileges / Sub-Permits Information

---

**Privileges**

**Sub-Permits**

Premises Information

---

**Business Information**

**\* (required) Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)**

PMA NORTH CEDAR LLC

**\* (required) Name of Business (D/B/A)**

THE SPOT #7

**Indicate how the business will be operated**

Limited Liability Company

**\* (required) Federal Employer ID #**

93-2090894

**\* (required) Business Number of Secretary of State**

751356

**Tentative Expiration Date**

Jan 31, 2026

### Premises Information

**Please select here if your location is in an unincorporated town**

### Address of Premises:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

**Address or location**

821 S FREDERICK AVE, OELWEIN, Iowa, FAYETTE

Search by a location name or address to automatically populate the address fields below (optional)

**\* (required) Premises Street**

821 S FREDERICK AVE

**Premises Suite/Apt Number**

**\* (required) Premises City**

OELWEIN

**Premises State**

Iowa

**\* (required) Premises Zip/Postal Code**

50662

**Premises County**

FAYETTE

**\* (required) Local Authority (Select the Local Authority which has jurisdiction over the premises where operations will be conducted)**

City of Oelwein

**Control of Premises**

lease

**Is the capacity of your establishment over 200?**

No

**Equipped with tables and seats to accommodate a minimum of 25?**

Yes

**\* (required) # of Floors:**

1

**Is your premises equipped with at least one adequate, conveniently located indoor or outdoor toilet facility for use by patrons?**

Yes

**Premises Type**

Bar/Tavern

**Does your premises conform to all local and state health, fire and building laws and regulation?**

Yes

## Contact Information

**\* (required) Contact Name**

ABDUL AWAN

**\* (required) Business**

**(required) Extēns Phone**

ion

**\* (required) Email Address**

abdulrehmanawan902@gmail.com

**\* (required) Phone**

**(required) Extēns**

ion

(319) 238-9810

**Same as Premises Address**

### Mailing Address:

You must use the Address or location field below to search for your operating location. If your event does not populate, please find the closest applicable address and then modify your premises street field to better identify the address of your event.

**Address or location**

4215 DAINA DR,CEDAR FALLS,Iowa,Black Hawk

Search by a location name or address to automatically populate the address fields below (optional)

**Mailing Street**

4215 DAINA DR

**Mailing Suite/Apt Number**

**Mailing City**

CEDAR FALLS

**Mailing State**

Iowa

**Mailing Zip/Postal Code**

**Mailing County**

506135791

Black Hawk

Item 5.

## Ownership

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**Abdul Awan**

**Position:** Owner

**SSN:** XXX-XX-4365

**US Citizen:** Yes

**Ownership:** 100%

**DOB:** 10/04/2001

## Criminal History Information

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**Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?**

No

**Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?**

No

## Dramshop Verification Information

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Dram Shop

Kinsale Insurance

## Local Authority Information

**Extension** \* (required) Daytime Phone for

- Local Authority

(319) 283-5440

**Sketch on File**

Yes

**Proof of Control of Property ( Deed / Final Sales Contract / Lease / Written Agreement )**

**\*\*Purchase agreements not accepted**

Yes

**Premise's Address Correct?**

Yes

**Premises Zoned Properly?**

Yes

**Fire Inspection Completed?**

No

**Health Inspection Completed?**

No

**Was a DCI background check run?**

No

**Previous License Number for this Location**

**\* (required) Local Authority Email Address**

deputyclerk@cityofelweil.org

**Comments**

**Amount Owed to Local Authority**

585.00

### Document Upload Information

DOCUMENT NAME Sketch
UPLOADED DOCUMENTS <b><u>7112141_Sketch</u></b>
ADDITIONAL COMMENTS
DOCUMENT NAME Proof of Control of Property ( Deed / Final Sales Contract / Lease / Written Agreement ) **Purchase agreements not accepted
UPLOADED DOCUMENTS <b><u>7112141_Lease Agreement</u></b>
ADDITIONAL COMMENTS





## Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Oelwein Columbus Club, Inc.	Columbus Club	(319) 240-3410		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
2102 So Fredrick		Oelwein	Fayette	50662-0000
MAILING ADDRESS	CITY	STATE	ZIP	
Box 647	Oelwein	Iowa	50662	

## Contact Person

NAME	PHONE	EMAIL
Tom Bloom	(319) 240-3410	tompbloom@gmail.com

## License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
LC0027795	Class C Retail Alcohol License	12 Month	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Apr 1, 2025	Mar 31, 2026	

### SUB-PERMITS

Class C Retail Alcohol License

### PRIVILEGES



## Status of Business

BUSINESS TYPE

Corporation

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Tom Bloom	Maynard	Iowa	50655	Manager	0.00	Yes
Mary Remer						

## Insurance Company Information

INSURANCE COMPANY

West Bend Insurance Company

POLICY EFFECTIVE DATE

Apr 1, 2025

POLICY EXPIRATION DATE

Apr 1, 2026

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

RESOLUTION NO. \_\_\_\_\_-2025

A RESOLUTION AUTHORIZING TEMPORARY CLOSURE OF PUBLIC WAYS OR GROUNDS FOR OELWEIN ODD RODS

WHEREAS, Iowa Code Section 364. 12 (2) states that " a city shall keep all public grounds, streets, sidewalks, alleys, bridges, culverts, overpasses, underpasses, grade crossing separations and approaches, public ways, squares, and commons open, in repair, and free from nuisance, with the following exceptions "; and

WHEREAS, Iowa Code Section 364. 12 (2) (a) states that "Public ways and grounds may be temporarily closed by resolution "; and

WHEREAS, Oelwein Odd Rods have requested temporarily closure of streets and parks for the following events, locations and times:

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oelwein, Iowa that

Event	Location of Street Closures	Date & Time
Friday Night Parking Events	10 Block of North and South Frederick	May 16, 2025 5:30 P.M. – 10:00 P.M. June 20, 2025 5:30 P.M. – 10:00 P.M. July 18, 2025 5:30 P.M. – 10:00 P.M. August 15, 2025 5:30 P.M. – 10:00 P.M. September 19, 2025 5:30 P.M.-10:00 P.M.
Car Show	North Side Oelwein City Park	July 5th, 2025 7:30 A.M. – 5:00 P.M.
Rain Date	10 Block of North and South Frederick	The following Friday of each event will be reserved as a rain date

Oelwein Odd Rod organizers are authorized to temporarily close the aforementioned requested streets and park.

Passed and approved this 10<sup>th</sup> day of February, 2025

\_\_\_\_\_  
Brett DeVore, Mayor

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Resolution as read be adopted, and upon roll call there were:

AYES      NAYS      ABSENT      ABSTAIN

Attest:

Ricchio  
Weber  
Lenz  
Seeders  
Payne

\_\_\_\_\_  
Dylan Mulfinger, City Administrator

Recorded February 11, 2025.

## DELWEIN CITY COUNCIL:

ONCE AGAIN DELWEIN ODD RODS IS ASKING FOR THE USE THE FIRST BLOCK OF NORTH & SOUTH FREDERICK FOR OUR FRIDAY NITE PARKING EVENTS DOWNTOWN. WE WILL KEEP THE INTERSECTION OPEN WITH EAST & WEST CHARLES OPEN.

THE 3<sup>RD</sup> FRIDAY OF EACH MONTH. DATES ARE MAY 16, JUNE 20, JULY 18, AUG 15, SEP. 19  
TIMES WILL BE 5:30 P.M. TO 10:00 P.M.  
RAIN DATE WILL BE THE 4<sup>TH</sup> FRIDAY.

WE ALSO ARE ASKING TO USE THE NORTH SIDE OF CITY PARK FOR OUR ANNUAL CAR SHOW ON JULY 5<sup>TH</sup>, 2005. TIME WILL BE 7:30 A.M. TO 5:00 P.M.

WE WILL NEED BARRICADES FOR ALL EVENTS.

SINCERELY,  
PAUL GANSKE  
PRES.  
PH.# 319-238-0709

RESOLUTION NO. \_\_\_\_\_-2025

RESOLUTION PROVIDING NOTICE OF INTENT TO FILL COUNCIL MEMBER WARD FOUR POSITION BY APPOINTMENT

WHEREAS, the city of Oelwein lost a dedicated city council member, Dave Garrigus, on Friday, January 31, 2025; and

WHEREAS, the city council has 60 days to appoint a council member for a vacant seat; and

WHEREAS, the city council of the City of Oelwein, Iowa has determined it to be in the best interest of the city to fill the city council member ward four vacancy by appointment in accordance with Iowa Code Section 372.13(2)(a). The City Clerk is authorized and directed to publish a Notice of Intent to Appoint in the time and in the manner as required by law; and

WHEREAS, the following notice shall be published:

YOU ARE HEREBY NOTIFIED that the city council of the City of Oelwein, Iowa intends to fill the vacancy, created by the death of Dave Garrigus on January 31, 2025, by appointment of city council member ward four at the Oelwein City Council meeting to be held on the 24th day of February 2025, at 6:00 p.m. in the City Hall Council Chambers, 20 2<sup>nd</sup> Ave. SW, Oelwein, Iowa

YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that the city council intends to appoint Renee A. Cantrell

YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that the electors of the City have the right to file a petition requiring that the vacancy be filled by special election, by the filing of a petition in accordance with Iowa Code Section 372.13(2)(a) within fourteen days after publication of this Notice or within fourteen days after the appointment is made by the City Council, whichever is later.

YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that upon the appointment of the city council member ward four by the City Council, the appointed council member ward four shall serve for the period for the period until the next regular city election described in section Iowa Code §376.1, currently scheduled for November, 2025, unless there is an intervening special election, in which event the election for the office shall be placed on the ballot at such special election or unless a petition is filed with the City Clerk within fourteen (14) days of the date of an appointment demanding a special election, in which case the person appointed would serve until the results of the special election are canvassed and official.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oelwein, Iowa provides a Notice of intent to fill Council Member Ward Four position by appointment.

Passed and approved this 10<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Brett DeVore, Mayor

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Resolution as read be adopted, and upon roll call there were:

AYES      NAYS      ABSENT      ABSTAIN

Ricchio  
Weber  
Lenz  
Seeders  
Payne

Attest:

\_\_\_\_\_  
Dylan Mulfinger, City Administrator

Recorded February 11, 2025.

RESOLUTION NO. \_\_\_\_\_-2025

RESOLUTION APPROVING PAY APPLICATION NO. 5 IN THE AMOUNT OF \$16,028.40 TO WOODRUFF CONSTRUCTION, INC FOR THE OELWEIN MUNICIPAL AIRPORT AIRFIELD VAULT

WHEREAS, the original contract price for this project is \$244,815.00; and

WHEREAS, the pay application number 5 will cost \$16,028.40; and

WHEREAS, the project has been designed and administered by AECOM;

WHEREAS, the contractor is Woodruff Construction; and

Now, therefore, be it resolved by the City Council of Oelwein, Iowa approves Pay Application No. 5 in the amount of \$16,028.40 to Woodruff Construction for the Oelwein Municipal Airport Airfield Vault.

Passed and approved this 10<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Brett DeVore, Mayor

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that the Resolution as read be adopted, and upon roll call there were:

AYES      NAYS      ABSENT      ABSTAIN

- Ricchio
- Weber
- Lenz
- Seeders
- Payne

Attest:

\_\_\_\_\_  
Dylan Mulfinger, City Administrator

February 11<sup>th</sup>, 2025



APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF

2 PAGES

TO OWNER REPRESENTATIVE:

Dylan Mulfinger
City of Oelwein
Oelwein, IA 50662

PROJECT: Oelwein Airfield Vault

APPLICATION NO 5

PERIOD TO: 01/21/25

Distribution to:

Form with checkboxes for OWNER, ARCHITECT (checked), CONTRACTOR, and two empty boxes.

FROM CONTRACTOR:

Woodruff Construction, Inc
1717 Falls Ave
Waterloo, IA 50701

ARCH / ENG: Tony Hemann

AECOM
501 Sycamore St STE 222
Waterloo, IA 50703

PROJECT #: 24-088

CONTRACT #:

ORDER #:

REQ / REF #:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

Table with 2 columns: Description and Amount. Rows include ORIGINAL CONTRACT SUM, Net change by Change Orders, CONTRACT SUM TO DATE, TOTAL COMPLETED & STORED TO DATE, RETAINAGE (5% of Completed Work, 5% of Stored Material), TOTAL EARNED LESS RETAINAGE, LESS PREVIOUS CERTIFICATES FOR PAYMENT, CURRENT PAYMENT DUE, and BALANCE TO FINISH, INCL RETAINAGE.

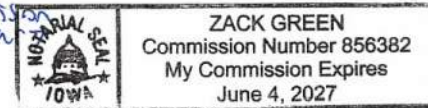
Table with 3 columns: CHANGE ORDER SUMMARY, ADDITIONS, DEDUCTIONS. Rows include Total changes approved in previous months by Owner, Total approved this Month, TOTALS, and NET CHANGES by Change Order.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: Nathan Horvath Date: 1-21-2025

State of: Iowa
Subscribed and sworn to before me this 21st day of January
Notary Public: Zack Green
My Commission expires: 6-9-27



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 16,028.40

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature] Date: 01-22-2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

Woodruff Construction does not send nor receive wire instructions via unsecured email without confirming information via reciprocating telephone calls or direct person to person contact. Under no circumstances should you send any funds to any party without first calling Woodruff Construction at 319-545-2410 and verifying the accuracy of wire instructions provided to you.

X

Brett DeVore, Mayor

# CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 5  
 APPLICATION DATE: 1/21/2025  
 PERIOD TO: 1/21/2025

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
1	Mobilization	\$20,000.00	\$20,000.00			\$20,000.00	100.00%		\$1,000.00
2	General Conditions	\$31,017.00	\$19,754.25	\$3,000.00		\$22,754.25	73.36%	\$8,262.75	\$1,137.71
3	Bond	\$1,983.00	\$1,983.00			\$1,983.00	100.00%		\$99.15
4	Topsoil Stripping/Tree Stump	\$3,230.00	\$3,230.00			\$3,230.00	100.00%		\$161.50
5	Dig Footings	\$2,500.00	\$2,500.00			\$2,500.00	100.00%		\$125.00
6	Concrete Footings	\$8,715.00	\$8,715.00			\$8,715.00	100.00%		\$435.75
7	Concrete Slab	\$4,340.00	\$4,340.00			\$4,340.00	100.00%		\$217.00
8	Backfill Footings	\$1,700.00	\$1,700.00			\$1,700.00	100.00%		\$85.00
9	Masonry	\$15,223.00	\$15,223.00			\$15,223.00	100.00%		\$761.15
10	Equipment Pads	\$300.00	\$0.00			\$0.00	0.00%	\$300.00	\$0.00
11	Dampers/Louvers	\$3,430.00	\$2,200.00	\$1,230.00		\$3,430.00	100.00%		\$171.50
12	Door Frame and Hardware	\$3,000.00	\$1,500.00	\$1,500.00		\$3,000.00	100.00%		\$150.00
13	Roof Joists	\$6,240.00	\$6,240.00			\$6,240.00	100.00%		\$312.00
14	Roof Decking and Panels	\$18,452.00	\$15,000.00	\$3,452.00		\$18,452.00	100.00%		\$922.60
15	Metal Wall Panels	\$4,705.00	\$2,850.00	\$1,855.00		\$4,705.00	100.00%		\$235.25
16	Sheet Metal Trim	\$3,670.00	\$1,835.00	\$1,835.00		\$3,670.00	100.00%		\$183.50
17	Interior Electrical	\$46,851.00	\$0.00			\$0.00	0.00%	\$46,851.00	\$0.00
18	Exterior Electrical	\$46,851.00	\$15,000.00	\$4,000.00		\$19,000.00	40.55%	\$27,851.00	\$950.00
19	Demo Old Vault	\$11,404.00	\$0.00			\$0.00	0.00%	\$11,404.00	\$0.00
20	Sodding	\$9,204.00	\$0.00			\$0.00	0.00%	\$9,204.00	\$0.00
21	Closeout	\$2,000.00	\$0.00			\$0.00	0.00%	\$2,000.00	\$0.00
22		\$0.00	\$0.00			\$0.00			\$0.00
23		\$0.00	\$0.00			\$0.00			\$0.00
24		\$0.00	\$0.00			\$0.00			\$0.00
25		\$0.00	\$0.00			\$0.00			\$0.00
26		\$0.00	\$0.00			\$0.00			\$0.00
27		\$0.00	\$0.00			\$0.00			\$0.00
<b>GRAND TOTALS</b>		\$244,815.00	\$122,070.25	\$16,872.00	\$0.00	\$138,942.25	56.75%	\$105,872.75	\$6,947.11

Users may obtain validation of this document by requesting of the license a completed AIA Document D401 - Certification of Document's Authenticity

RESOLUTION NO. \_\_\_\_\_ - 2025

RESOLUTION SCHEDULING PUBLIC HEARING ON PROPOSED SALE OF CITY OWNED REAL  
PROPERTY LOCATED AT 632 5th AVENUE SW

WHEREAS, the City of Oelwein, Iowa, is the owner of real property (“Property”) situated in the City of Oelwein, Fayette County, Iowa, located at 632 5<sup>th</sup> Avenue SW, Oelwein, Iowa, also identified by Parcel No. 1828103009, legally described as follows:

**Lot 5 and the South half of Lot 4, Block 1, Irvine’s Sub-Division of Lots 1 and 2, Block 1 and Lots 3, 4, 5, 6, and 7, Block 2 of Irvine’s Addition to City of Oelwein, Fayette County, Iowa.**

WHEREAS, the City acquired title to the Property by Tax Sale Deed dated and recorded on January 26, 2024, in Book 2024 Page 214, records of the Fayette County, Iowa Recorder, and

WHEREAS, the Council has received an offer to purchase said property from Travis C. Staack, for the sum of \$1,050.00, and other good and valuable consideration, subject to the property being transferrable without any past due or accrued taxes, or in the alternative, with the City paying any past due or accrued taxes; and

WHEREAS, the Council finds that continued City ownership of the property serves no public purpose, and that the transfer, consistent with the received offer, is appropriate and in the best interests of the City of Oelwein; and

WHEREAS, the City Council finds that a public hearing must be set and held prior to the sale and transfer of real property.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF OELWEIN IOWA, AS FOLLOWS:

**SECTION 1: *Public Hearing:*** City Council will hold a public hearing as part of its regular meeting at 6:00 P.M. on February 24, 2025, at City Hall, 20 2<sup>nd</sup> Ave. SW, Oelwein, IA, for purposes of obtaining public input on the proposed sale of the Property as set forth above.

**SECTION 2: *Publication of Notice:*** The City Clerk is directed to publish notice of said public hearing, which publication shall be not less than four (4) nor more than twenty (20) days prior to the date set for said public hearing pursuant to the requirements of Iowa Code §§ 364.7 and 362.3.

**SECTION 3: *When Effective.*** This Resolution shall be effective upon its passage and approval as provided by law.

PASSED AND APPROVED this 10<sup>th</sup> day of February, 2025.

\_\_\_\_\_  
Brett DeVore, Mayor

ATTEST:

\_\_\_\_\_  
Dylan Mulfinger, City Administrator

It was moved by \_\_\_\_\_ and  
seconded by \_\_\_\_\_ that the  
Resolution as read be adopted, and upon  
roll call the following votes were cast:

- Stewart
- Weber
- Lenz
- Seeders
- Payne

**CITY OF OELWEIN****NOTICE OF PUBLIC HEARING ON THE PROPOSED SALE OF CITY OWNED REAL ESTATE**

Notice is hereby given that the City of Oelwein, Fayette County, Iowa, proposes to sell and convey by Quit Claim Deed, the following described real estate situated in the City of Oelwein:

**Lot 5 and the South half of Lot 4, Block 1, Irvine's Sub-Division of Lots 1 and 2, Block 1 and Lots 3, 4, 5, 6, and 7, Block 2 of Irvine's Addition to City of Oelwein, Fayette County, Iowa.**

Located at 632 5<sup>th</sup> Avenue SW., Oelwein, Iowa  
Parcel No. 1828103009

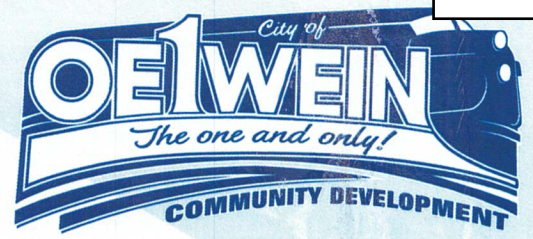
The City proposes to sell the property to Travis Christopher Staack for the sum of \$1,050.00 and other good and valuable consideration, the sale being contingent upon the property being transferrable without any past due or accrued taxes, or in the alternative, with the City paying any past due or accrued taxes.

Public Hearing on the proposed sale, and terms associated therewith, will be held at 6:00 p.m. on February 24, 2025, before the Oelwein City Council, at Oelwein City Hall, 20 2<sup>nd</sup> Ave. SW, Oelwein, IA. After acceptance of public comment, if any, and closing of the public hearing, the City Council may act upon the proposal to sell and transfer said property.

Any person may appear at the Public Hearing to comment on the proposed terms of the sale and/or may submit written comments in advance of the Public Hearing by delivery of same to the City Clerk's Office, at Oelwein City Hall, 20 2<sup>nd</sup> Ave. SW, Oelwein, IA during regular business hours, by mailing to the City of Oelwein at the same address, or by email to the City Clerk's Office at [dmulfinger@cityofuelwein.org](mailto:dmulfinger@cityofuelwein.org), on or before the date and time of the Public Hearing.

Dylan Mulfinger, City Administrator  
City of Oelwein, Iowa

# Offer to Purchase City Properties



To purchase City-owned real estate, completely fill out this form. The timeline is usually about 45 days. Your offer will be sent to the Planning, Finance, Enterprise & Economic Development committee who will review the application and forward it to City Council for approval. At the appropriate time, we will schedule a date and time for buyer(s) to sign and provide a payment of the offered/accepted bid, plus \$20 for the recording fee.

632 5<sup>th</sup> Ave SW

Property Address

0000 1828103009-082

Property Parcel Number

Travis Christopher Staack

Buyer's or Buyers' Name

636 5<sup>th</sup> Ave SW Oelwein, Ia 50662

Buyer's or Buyers' Address, City, State, ZIP

travisstaack54@gmail.com

Buyer's or Buyers' Email Address

319-231-5002

Buyer's or Buyers' Phone

Are you being represented by a real estate agent or lawyer?  Yes  No

## Buyer Representative Name and Contact Information

T.C.S.  
Initials

If you do not have a Buyer Representative: I/we understand that I/we are entering into a legal contract and choose to represent my/ourselves, with all the due diligence required being done on my/our part.

Offer bid of \$1,050.00 dependent on all back tax issues being resolved prior to transfer of property.  
Have mowed the grass and done snow removal on the property since the fire in February 2023.  
Want to enlarge my yard with the possibility of building a garage.

Please describe your intentions for the property with a timeline and include your offer (Minimum \$1,020 per lot).

Travis Christopher Staack

Buyer Printed Name (As will appear on deed)

Buyer Printed Name (As will appear on deed)

T.C.S.

Buyer Signature

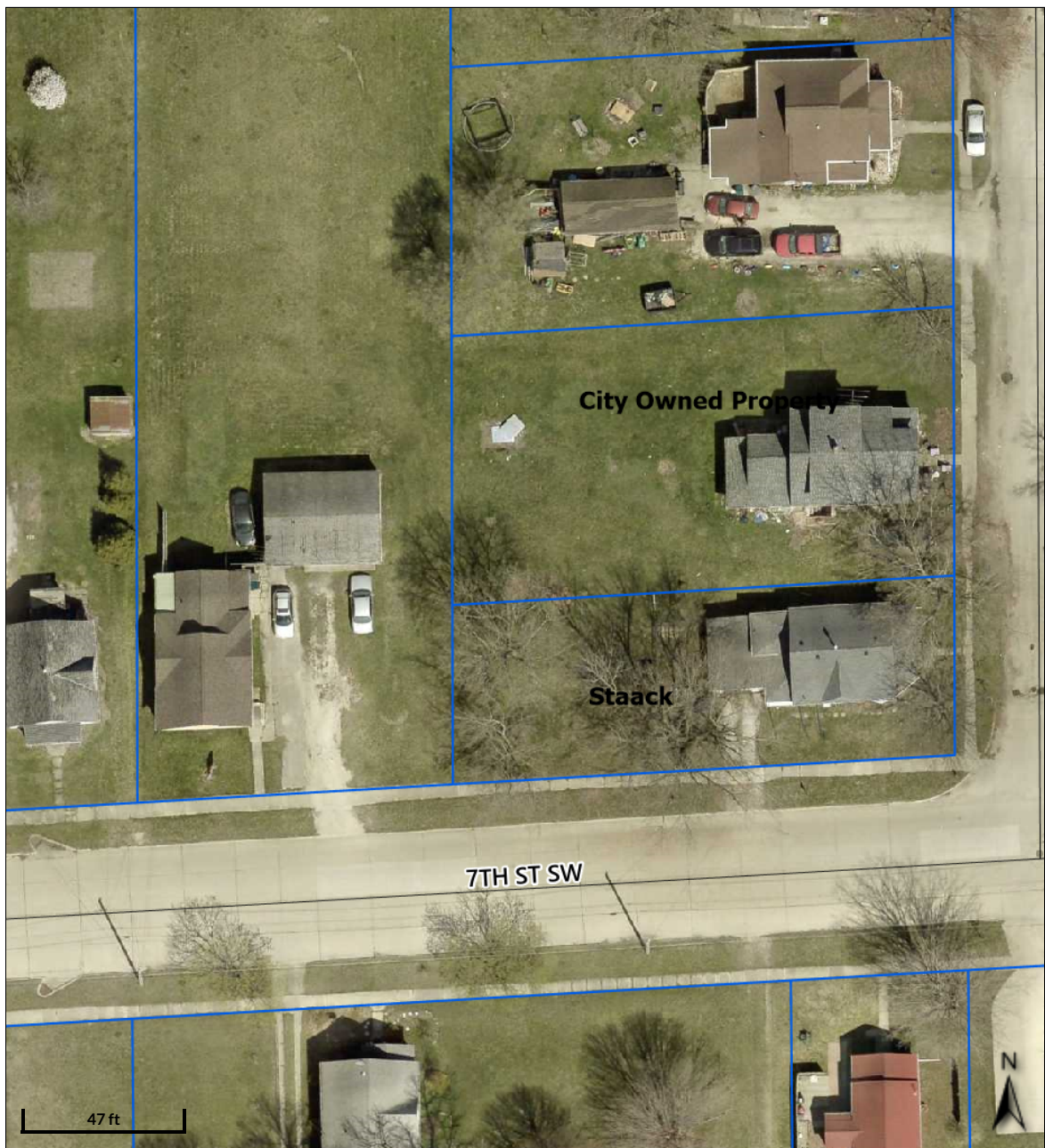
2-4/25

Date

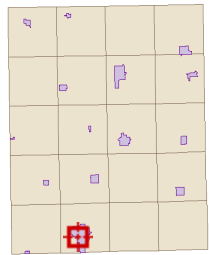
Buyer Signature

Date

Buyers' Legal Relationship to Each Other



**Overview**



**Legend**

- Corporate Limits
- Parcels
- Major Highways**
- Federal Highway
- State Highway
- County Highway
- Roads

**Disclaimer:** Fayette County, the Fayette County Assessor and their employees make every effort to produce and publish the most current and accurate information possible. The maps included in this website do not represent a survey and are compiled from official records, including plats, surveys, recorded deeds, and contracts, and only contain information required for government purposes. See the recorded documents for more detailed legal information. Data is provided in "as is" condition. No warranties, expressed or implied, are provided for the data herein, its use or its interpretation. Fayette County and its employees assume no responsibility for the consequences of inappropriate uses or interpretations of the data. Any person that relies on any information obtained from this site does so at his or her own risk. All critical information should be independently verified. If you have questions about this site please contact the Assessor's Office at (563) 422-3397.

Date created: 2/4/2025  
 Last Data Uploaded: 2/4/2025 3:34:01 AM

Developed by **SCHNEIDER**  
 GEOSPATIAL

## Vacant Seats on Boards and Commissions

- Planning and Zoning
  - Purpose: To give recommendations on zoning
  - Term: 5 years
  - Meets as needed
- Board of Appeals
  - Purpose: The board hears all appeals made by residents which involve the building official. When a member of the public or a contractor disagrees with the building official's interpretation of the city code, an appeal can be made to the board of appeals
  - Term: 5 years
  - Meets as needed
- Zoning Board of Adjustments
  - Purpose: The Zoning Board of Adjustment makes decisions on special exceptions and variances. All decisions by the Zoning Board of Adjustment are final and do not go to the city council.
  - Term: 5 years
  - Meetings are held on the third Thursday of the month at 5:30 PM in the Council Chambers as needed.
- Airport Board
  - Purpose: The board shall recommend for adoption and implementation by the city council regulations for the control, operation, supervision and maintenance and security of the airport.
  - Term: 4 years
  - Meetings are held on the third Wednesday of the month at 6:30 PM at the Oelwein Municipal Airport.





To: Mayor and City Council  
From: Dylan Mulfinger  
Subject: City Administrator Agenda Memo  
Date: 2/10/2025

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#### Consent Agenda

3. Consideration of a motion to approve the January 27, 2025 minutes.
4. Consideration of a motion to approve the Class 'E' Retail Alcohol License amendment for Hy-Vee, Inc. DBA Hy-Vee Oelwein Dollar Fresh.
5. Consideration of a motion to approve the Class 'C' Retail Alcohol License for PMA North Cedar, LLC. DBA The Spot #7.
6. Consideration of a motion to approve the Class 'C' Retail Alcohol License for Oelwein Columbus Club, Inc.
7. Consideration of a resolution authorizing the temporary closure of public ways or grounds for Oelwein Odd Rods.

#### Resolutions

8. Consideration of a resolution providing a Notice of Intent to fill Council Member Ward Four position by appointment to Renee Cantrell.
  1. This is the start of the procedure needed to appoint a new council member. This will all the city council to appoint February 24. The City Administrator recommends approving the resolution.
9. Consideration of a resolution approving Pay Application No. 5 in the amount of \$16,028.40 to Woodruff Construction for the Oelwein Municipal Airport Airfield Vault.
  1. Construction is progressing on the airport vault. Progress is satisfactory. The City Administrator recommends approving the resolution.
10. Consideration of a resolution setting a public hearing for February 24, 2025 at 6PM in the Oelwein City Council Chambers for the sale of 632 5th Avenue SW to Travis Staack.
  1. This lot will improve the adjacent homeowner's lot. The city needs to start selling off lots to ensure less mowing and less time for the parks staff. The City Administrator recommends approving the resolution.

Fund	Beg Balance	Revenue	Expense	Transfers	Fund Balance	BANK BALANCE
001 General	1,042,666.87	109,901.49	268,419.76	(916.67)	883,231.93	Item A.
051 County Emergency Management	5,547.00	692.95	-	-	6,239.95	
110 Road Use Tax	729,938.27	70,341.43	59,957.16	-	740,322.54	
112 Trust and Agency	604,136.33	35,406.88	93,184.76	-	546,358.45	
113 Flex Spending	1,436.73	1,411.66	1,411.66	-	1,436.73	1,436.73
119 Emergency	3,666.75	-	-	-	3,666.75	
120 Sidewalks Repaired/Replaced Dwtm	-	-	-	-	-	
121 Sales Tax	422,478.80	82,314.48	-	-	504,793.28	
122 Hotel/Motel Tax	43,920.42	6,395.61	-	-	50,316.03	
123 Gas-Electric Franchise Fee	357,160.13	1,442.19	57,410.68	(21,260.00)	279,931.64	
124 Library Bequest	361,394.56	1,442.87	-	-	362,837.43	
126 Downtown TIF	198,164.66	720.47	-	-	198,885.13	
127 Industrial Park TIF	-	-	-	-	-	
128 Ind Park SubFund TIF East Penn	1,110,580.38	3,795.18	-	-	1,114,375.56	
132 DARE	-	-	-	-	-	
136 Trees Forever	6,466.06	-	-	-	6,466.06	
146 Oelwein Housing Revolving Loan Fund	109,373.78	614.79	-	-	109,988.57	
160 Econ Dev (\$12,500 Wellness Res)	272,758.77	5,907.49	31,616.57	-	247,049.69	
161 IRP Revolving Loan	284,656.67	15,741.47	1,026.85	-	299,371.29	307,917.11
162 Downtown Business Grants	165,051.54	564.03	-	-	165,615.57	
167 Oelwein Volunteer Fire Dept	17,422.01	-	-	916.67	18,338.68	
177 Forfeit Assets	12,170.11	-	-	-	12,170.11	
200 Debt Service	700,878.94	19,361.78	-	21,260.00	741,500.72	
201 Water Bondsinking	241,823.56	803.62	-	29,238.00	271,865.18	
202 Sewer Bondsinking	452,500.80	1,481.51	-	58,010.00	511,992.31	
205 Special Assessments	31,879.67	1,191.19	-	-	33,070.86	
282 CDBG Housing Rehab	-	-	-	-	-	
287 2020 GO Bond	8,302.67	-	-	-	8,302.67	
301 HMGP 4483 GRANT	-	-	-	-	-	
302 Oelwein Housing Teardown	(58,157.50)	-	-	-	(58,157.50)	
305 Airport Grant	23,317.46	-	3,825.83	-	19,491.63	
307 Tri Park Trail Extensions	1,076,394.28	3,678.35	1,557.00	-	1,078,515.63	
310 Plaza Park Expansion (OCAD Project)	-	-	-	-	-	
314 Dry Run Creek Flooding	(50,014.42)	1,860.82	8,812.44	-	(56,966.04)	
360 Cares Act NE Sewer Replacement	21,396.72	-	23,994.00	-	(2,597.28)	
385 Water Main Rpl 1 Av NE 5 & 12 Av SE	5,679.97	-	-	-	5,679.97	
387 '23-24 HMA Paving Imp 1st 12th SF Evt	223,993.67	765.45	-	-	224,759.12	
388 2024 GO Bond Const 10th St Bridge	1,300,289.67	4,082.66	2,508.50	-	1,301,863.83	
393 2022 GO Bond Construction City Hall	171,502.82	586.07	-	-	172,088.89	
397 Railroad Grant-Viaduct	44,549.48	132.30	19,629.48	-	25,052.30	
501 Cemetery Perp Care	298,272.73	300.11	-	-	298,572.84	1,572.84
600 Water (2016D Reserve \$67,000)	1,210,149.65	155,084.24	95,504.27	(29,238.00)	1,240,491.62	
601 Water Infrastructure Fee	117.69	20.43	-	-	138.12	
620 Customer Water Deposits	138,292.54	1,970.66	1,525.31	-	138,737.89	
640 Fuel	7,734.89	2,716.40	-	-	10,451.29	
670 Landfill	241,738.85	51,494.87	105,479.38	-	187,754.34	
671 Recycling	58,823.00	6,490.10	20,752.83	-	44,560.27	
672 ROW Trees Utility Fee	64,035.79	8,196.86	6,750.00	-	65,482.65	
680 Wellness Center	(41,658.51)	16,889.83	28,466.04	-	(53,234.72)	
700 Sewer/Waste Treatment	1,697,789.96	190,758.80	97,960.90	(58,010.00)	1,732,577.86	
701 Sewer Infrastructure Fee	12.02	2.71	-	-	14.73	
706 Reed Bed Exp - EQ Liner	(50,446.26)	209.11	6,866.00	-	(57,103.15)	
	<b>13,568,189.98</b>	<b>804,770.86</b>	<b>936,659.42</b>		<b>13,436,301.42</b>	

Fidelity 999-1003 and Community 999-1004 Money Market Accounts 3,195,209.41  
 CD'S Fidelity 999-1113, Community 999-1114 Cemetery 501-1001 9,397,000.00  
 Fidelity IRP 999-1001/Flex 999-1002/Cem Perp Bank Ckng 501-1002 302,380.86  
 Unapplied Accounts Receivable (20.00)  
 Balance Checking Account 999-1000 541,731.15  
 Payroll Liabilities -

**13,436,301.42**      **13,436,301.42**

Signature:  Date: 2/4/25

revenue	expense	transfer in	transfer out	
001-___-4	001-___-6	001-___-49	001-___-69	(0.00)
051-___-4	051-___-6	051-___-49	051-___-69	-
110-___-4	110-___-6	110-___-49	110-___-69	-
112-___-4	112-___-6	112-___-49	112-___-69	-
113-___-4	113-___-6	113-___-49	113-___-69	-
119-___-4	119-___-6	119-___-49	119-___-69	-
120-___-4	120-___-6	120-___-49	120-___-69	-
121-___-4	121-___-6	121-___-49	121-___-69	-
122-___-4	122-___-6	122-___-49	122-___-69	-
123-___-4	123-___-6	123-___-49	123-___-69	(0.00)
124-___-4	124-___-6	124-___-49	124-___-69	-
126-___-4	126-___-6	126-___-49	126-___-69	(0.00)
127-___-4	127-___-6	127-___-49	127-___-69	-
128-___-4	128-___-6	128-___-49	128-___-69	(0.00)
132-___-4	132-___-6	132-___-49	132-___-69	-
136-___-4	136-___-6	136-___-49	136-___-69	-
146-___-4	146-___-6	146-___-49	146-___-69	-
160-___-4	160-___-6	160-___-49	160-___-69	-
161-___-4	161-___-6	161-___-49	161-___-69	-
162-___-4	162-___-6	162-___-49	162-___-69	-
167-___-4	167-___-6	167-___-49	167-___-69	(916.67)
177-___-4	177-___-6	177-___-49	177-___-69	-
200-___-4	200-___-6	200-___-49	200-___-69	(21,260.00)
201-___-4	201-___-6	201-___-49	201-___-69	(29,238.00)
202-___-4	202-___-6	202-___-49	202-___-69	(58,010.00)
205-___-4	205-___-6	205-___-49	205-___-69	(0.00)
282-___-4	282-___-6	282-___-49	282-___-69	-
287-___-4	287-___-6	287-___-49	287-___-69	-
301-___-4	301-___-6	301-___-49	301-___-69	-
302-___-4	302-___-6	302-___-49	302-___-69	-
305-___-4	305-___-6	305-___-49	305-___-69	-
307-___-4	307-___-6	307-___-49	307-___-69	-
310-___-4	310-___-6	310-___-49	310-___-69	-
314-___-4	314-___-6	314-___-49	314-___-69	0.00
360-___-4	360-___-6	360-___-49	360-___-69	-
385-___-4	385-___-6	385-___-49	385-___-69	-
387-___-4	387-___-6	387-___-49	387-___-69	-
388-___-4	388-___-6	388-___-49	388-___-69	-
393-___-4	393-___-6	393-___-49	393-___-69	(0.00)
397-___-4	397-___-6	397-___-49	397-___-69	(0.00)
501-___-4	501-___-6	501-___-49	501-___-69	-
600-___-4	600-___-6	600-___-49	600-___-69	-
601-___-4	601-___-6	601-___-49	601-___-69	-
620-___-4	620-___-6	620-___-49	620-___-69	-
640-___-4	640-___-6	640-___-49	640-___-69	-
670-___-4	670-___-6	670-___-49	670-___-69	-
671-___-4	671-___-6	671-___-49	671-___-69	-
672-___-4	672-___-6	672-___-49	672-___-69	-
680-___-4	680-___-6	680-___-49	680-___-69	-
700-___-4	700-___-6	700-___-49	700-___-69	-
701-___-4	701-___-6	701-___-49	701-___-69	-
706-___-4	706-___-6	706-___-49	706-___-69	0.00
				(109,424.67)

Item A.

	541,731.15	9991000	Checking
	0.00	9991111	Utility
	0.00	9991112	Accounts Receivable
001-1301	0.00	0012120	payroll liabilities
	0.00	___-2020	accounts payable
	541,731.15	-	Ckg Bal to match
			Col I Line 62

Revenue check - should equal transfers

**City of Oelwein, IA****CLIENT LIAISON:**

Jim Holz, AICP  
Phone: 563.584.2884  
Cell: 563.590.6351  
jholz@msa-ps.com

**DATE:**

February 3, 2025

**COMMUNITY CHANGE GRANT – PROJECT #08884014**

The City received an email from EPA stating they had received a significant amount of applications requesting an amount significantly exceeding the dollars available. The email did not state the City was not going to be funded, but said they were still reviewing applications and not to be hopeful. In light of the new Federal Administration’s desire to reduce or rescind Federal grants related to social justice, etc., it is possible this source of funds could be dissolved altogether.

**BRIC FUNDING – PROJECT #08884015**

Application writing is in process. The funding and BCA teams met with HSEMD to continue the application process. Initial application will be delivered to HSEMD by February 17 for their comments.

The preliminary design is nearly complete, and the design team is working on pulling together a comprehensive cost estimate. Work on the BCA Toolkit is underway, including coordinating with HSEMD to determine the number of NFIP insured properties and repetitive loss structures that are impacted by the project (as this can get us additional points for the FMA grant).

**RAIL YARD BROWNFIELD**

Eocene has submitted their final report and reviewed it with Dylan. They have provided options for next steps with cost estimates for each of those options.

## JANUARY 2025 PARK MONTHLY REPORT

PARKS / CEMETERY / TRAILS / AQUATICS / CAMPGROUND

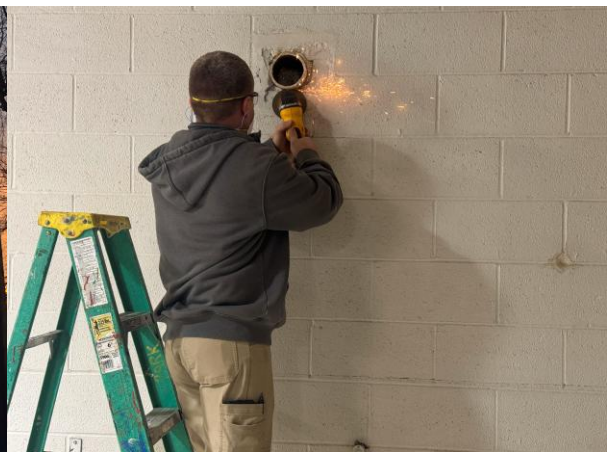
This past month Steve Cockerham installed the new windows at the park shop that was a CIP project. The contractor did a great job and will be very beneficial for the cost savings for years to come. Park assistant Justin has been busy working on organizing the shop and cleaning it. Justin finished the tractor/backhoe class and passed the core test for his pesticide applicator license. I completed the Diamond Vogel follow-up report that we were awarded for picnic table paint that we used at the campground this past year. I completed the CEU requirements for my pesticide license and the pool operator certification CEU class on Monday. I typed up the park and rec agenda and completed the report for our meeting tonight. I started updating the pool hiring paperwork for the coming season. Justin and Danny are completing snow removal of sidewalks as we got just enough to have to go out.

The tree board recently learned that they are the recipient of the Iowa DNR IRA tree planting grant through the USDA. The board was \$30,000.00 to purchase 150 trees, watering bags, t-posts and rope to secure the trees. The board will conduct spring and fall plantings in 2025 and 2026 in which these trees can be planted in parks and cemeteries. Chip Murrow with the DNR forestry department that is involved with his grant came to Oelwein last fall for the Trees for kids grant that the board received in which we had a great conversation with Chip afterwards, as he was impressed with the board's activities which more than likely helped them with this grant. On Wednesday, a couple of tree board members came in and conducted tree trimming of the street trees that we have planted in the past few years. This is a crucial step in that we train these trees now, so they have a strong main trunk, giving the tree its best opportunity to grow into a strong tree. This past month Justin and I took down decorations at Dept Park. Justin has been working on organizing the shop area and painting the walls.





**IOWA** | Iowa Department of  
Natural Resources



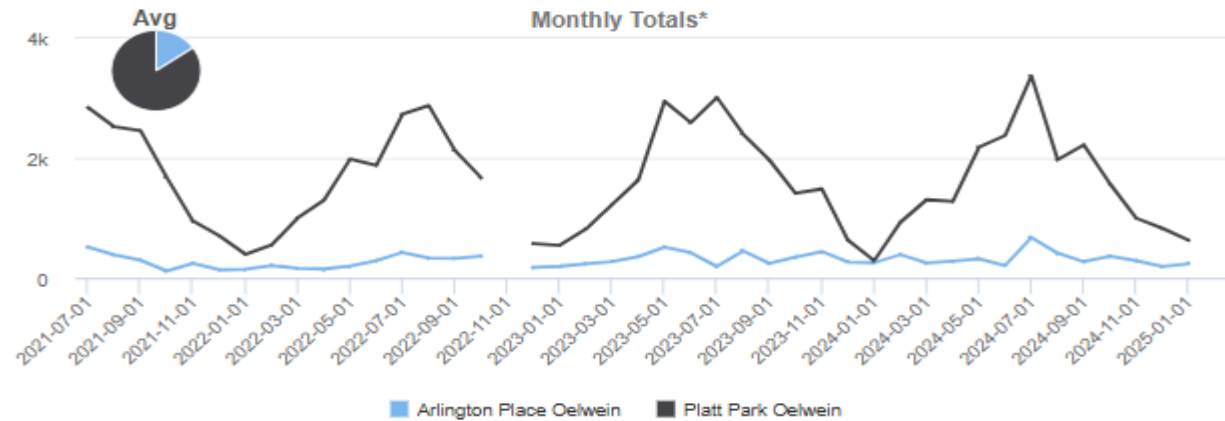
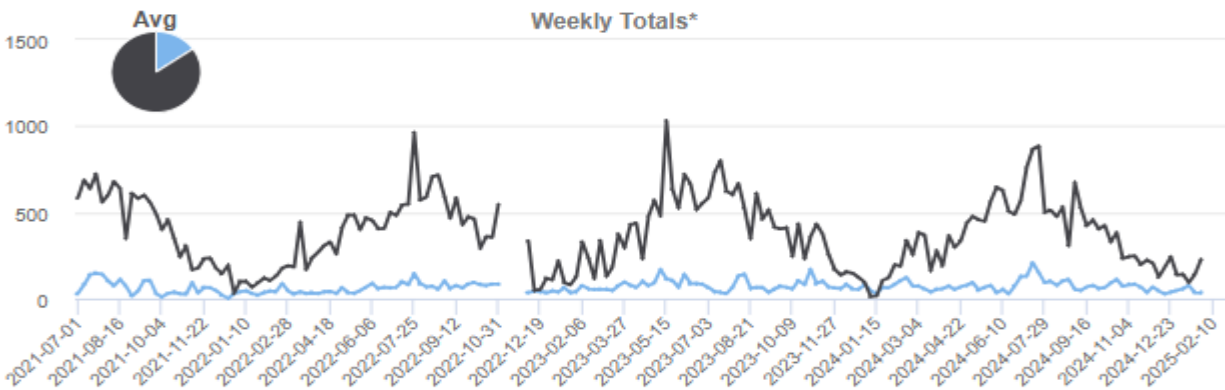
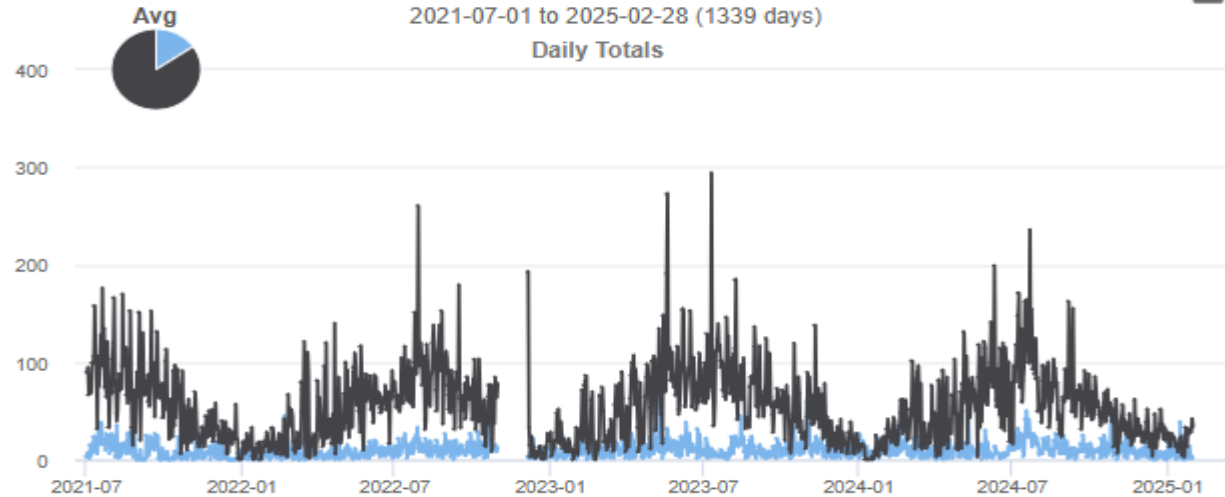


# Daily/Weekly/Monthly totals

2021-07-01 to 2025-02-28 (1339 days)



PARKS / CEMETERY / TRAILS / AQUATICS / CAMPGROUND



## Master Summary

Download as [Excel](#) [CSV](#)

Year	Site	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	ADT†	ADT†x365	Days with data
2021	Arlington Place Oelwein							512*	388	294	115	242	134	9,115	3,327	183
	Platt Park Oelwein							2,845*	2,523	2,458	1,675	950	704	60,454	22,066	183
2022	Arlington Place Oelwein	146	207	158	148	199	290	426	332	327	362		173*	8,303	3,031	330
	Platt Park Oelwein	394	548	1,002	1,297	1,984	1,877	2,736	2,877	2,127	1,672		572*	51,497	18,796	330
2023	Arlington Place Oelwein	193	235	274	356	510	421	190	451	241	347	441	268	10,753	3,925	365
	Platt Park Oelwein	543	816	1,229	1,635	2,948	2,592	3,013	2,399	1,969	1,411	1,485	628	56,625	20,668	365
2024	Arlington Place Oelwein	254	389	247	279	319	208	673	414	269	360	287	191	10,628	3,890	366
	Platt Park Oelwein	287	930	1,305	1,276	2,181	2,378	3,373	1,972	2,223	1,571	998	828	52,792	19,322	366
2025	Arlington Place Oelwein	236												7,613	2,779	31
	Platt Park Oelwein	631												20,355	7,430	31

## DAILY ACTIVITIES

- CLEAN/ORGANIZE SHOP AREAS
- PICK UP DOWNTOWN AREAS
- MAINTAINING PARK, CEMETERIES
- MAINTENANCE ON EQUIPMENT
- SAFETY MEETINGS
- MEET WITH CONTRACTORS
- RETRIEVE & UPLOAD TRAIL COUNT DATA
- WOODLAWN BURIALS
- PARK MAINTENANCE
- GRANT WORK

## PROGRESS ON PROJECTS

- WEBSITE UPDATING
- TRAIL EASEMENTS/GRANTS
- PARK AND REC MASTER PLAN
- TRAIL MAINTENANCE
- GRINDING STUMPS
- CIVICREC WORK
- CONTINUING EDUCATION CLASSES
- UPDATE FEES
- BUDGET
- TRUCK MAINTENANCE
- SNOW REMOVAL

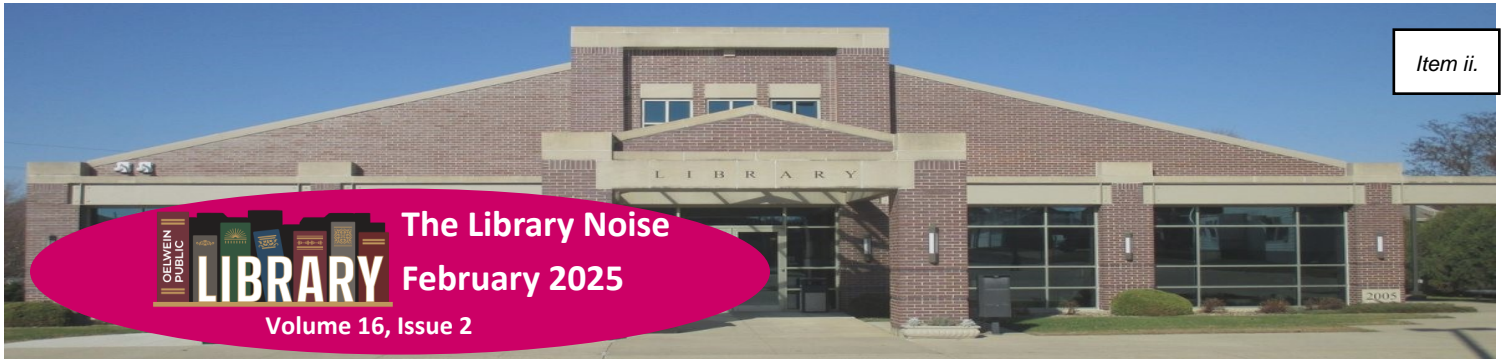
## NEXT MONTH AND FUTURE PROJECTS

- REPURPOSE OLD WINGS BRIDGE
- GRANT WRITING
- TRAIL SEGMENT 2
- TRAIL SEGMENTS 4/5 ALIGNMENT
- PLANT TREES IN CHRYSLER PARK
- BOARD AND COMMITTEE MEETINGS
- CE CLASSES
- RECRUITMENT STAFF
- AQUATICS PAPERWORK
- POOL PREPARATIONS
- CAMPGROUND PREPARATIONS
- TREE REMOVAL
- TREE PLANTINGS
- DAY OF CARING PREPARATIONS

JOSHUA JOHNSON MA  
OELWEIN PARK SUPERINTENDENT







## Upcoming Programs

**Book Talk February 24th at 10:00 a.m.** Not sure what to read? Pick a title from the Book Talk display.

**Oelwein Reads Book Club March 13th at 6:00 p.m. at Ampersand.** (110 S. Frederick Ave.) Featured book is *Necessary Courage: Iowa's Underground Railroad in the Struggle Against Slavery* by Lowell J. Soike.

The Oelwein Public Library offers programs to further the library's mission to serve the needs of the community.

**Library Mission Statement:**

The Oelwein Public Library is a strong foundation providing programs and services that benefit our community. Our goal is to honor our storied past, enrich present lives, and encourage life-long learning. The library is a passport to success!

## February Calendar

2/7	Friends Chocolate Fest	4:30
2/10	Friends Meeting	1:30
2/11	Library Board Meeting	5:00
2/24	Book Talk	10:00

February theme: Takes place during War time

## Did You Know?

The Library Meeting Room is going to get a makeover! The screen on the wall will be replaced with a supersize TV screen! Thanks to the Fayette County Community Foundation, the library received a grant for updating the AV equipment. Connecting a laptop for presentations will be simplified and accessible for PC's and Apple.

## Friends of the Library Chocolate Fest

February 7th 4:30 p.m.-7:00 p.m.

Enjoy yourself at the library.

- ◆ Entertainment by Bruce Bearinger
- ◆ Beer tasting by Ampersand
- ◆ Wine tasting by Buds 'n Blossoms



Money from fund raising events such as the Chocolate Fest and the Book & Bake Sale help to fund library programs, resources and services.

To request an accommodation for programs call 319-283-1515 or email [oelwein@oelwein.lib.ia.us](mailto:oelwein@oelwein.lib.ia.us).



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### Donor's Corner

The following people made donations in memory of loved ones during the month of December:

- In memory of **Seth Garceau**  
Jens & Joanne Nielsen
- In memory of **Robert Larimer**  
Steve & Mary Reeder



For more information on how you can create this lasting tribute to someone you have lost or would like to honor, please contact Deann Fox at 283-1515.

Library Hours | Monday-Tuesday 9:00 a.m. to 8:00 p.m. | Wednesday-Thursday 9:00 a.m. to 7:00 p.m. | Friday 9:00 a.m. to 5:30 p.m. | Saturday 9:00 a.m. to 3:00 p.m.

201 East Charles St. Oelwein, IA 50662 | 319-283-1515 | [oelwein@oelwein.lib.ia.us](mailto:oelwein@oelwein.lib.ia.us) | [www.oelwein.lib.ia.us](http://www.oelwein.lib.ia.us)



## New items on the shelf



### DVD's:

**Joker: Folie A Deux, Venom: The Last Dance, Here, Monster Summer**

### Fiction:

Lie For a Million-Janet Dailey, Order of Swans-Jude Deveraux, The Oligarch's Daughter-Joseph Finder, The Business Trip-Jessie Garcia, Open Season-Jonathan Kellerman, The Lost House-Melissa Larsen, The Crash-Freida McFadden, Presumed Guilty-Scott Turow, Onyx Storm-Rebecca Yarros, Blood Ties-Jo Nesbo, Time Will Tell-Rita Mae Brown, Vantage Point-Sara Sligar

### Non-Fiction:

Wiseguys and the White House-Eric Dezenhall, Save Our Souls -Matthew Pearl, Blood and the Badge-Michael Cannell, Bite-Bill Schutt, Mutiny on the Black Prince-James H. Sweet

### New YA:

The Grandest Game-Jennifer Lynn Barnes, The Rules of Royalty-Cale Dietrich, Spectacular-Stephanie Garber, The Lies We Conjure-Sarah Henning, Kisses, Codes, and Conspiracies-Abigail Hing Wen

### Ladybug:

The Band in Our Basement-Kelly J. Baptist, Missy Wants a Mammoth-Pam Vaughan, The Letter-Irene Verdu, Nibbles the Very Hungry Book Monster-Emma Yarlett

### New J:

Scattergood-H. M. Bouwman, A Fox, a Pig, and a Dog-Jonathan Fenske, Happy & Sad & Everything True-Alex Thayer

## Weekly kid programs at the library

**Pages & Play Club every Wednesday at 10:00 a.m.**

**2/5 I Love Books! 2/12 Be My Valentine**

**2/19 Animals at Night 2/26 Ten Black Dots**

Have fun with books, songs, crafts, activities & group playtime.



**Theme Thursday every Thursday at 4:00 p.m.**

**2/6 Animal Identification 2/13 LEGOs**

**2/20 Self Portrait 2/27 Rubber Band Racers**

This STEAM program will feature a different topic each week. LEGOs will feature the 2nd Thursday of each month.

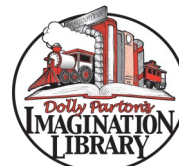
Do you know a child who may be tired of being cooped up inside all the time? Our new Winter Reading Challenge is designed to help with that. It's simple: just pick up a log sheet at the children's desk. Your child colors in one numbered section each time they read for 15 minutes or complete one of the challenges on the back. Once the whole sheet is colored in, bring it back in for a prize! It's as easy as that. This challenge runs through February. So snuggle up with a good book and get coloring.



## Take & Make Kits



Decorate for Valentine's Day by making a 3D paper heart.



Sign up today!



Children under the age of seven (7) must be accompanied by a responsible person at least fourteen (14) years old. It is the responsibility of parents/guardians/caregivers to supervise and monitor the behavior and safety of their children or persons in need of a caregiver at all times. The library is not responsible for children or persons in need of a caregiver left in the building.

**Library Hours | Monday-Tuesday 9:00 a.m. to 8:00 p.m. | Wednesday-Thursday 9:00 a.m. to 7:00 p.m. | Friday 9:00 a.m. to 5:30 p.m. | Saturday 9:00 a.m. to 3:00 p.m.**

**201 East Charles St. Oelwein, IA 50662 | 319-283-1515 | oelwein@oelwein.lib.ia.us | www.oelwein.lib.ia.us**