



Agenda

City Council Work Session Meeting
Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa
6:30 PM

September 28, 2026
Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Matt Weber

Council Members: Tony Cannon, Anthony Ricchio, Lynda Payne, Jason Gearhart, Renee Cantrell

Pledge of Allegiance

Discussions

- [1.](#) Discussion on the single hauler fuel surcharge.
- [2.](#) Discussion on the scooter ordinance.
- [3.](#) Discussion on the clerk transition.

Adjournment

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



To: Mayor and City Council
From: Dylan Mulfinger, City Administrator
Subject: Single Hauler Fuel Charge
Date: 9/28/2026

The city has been approached by Kluesner to have a fuel charge placed on the single hauler fee. The city would place this charge monthly on each bill. Both groups would use the Gasoline and Diesel Fuel Update on the U.S. Energy Information Administration site. The city would place the charge based on an agreed upon number from Kluesner. For the city council to implement a fuel charge, a resolution would need to be passed to amend the fee schedule. This fee could appear on the November bill if the council approves a program at the first meeting in October.

The city does not have any fuel charge language in the current Kluesner contract. Entering into this agreement could be seen as a good gesture of business. Knowing that the contract will end the city will have leverage to negotiate a good price for the next contract. Also, the city could tell them to do more with less or be more efficient as the state of Iowa does to the city.

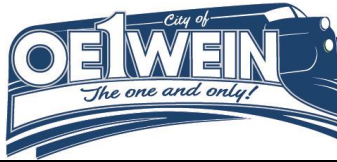


U.S. On-Highway Diesel Fuel Prices*(dollars per gallon)

[full history](#) [XLS](#)

				Change from		
	09/07/26	09/14/26	09/21/26	2 year ago	year ago	week ago
U.S.	5.967	6.285	6.529	↑ 2.990	↑ 2.780	↑ 0.244
East Coast (PADD1)	5.744	6.158	6.268	↑ 2.691	↑ 2.523	↑ 0.110
New England (PADD1A)	5.990	6.202	6.517	↑ 2.720	↑ 2.555	↑ 0.315
Central Atlantic (PADD1B)	6.051	6.312	6.546	↑ 2.733	↑ 2.638	↑ 0.234
Lower Atlantic (PADD1C)	5.605	6.096	6.139	↑ 2.672	↑ 2.475	↑ 0.043
Midwest (PADD2)	5.946	6.250	6.680	↑ 3.169	↑ 2.949	↑ 0.430
Gulf Coast (PADD3)	5.754	6.027	6.177	↑ 2.986	↑ 2.777	↑ 0.150
Rocky Mountain (PADD4)	5.805	6.066	6.340	↑ 2.732	↑ 2.593	↑ 0.274
West Coast (PADD5)	6.987	7.250	7.456	↑ 3.217	↑ 2.932	↑ 0.206
West Coast less California	6.314	6.566	6.791	↑ 2.976	↑ 2.668	↑ 0.225
California	7.764	8.039	8.246	↑ 3.519	↑ 3.261	↑ 0.207

*prices include all taxes



If the diesel index is at least:	But less than:					
	4.00	None				
4.01	4.15	1%				
4.16	4.30	2%				
4.31	4.45	3%				
4.46	4.60	4%				
4.61	4.75	5%				
4.76	4.90	6%			Charge	Total
4.91	5.05	7%	13.36	\$ 0.94	\$ 14.30	
5.06	5.20	8%	13.36	\$ 1.07	\$ 14.43	
5.21	5.35	9%	13.36	\$ 1.20	\$ 14.56	
5.36	5.50	10%	13.36	\$ 1.34	\$ 14.70	
5.51	5.65	11%	13.36	\$ 1.47	\$ 14.83	
5.66	5.80	12%	13.36	\$ 1.60	\$ 14.96	
5.81	5.95	13%	13.36	\$ 1.74	\$ 15.10	
5.96	6.10	14%	13.36	\$ 1.87	\$ 15.23	
6.11	6.25	15%	13.36	\$ 2.00	\$ 15.36	
6.26	6.40	16%	13.36	\$ 2.14	\$ 15.50	
6.41	6.55	17%	13.36	\$ 2.27	\$ 15.63	
6.56	6.70	18%	13.36	\$ 2.40	\$ 15.76	
6.71	6.85	19%	13.36	\$ 2.54	\$ 15.90	
6.86	7.00	20%	13.36	\$ 2.67	\$ 16.03	
7.01	7.15	21%	13.36	\$ 2.81	\$ 16.17	
7.16	7.30	22%	13.36	\$ 2.94	\$ 16.30	
7.31	7.45	23%	13.36	\$ 3.07	\$ 16.43	



MEMORANDUM

To: Mayor and Members of the Oelwein City Council
From: Kluesner Sanitation, LLC
Date: September 22, 2026
Re: Request for Temporary Fuel Surcharge

Kluesner Sanitation, LLC respectfully requests that the City of Oelwein approve a temporary fuel surcharge for residential solid waste/recycling collection due to significant and unexpected increases in diesel fuel costs.

Fuel represents a significant variable cost in providing collection services. The rates currently charged to the City were established almost four years ago during a period of substantially lower and less volatile diesel prices and did not contemplate the sustained fuel costs we are currently experiencing. Kluesner Sanitation has absorbed these increases to date, however, current conditions have reached a point where we believe a temporary adjustment is necessary.

We are requesting we use the attached Fuel Surcharge Schedule, which is an industry standard and is designed to directly tie the surcharge to the prevailing price of diesel fuel according to the U.S. Energy Information Administration (EIA) Midwest Retail On-Highway Diesel Fuel Price, providing an independent and publicly available benchmark for determining the surcharge. We propose using the most recently published EIA Midwest diesel price as of the date of each invoice. The EIA index is published weekly.

Under the proposed schedule, no fuel surcharge would apply while the EIA Midwest diesel price remains below \$5.00 per gallon. Once the index reaches the applicable threshold, a per-household surcharge would be assessed according to the attached sliding scale. As the EIA Midwest diesel price increases or decreases, the surcharge would adjust accordingly.

Using the EIA Midwest diesel index ensures that the calculation is based on a published third-party measure of regional diesel costs rather than Kluesner Sanitation's individual fuel purchases or an internally determined fuel price. This provides both the City and Kluesner Sanitation with a consistent, transparent, and readily verifiable method for administering the surcharge.

Kluesner Sanitation, LLC
1005 1st Ave NW
PO Box 335
Farley, IA 52046

kluesnersanitation.com
office@kluesnersanitation.com
Phone: 866-525-4506
Fax: 563-744-3146



The proposed surcharge is not intended to permanently increase the City's base collection rate. It is intended to provide relief from extraordinary fuel costs only during periods in which diesel prices are substantially elevated. The mechanism works in both directions: as the EIA Midwest diesel price declines, the surcharge would decline according to the same schedule and would be eliminated entirely when the index falls below the established threshold of \$5.00.

Kluesner Sanitation values its relationship with the City of Oelwein and remains committed to providing reliable and efficient collection services to its residents. We believe the proposed schedule provides an equitable way to address extraordinary fuel costs while giving the City a transparent and predictable method for determining any applicable surcharge.

We respectfully request that the City Council approve the attached Fuel Surcharge Schedule for application to residential collection services provided under our agreement with the City.

Please contact me at jobrien@kluesnerconstruction.com or 563-513-8523 with questions.

Thank you,
Jack O'Brien
Kluesner Sanitation

Kluesner Sanitation, LLC
1005 1st Ave NW
PO Box 335
Farley, IA 52046

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office@kluesnersanitation.com
Phone: 866-525-4506
Fax: 563-744-3146

If the diesel index is at least:	But less than:								Starting Point:	\$ 4.00
	4.00	None	Not charged - surcharge does not kick in until diesel is at \$5.00							
4.01	4.15	1%	Not charged - surcharge does not kick in until diesel is at \$5.00							
4.16	4.30	2%	Not charged - surcharge does not kick in until diesel is at \$5.00							
4.31	4.45	3%	Not charged - surcharge does not kick in until diesel is at \$5.00							
4.46	4.60	4%	Not charged - surcharge does not kick in until diesel is at \$5.00							
4.61	4.75	5%	Not charged - surcharge does not kick in until diesel is at \$5.00							
4.76	4.90	6%	Not charged - surcharge does not kick in until diesel is at \$5.00	Charge	Total					
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7.16	7.30	22%	13.36	\$ 2.94	\$ 16.30					
7.31	7.45	23%	13.36	\$ 3.07	\$ 16.43					

ORDINANCE NO. _____

AN ORDINANCE ADDING SECTION 22-203 TO CHAPTER 22 OF THE CODE OF ORDINANCES OF THE CITY OF OELWEIN, IOWA, REGULATING FOOT-POWERED SCOOTERS AND ELECTRIC STAND-UP SCOOTERS

BE IT ORDAINED by the City Council of the City of Oelwein, Iowa:

SECTION 1. NEW SECTION ADOPTED.

Chapter 22 of the Code of Ordinances of the City of Oelwein, Iowa, is amended by adding the following new section:

SEC. 22-203. FOOT-POWERED AND ELECTRIC STAND-UP SCOOTERS.

1. PURPOSE AND CONSTRUCTION.

The purpose of this section is to establish age-appropriate equipment, speed, location, and safety requirements for scooters and to protect pedestrians, scooter operators, motorists, and other users of public property. This section shall be interpreted consistently with applicable State and federal law. If a conflict exists, controlling State or federal law shall govern to the extent of the conflict.

2. DEFINITIONS.

For purposes of this section:

- A. "Adult" means a person 18 years of age or older.
- B. "Approved intersection" means an intersection containing a marked crosswalk, traffic-control signal, stop sign controlling the operator's approach, or another crossing location designated by the City.
- C. "Central Business District" means the area zoned C-1 Central Business District under the Oelwein Code of Ordinances.
- D. "Electric stand-up scooter" means a device intended primarily to transport a person in a standing position that has two or more wheels, a floorboard or deck, handlebars or another steering mechanism, and an electric motor producing less than 750 watts. The term does not include a bicycle, low-speed electric bicycle, motorized bicycle, motorcycle, wheelchair, mobility device used by a person with a disability, or another device separately regulated by State law.
- E. "Foot-powered scooter" means a device intended primarily to transport a standing person upon a floorboard or deck, equipped with two or more wheels, and propelled solely by human power.
- F. "Governed speed" means the highest speed at which the motor can propel an electric stand-up scooter on level pavement, as limited by a digital, electronic, mechanical, or physical device or setting that is installed, enabled, and not bypassed.
- G. "Multi-use path" means a paved or improved public trail or path intended for pedestrians, bicycles, and other authorized forms of personal transportation.
- H. "Operator" means a person riding, controlling, or otherwise operating a scooter.
- I. "Scooter" means a foot-powered scooter or electric stand-up scooter.

3. AGE, MOTOR-POWER, GOVERNED-SPEED, AND OPERATING-AREA REQUIREMENTS.

An electric stand-up scooter operated on public property shall comply with the following requirements based upon the operator's age. A more restrictive location-specific speed limit or prohibition in this section controls over this subsection.

AGE	MAXIMUM MOTOR POWER	MAXIMUM GOVERNED SPEED	PERMITTED AREAS
Under 8	Under 100 watts, or foot powered	5 mph	Permitted sidewalks only, outside the Central Business District; adult supervision required. No roadway.
8 to 11	Up to 150 watts	10 mph	Permitted sidewalks and multi-use paths, outside the Central Business District. No roadway.
12 to 15	Up to 250 watts	15 mph	Permitted sidewalks; paths and trails, with a 10 mph maximum; bicycle lanes; and local streets posted at 25 mph or less. All route and district prohibitions apply.
16 or older	Less than 750 watts	20 mph	Permitted sidewalks; paths and trails, with a 10 mph maximum; bicycle lanes; and permitted roadways. All route and district prohibitions apply.

- A. An operator under eight years of age may operate a foot-powered scooter or a qualifying electric stand-up scooter only while accompanied and directly supervised by an adult.
- B. No person shall operate, and no parent, guardian, or owner shall knowingly permit a minor to operate, an electric stand-up scooter that exceeds the motor-power or governed-speed limit applicable to the operator's age.
- C. The speed governor required by this section shall be installed and enabled while the scooter is operated. No person shall disable, bypass, alter, or defeat the governor for operation by a person subject to a lower speed tier.
- D. Actual operating speed shall never exceed the applicable governed-speed limit, a lower location-specific limit, or a speed that is reasonable and prudent under existing conditions.

4. PROOF AND ENFORCEMENT OF EQUIPMENT LIMITS.

- A. For enforcement, an officer may rely upon a manufacturer's label, model number, owner's manual, published manufacturer specifications, digital settings displayed by the device, statements or admissions, observed speed, or other reasonably reliable evidence of motor power or governed speed.
- B. An officer is not required to conduct a roadside dynamometer test, electrical test, or other field measurement of motor wattage to establish probable cause or prove a violation.
- C. Evidence that a scooter exceeded the governed-speed limit applicable to the operator's age is prima facie evidence that the scooter was not properly governed at the time of operation, subject to rebuttal by competent evidence.

5. HELMETS.

- A. An operator under 18 years of age shall wear a properly fitted and fastened protective helmet designed for bicycle or scooter use while operating a scooter on public property.
- B. A parent or guardian shall not knowingly permit a minor to violate this subsection.

6. NUMBER OF OCCUPANTS AND CONTROL.

- A. A scooter shall carry no more persons than the number for which it was designed and equipped by the manufacturer.
- B. No operator shall carry another person on the handlebars, deck, stem, or frame; carry a person in the operator's arms; tow another person or wheeled device; or attach the scooter or operator to a moving motor vehicle.
- C. Every operator shall maintain reasonable control, keep at least one hand on the steering mechanism, obey traffic-control devices and lawful directions, and exercise due care to avoid a collision.

7. PEDESTRIAN RIGHT-OF-WAY AND SIDEWALK OPERATION.

- A. Pedestrians have the right-of-way on sidewalks, crosswalks, multi-use paths, and other areas primarily intended for pedestrian travel.
- B. Except where prohibited, a scooter may be operated on a sidewalk at no more than 10 mph and at a lower speed whenever pedestrian traffic, congestion, visibility, surface conditions, entrances, driveways, alleys, or other circumstances require.
- C. An operator shall reduce speed when approaching or overtaking a pedestrian, provide reasonable clearance, give an audible warning when reasonably necessary, and stop when necessary to avoid a collision.
- D. The City may prohibit scooter operation on a narrow, congested, or otherwise unsuitable sidewalk by official sign. An electric stand-up scooter shall not be operated on a sidewalk posted as closed to powered scooters.

8. CENTRAL BUSINESS DISTRICT.

- A. No electric stand-up scooter, regardless of motor power, shall be operated upon any street, roadway, sidewalk, alley, public parking area, or other public right-of-way within the Central Business District.
- B. A foot-powered scooter may be operated on a sidewalk within the Central Business District at a careful and prudent speed, not exceeding 5 mph, and shall yield to every pedestrian.
- C. No foot-powered scooter shall be operated in the traveled portion of a street or roadway within the Central Business District.
- D. A person may possess, carry, walk, or manually push a scooter while dismounted in a place where pedestrian travel is otherwise lawful.

9. MULTI-USE PATHS.

- A. Subject to the age-based permitted-area restrictions in Subsection 3, scooters may be operated on City-owned or City-controlled paths and trails unless prohibited by official sign. No electric stand-up scooter shall exceed 10 miles per hour on any off-road walking path, bicycle path, multi-use path, recreational trail, or similar off-road facility, regardless of age or governed speed. Any lower age-based or posted speed limit controls.
- B. When passing within six feet of a pedestrian, an operator shall not exceed 5 mph and shall provide sufficient clearance to complete the pass safely.
- C. No operator shall weave between pedestrians, race, engage in unsafe stunt riding, operate abreast when interfering with others, or pass where clearance or visibility is insufficient.
- D. The City Administrator or designee may temporarily or permanently restrict scooter operation on a City path due to design, congestion, construction, maintenance, special

events, hazardous conditions, or public safety. A permanent restriction shall be designated by appropriate signage.

10. STREETS, ROADWAYS, AND PROHIBITED ROUTES.

- A. An operator under 12 years of age shall not operate a scooter in the traveled portion of any public street or roadway.
- B. Subject to all other provisions of this section and State law, an operator 12 years of age or older may operate a qualifying scooter in a bicycle lane or upon a local street posted at 25 mph or less, as close as practicable to the right-hand curb or edge of the roadway, except where operation is prohibited by Paragraph C.
- C. No electric stand-up scooter, regardless of motor power or the operator's age, shall be operated upon:
 - (1) A State highway;
 - (2) West Charles Street;
 - (3) East Charles Street;
 - (4) A street or roadway having a posted speed limit greater than 25 mph;
 - (5) A street or roadway within the Central Business District; or
 - (6) A fully controlled-access highway.
- D. A scooter may cross a roadway listed in Paragraph C only at an approved intersection. The operator shall cross by the shortest practical route, approximately perpendicular to the roadway at a 90-degree angle, obey all traffic-control devices, and yield as required by law.
- E. Nothing in this subsection independently authorizes operation where prohibited by State law. Nothing prohibits a dismounted person from walking or manually pushing a scooter where pedestrian travel is lawful.

11. LIGHTING AND EQUIPMENT.

- A. An electric stand-up scooter operated between sunset and sunrise or during insufficient visibility shall have, or the operator shall wear or carry, a white light visible from the front and a red light or red reflector visible from the rear.
- B. An electric stand-up scooter shall have a functioning braking system and shall not be operated with a braking, steering, wheel, tire, or other condition that makes it unsafe.

12. RECKLESS OR UNSAFE OPERATION.

No person shall operate a scooter carelessly or recklessly; faster than is reasonable and prudent; while weaving through pedestrians or moving traffic; while racing; while performing a stunt, jump, or wheelie that endangers another person; without due regard for weather, visibility, traffic, or surface conditions; or in a manner that prevents reasonable directional, speed, or stopping control.

13. PARKING, OBSTRUCTION, AND REMOVAL.

- A. A scooter shall not be parked or left in a manner that obstructs pedestrian movement, an accessible route, curb ramp, crosswalk, entrance, exit, driveway, fire hydrant, accessible parking space or access aisle, bicycle rack, transit stop, loading area, or City operation; creates a tripping hazard; or threatens public safety.
- B. A peace officer or authorized City employee may move or cause the movement of an unattended scooter that creates an obstruction or hazard, interferes with City operations, or reasonably appears abandoned. Any seizure or impoundment shall occur only as otherwise authorized by law.

14. PERSONS WITH DISABILITIES.

This section shall not be interpreted or enforced to restrict or interfere with the lawful use of a wheelchair, mobility device, or other power-driven mobility device by a person with a disability.

15. COMMERCIAL OR SHARED SCOOTER OPERATIONS.

No person or entity shall place, stage, distribute, or make available one or more scooters for short-term rental or shared public use on City property or within the public right-of-way without prior City Council authorization. The Council may impose reasonable conditions concerning insurance, indemnification, fleet size, parking, removal, operating areas, speed limitations, and public safety. This subsection does not apply to privately owned scooters or their casual lending.

16. PARENTAL AND OWNER RESPONSIBILITY.

A parent, guardian, or owner having custody or control of a scooter shall not knowingly authorize or permit a minor to operate the scooter in violation of the age, motor-power, governed-speed, helmet, supervision, or operating-area requirements of this section.

17. ENFORCEMENT AND PENALTY.

- A. A peace officer may issue a verbal or written warning when appropriate after considering the operator's age, the nature and severity of the violation, danger created, injury or damage, and prior warnings or violations.
- B. A violation is a municipal infraction punishable as provided by Section 1-10 of the Oelwein Code of Ordinances and applicable Iowa law. Each separate occurrence constitutes a separate violation.
- C. Nothing limits immediate enforcement reasonably necessary to protect public safety or prosecution under State law when the conduct also violates State law.

SECTION 2. REPEALER.

All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of the conflict.

SECTION 3. SEVERABILITY.

If any section, provision, or part of this Ordinance is adjudged invalid or unconstitutional, the adjudication shall not affect the validity of this Ordinance as a whole or any section, provision, or part not adjudged invalid or unconstitutional.

SECTION 4. EFFECTIVE DATE.

This Ordinance shall be in full force and effect from and after its final passage, approval, and publication as provided by law.

First reading -	September 28, 2026
Second reading -	October 12, 2026
Third reading -	October 26, 2026

Brett DeVore, Mayor

Attest:

Dylan Mulfinger, City Administrator

Recorded October 27, 2026.

First Reading on: September 28, 2026. It was moved by _____ and seconded by _____ that the Ordinance as read be adopted, and upon roll call there were:

AYES NAYS ABSENT

ABSTAIN

Ricchio

Weber

Payne

Cantrell

Cannon

Gearhart

Second Reading on: October 12, 2026. It was moved by _____ and seconded by _____ that the Ordinance as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Ricchio

Weber

Payne

Cantrell

Cannon

Gearhart

Third and Final Reading on: October 26, 2026. It was moved by _____ and seconded by _____ that the Ordinance as read be adopted, and upon roll call there were:

AYES NAYS ABSENT ABSTAIN

Ricchio

Weber

Payne

Cantrell

Cannon

Gearhart



To: Mayor and City Council
From: Dylan Mulfinger, City Administrator
Subject: Clerk Transition Memo
Date: 9/28/2026

In May of 2027, Barb Rigdon will retire as City Clerk after an incredible tenure of service to the community and the organization. I am proposing a transition to the city council which will ensure proper training for the replacement. The city has a track record of training employees to be ready for advancement within their department should an opportunity present itself. I am proposing the following schedule for the transition.

- Open the position internally in October
- Conduct an assessment day for internal candidates October 21st
 - The City Administrator, the Mayor, and potentially another department head would run the assessment
- The new clerk would be notified November 3 and appointed by the city council November 9 on an interim basis.
- The city would then advertise the open front office position January 1 with an anticipated hire date of March 1.
- City Hall would have an interim Clerk for four months, and an extra front office position for two months.
- The new clerk would start May 10

This item will come as a resolution for the city council to approve at the next meeting.



City Clerk/Treasurer

Supervisor: City Administrator

Location: City Hall

FLSA Status: Non-Exempt

Position Summary

The City Clerk/Treasurer for the City of Oelwein serves as a key administrative and financial officer responsible for overseeing official municipal records and managing municipal finances. In accordance with the Code of Iowa and local ordinances, this dual-role position functions under general administrative direction to ensure transparency, statutory compliance, and fiscal stability. Core responsibilities as City Clerk include preparing agendas, attending and recording proceedings for City Council meetings, and indexing official ordinances, resolutions, and council minutes. As Treasurer, the officer directs general accounting, daily cash flow operations, banking relations, and the investment of public funds. Financial duties also involve processing accounts payable, utility billings, and employee payroll operations. The position plays a critical role in assisting the City Administrator and Council with preparing the annual city budget, setting tax levies, and completing required state and federal financial filings. Furthermore, the City Clerk/Treasurer coordinates annual financial audits, oversees municipal debt servicing, and tracks city assets and grant revenues. Serving as a direct point of contact for residents, the officer handles citizen inquiries, publishes legal notices, and facilitates public communication on behalf of local government. Ultimately, this position maintains crucial administrative infrastructure to ensure the effective, compliant, and accountable operation of Oelwein's city government.

Essential Duties and Responsibilities

- Performs certification, attesting, and recording for the City as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, contracts, easements, deeds, bonds or other documents requiring City certification; oversees the cataloging and filing all city records.
- Attends regular and special City Council meetings and/or public hearings; oversees or performs an accurate recording of the proceedings, prepares the minutes of said meetings using proper legislative terminology and format, recording, indexing and filing same for the public record; distributes information as requested.
- Administer oaths of office to any City officer required to give an oath.
- Files, records, and publishes ordinances and resolutions of the Council and oversees the codification of ordinances into the municipal code.
- Updates City Code books and other ordinances.
- Prepares, advertises, distributes, and/or publishes meeting agendas, bid and other legal notices, public hearing, and special meeting notices.
- Publishes and posts notices of varying nature as required and approved by the City Administrator.
- Administers the issuance of and verifies and/or forwards to the proper agency, the initial, renewal, or cancellation of various municipal licenses, including, but not limited to, bicycle, beer/liquor, cigarette, peddlers' licenses as assigned, etc., in accordance with applicable City ordinances and other regulations.
- Records expirations of boards and commission members.
- Provides public records and information to citizens, civic groups, the media and other agencies as requested and as required per State and City Codes.
- Responsible for establishing, implementing, and maintaining City-wide, electronic, document imaging



records system for the City.

- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Coordinates dissemination and posting of information on City web site and social media accounts.
- Communicates official plans, policies and procedures to staff and the general public.
- Supervises the preparation and verification of weekly, monthly, and annual payroll processes and reports.
- Leads in the operation and maintenance of the City's central financial and management computer system.
- Oversees and coordinates the City's annual, independent, financial audit(s).
- Oversees billing of accounts receivable and utility accounts.
- Supervises and responsible for all City accounting, bookkeeping, record keeping, filing, and posts entries into appropriate ledgers and books of entry.
- Oversees processing all checks, bills, bonds and coupons, payroll checks, and utility bills as needed.
- Develops and presents a claims register, (displaying the proper fund debiting of each claim), at every Council meeting, when appropriate.
- Oversees the reconciling of bank statements monthly
- Establishes and supervises the maintenance of required files and records as needed or directed.
- Responsible for recording all bond and interest payments.
- Keeps a schedule of and record all Council meetings and public hearing agendas and proceedings of such meetings.
- Files timely reports as required by the state and federal government, i.e., taxes, financial reports, street finance, tax increment, budget reports, annual reports, etc.
- Oversees all tax increment financing development agreements and reporting to the state.
- Prepares purchase orders and secure necessary management approvals to initiate purchases.
- Handles all City investments in conjunction with the City Administrator and maintains an investment register.
- Supervises the administration office.
- Responsible for the distribution and filing of all incoming correspondence as directed by the City Administrator.
- Responsible for recording at the Fayette County Recorder's Office all land transactions engaged in by the City, any ordinance required to be recorded by Council action, street names and name changes, and any other required documents.
- Leads in preparation of administration budget annually, and in filing of Annual Budget and Budget Amendments, to be filed with the County Auditor and the Iowa Department of Management.
- Leads in the development of Administration budget, budgets for employee benefits (FICA, medicare, IPERS, MFPRSI, unemployment, workers compensation and health and life insurance) and budgets for liability insurance for all city property.
- Is responsible for cemetery records, which includes selling lots. Records names of lot owners and burials.
- Maintains map and description of voting wards for city election procedures.
- Maintains inventory and orders office supplies. Makes recommendation to the Administrator and City Council for purchase of machines and equipment for City Hall.
- Leads in accounting of all City finances and investment of fund balances, including monthly investment of customer water deposits. Develop reports as requested by the
- Mayor, Council or City Administrator in the use public funds.
- Signs all checks authorized by the city council.



- Performs duties of the City Administrator's in the City Administrator's absence and other duties as assigned by the administrator.

Organizational Responsibilities

- Applies high ethical standards, such as honesty, responsibility, and trustworthiness, at all times.
- Answers inquiries promptly by phone, email, in writing, and in person.
- Demonstrates a high level of initiative, effort, attention to detail, and commitment by completing assignments in a timely and effective manner.
- Provides friendly, prompt customer service at all times, to both internal and external customers.
- Facilitates cooperation, trust, and teamwork with coworkers, supervisors, and other employees throughout the organization.
- Follows organizational policies and procedures with minimal supervision, and complies with all applicable local, state, and federal regulations as they relate to each job.
- Completes all required safety trainings/classes in a timely manner.

Requirements

Knowledge, Skills, and Abilities

- Working knowledge of the principles and practices of modern public administration. Extensive knowledge of office practices and procedures. Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.
- Must be able to speak and write fluently in the English language.
- Ability to accurately record and maintain records. Ability to establish and maintain effective working relationships with employees, other departments, officials and the public. Ability to communicate effectively verbally and in writing.
- Ability to work independently and to complete daily, weekly, bi-monthly, monthly, semi-annual, and annual tasks according to work schedules and other time constraints.
- Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; considerable knowledge of budgetary, accounting, and reporting systems, GAAFR, GAAP, and GASB.
- Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to accurately account for City funds.

Experience and Education

- Graduation from a college or University with a bachelor's degree in business management, public administration or a closely related field; or,
- Five (5) years of directly related experience; or,
- CMCC certification; or,
- Any equivalent combination of related education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Entry Level General



- Felony convictions and disqualifying criminal histories within the past seven years are not allowed.
- U.S. citizen.
- Must be able to read and write the English language.

Education and Experience

- High school diploma or equivalent.
- Associate degree from an accredited college or university with major course work in architecture, engineering or related field; five years of experience in construction and inspection work, real property acquisition, and administration of policies governing relocation activities; or an equivalent combination of education and experience.

Physical, Mental, and Visual Effort

- Frequently required to turn, stoop, kneel, crouch, crawl, reach, twist, walk and sit; occasionally required to stand, walk or climb.
- Occasionally required to lift, carry, push, pull, or otherwise move objects up to ten (10) pounds.
- Regularly uses hands and fingers to operate basic office equipment, including computer, telephone, copier, and fax machine.
- Regularly communicates with others through speaking and listening.
- Requires close vision and the ability to adjust focus; also requires some distant vision.

Working Conditions

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet and typical of most office-type settings.

Disclaimer

The above information is intended to describe the general nature and level of work to be performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The company reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by management. Reasonable accommodations may be made as needed for employees to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, City of Oelwein employees are considered at-will employees. An employee may terminate his/her employment at any time and the City may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the City of Oelwein is to be considered "at-will".