



## Agenda

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

January 13, 2025  
Oelwein, Iowa

---

**Mayor:** Brett DeVore

**Mayor Pro Tem:** Matt Weber

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

---

### Pledge of Allegiance

### Discussions

- [1.](#) Discussion on budget cuts.
- [2.](#) Discussion on Library budget.
- [3.](#) Discussion on Community Development budget.

---

### 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: Department Heads  
 From: Dylan Mulfinger  
 Subject: Budget Cut Time  
 Date: 1/9/2024

The city is now on track to lose money each year as the state has taken away the commercial and industrial rollback and is on pace to restrict Oelwein to less than a three percent growth annually. The general fund was doing well until the tumultuous rise and fall of property taxes from equalization orders. To reach a balanced budget, the following cuts must be met from each general funded department:

		FY2025	FY2026	FY2027
Police	\$105,000	Speed Camera Revenue	Not filling Patrol Officer \$48,000 Increase Franchise Transfer \$15,000	
Fire	\$20,000		Cut Equipment \$20,000	
Inspection	\$25,000	Raised Building Permit fees		
Airport	\$10,000	Cut FBO payment \$10,000		
Library	\$30,000	Cut page position		
Parks	\$30,000		Cemetery Raised Fees	
Campground	\$5,000		Cemetery Raised Fees	
Rec	\$9,000			
Pool	\$15,000	Revenue from Concession Stand	Cemetery Raised Fees	
Cemetery	\$10,000		Raised Fees \$45,000	
General Admin	\$75,000			
<b>TOTAL</b>	<b>\$334,000</b>			

Over the next three months department heads will present options on reducing the budget in a three-year plan which will meet or exceed the required cuts. Departments can recommend new revenue streams in conjunction with cuts. Should a department fail to participate, the City Administrator will make the cuts for them.

	Description	Budgeted FY25	Final FY24	Request FY26	Comments
		actual \$234,007			
60100	Salary	\$ 233,648.00	\$ 218,504.00	\$ 243,386.00	4%
61990	Personnel Expense	\$ 1,500.00	\$ 1,510.00	\$ 1,500.00	
63100	Building-Maintenance	\$ 13,500.00	\$ 12,252.00	\$ 13,500.00	
63310	Vehicle	\$ 350.00	\$ 72.00	\$ 200.00	zoom meetings
63730	Communication	\$ 1,250.00	\$ 1,379.00	\$ 1,350.00	
63810	Utilities	\$ 35,000.00	\$ 29,260.00	\$ 35,000.00	15% increase with Alliant
64090	Janitorial/paper sup.	\$ 1,200.00	\$ 802.00	\$ 1,000.00	
64092	Lot	\$ 2,500.00	\$ 1,407.00	\$ 2,000.00	
64950	Schmitt Contract	\$ 14,560.00	\$ 14,451.00	\$ 17,400.00	New Cleaning Company
65041	Equipment	\$ 1,000.00	\$ 417.00	\$ 1,000.00	
65060	Office Sup/Postage	\$ 2,800.00	\$ 2,789.00	\$ 2,800.00	
65077	Passport	\$ 1,300.00	\$ 1,132.00	\$ 1,300.00	
65130	Computer-Apollo	\$ 2,900.00	\$ 2,480.00	\$ 2,800.00	
65220	Books, AV,Mags.	\$ 28,000.00	\$ 28,324.00	\$ 28,000.00	
	<b>TOTAL</b>	<b>\$ 339,508.00</b>		<b>\$ 351,236.00</b>	
Need to cut \$30,000 over 3 years			Passport revenue:	\$8,695.00 in FY24	
Year 1	\$10,000	not hire part-time librarian - FY26 savings: \$15,000			
Year 2	\$10,000.00				
Year 3	\$10,000				
	REDUCTION				
	INCREASE				

City of Oelwein, Iowa								
Capital Improvements Program								
FY 2026 through FY 203								
PROJECTS BY DEPARTMENT								
		REQUESTED						TOTAL
Library	Project Number	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY26 to FY31
Item								
		\$ -			\$ -		\$ 5,000.00	\$ 5,000.00
Replace computers			\$ -	\$ 7,000.00	\$ -		\$ -	\$ 7,000.00
Roof Repair & Maintenance		\$ 7,675.00	\$ 6,875.00	\$ -				\$ 14,550.00
			\$ -					\$ -
Repair Windows		\$ 10,750.00	\$7,650.00					\$ 18,400.00
								\$ -
<b>TOTAL FOR DEPARTMENT</b>		<b>\$ 18,425.00</b>	<b>\$14,525.00</b>	<b>\$ 7,000.00</b>		<b>\$ -</b>		<b>\$ 44,950.00</b>
Replace HVAC		\$250,000.00						
Masonry Repair & Maintenance			\$10,000.00					

## City of Oelwein Capital Improvement Program Detail Sheet



**Department: Library**

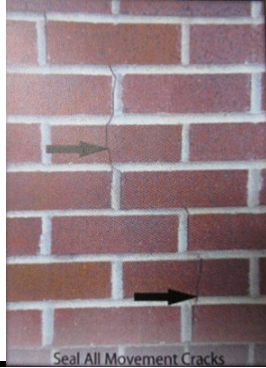
**Project Title: Masonry Maintenance and Repair**

Project Number:	Seedorff Masonry	Project Start Date:	2027
GL Number:		Completion Date:	ongoing
Funding Source(s):	Franchise	Project Location:	Oelwein Library

FY26	FY27	FY28	FY29	FY30	FY31	Total
\$0.00	\$ 10,000.00	\$0.00	\$0.00	\$0.00	\$ 5,000.00	\$ 15,000.00

**Project Description: Masonry Maintenance and Repair**

Efflorescence removal, powerwash surface dirt, tuckpoint damaged mortar joints, replace defective brick units, seal movement cracks, re-caulk. Allow \$15,000 - \$20,000 over a 10 year period.



**Budget Approval**

Amended

FY26 \_\_\_\_\_      FY27 \_\_\_\_\_      FY28 \_\_\_\_\_      FY29 \_\_\_\_\_      FY30 \_\_\_\_\_

### City of Oelwein Capital Improvement Program Detail Sheet



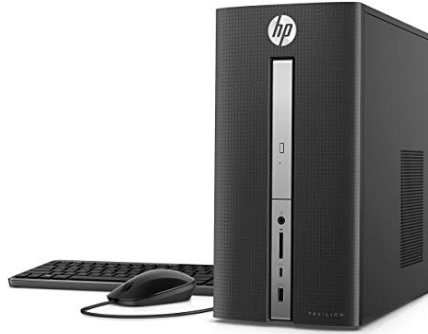
**Department: Library**

**Project Title: Replace computers**

Project Number:	Premier Technology	Project Start Date:	2028
GL Number:		Completion Date:	ongoing
Funding Source(s):	Franchise	Project Location:	Oelwein Library

FY26	FY27	FY28	FY29	FY30	FY31	Total
	\$0.00	\$ 7,000.00	\$0.00	\$0.00	\$0.00	\$7,000.00

**Project Description: Replace computers**  
 Replace 6-9 computers on a rotational basis. Replace monitors as needed. Update switches and routers as needed.



**Budget Approval**

Amended

FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_ FY29 \_\_\_\_\_ FY30 \_\_\_\_\_

# City of Oelwein Capital Improvement Program Detail Sheet



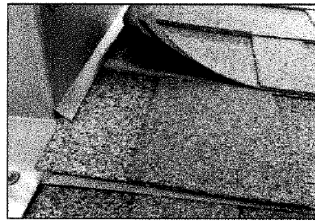
Department: Library

Project Title: Roof Repair and Maintenance

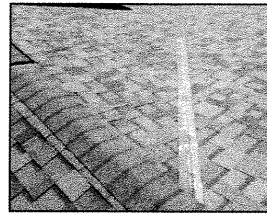
Project Number:	TectaTracker	Project Start Date:	2026
GL Number:		Completion Date:	2027
Funding Source(s):	Franchise	Project Location:	Oelwein Library

FY26	FY27	FY28	FY29	FY30	FY31	Total
\$7,675.00	\$6,875.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,550.00

Project Description: Roof Repair and Maintenance  
 FY26: Repair kitchen exhaust vent, gutter joints, metal flashing sealant, penetration flashing, roof vent flashing  
 FY27: Repair deteriorated valley tin.



Section B - Deficiency #5  
Poorly installed flashing



Section B - Deficiency #3  
Deteriorated valley tin

### Budget Approval

Amended

FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_ FY29 \_\_\_\_\_ FY30\_\_\_\_\_



# City of Oelwein Capital Improvement Program Detail Sheet



Department: Library

Project Title: Repair Windows

Project Number:	Dubuque Glass	Project Start Date:	2025
GL Number:		Completion Date:	2026
Funding Source(s):	Franchise	Project Location:	Oelwein Library

FY26	FY27	FY28	FY29	FY30	FY31	Total
\$10,750.00	\$ 7,650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,400.00



Project Description: Repair window leaks and window sills by removing the existing windows and replacing the sills. The glass and storefront framing will be re-used.

### Budget Approval

Amended

FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_ FY29 \_\_\_\_\_ FY30 \_\_\_\_\_



November 6, 2024

TO: The Mayor, City Council and the City Administrator  
FROM: The Board of Trustees, Oelwein Public Library

The Oelwein Public Library Board of Trustees requests the following appropriation from the Library Bequest Fund for Fiscal Year 2026.

BOOKS, AV MATERIALS, PERIODICALS	20,000
<u>LIBRARY ENHANCEMENT AND SERVICES</u>	<u>30,000</u>
TOTAL	\$50,000

Library (As approved by the Library Board) - 4%				Service Steps FY26									
			FY26 - Start	1 Year	2 Years	4 Years	7 Years	10 Years	15 Years	20 Years	25 Years	30 Years	
Assistant Director		Hourly	\$ 21.29	\$ 22.17	\$ 23.10	\$ 23.57	\$ 24.04	\$ 24.53	\$ 25.02	\$ 25.27	\$ 25.53	\$ 25.78	
Children's Librarian		Hourly	\$ 18.83	\$ 19.61	\$ 20.44	\$ 20.85	\$ 21.28	\$ 21.72	\$ 22.15	\$ 22.37	\$ 22.60	\$ 22.82	
			Start	1 Year	2 Year	3 Year	4 Year						
Part-time Librarian		Hourly	\$ 13.87	\$ 14.43	\$ 15.01	\$ 15.61	\$ 16.23						
Page		Hourly	\$ 10.40	\$ 10.82	\$ 11.25	\$ 11.70	\$ 12.17						
						3 Years	7 Years	10 Years	15 Years	20 Years	25 Years	30 Years	
Library Director		Bi-Weekly	\$3,407.96			1%	1%	1%	1%	1%	1%	1%	



Esteemed City Council Members,

I, David Kral, Building Official and head of the Community Development Department, am presenting to you the requested budget for the Fiscal Year 2026. I want to emphasize the critical role that our department plays in safeguarding the health, safety, and quality of life for the residents of our city. Despite our small population, our challenges with blight and neglect make code enforcement, property maintenance programs, and building inspections essential to reversing decline, protecting property values, and ensuring safe housing.

Reviewing my budget proposal below, the department’s biggest expenses continue to be: salary, legal fees, and contracts.

		FY 2021	FY 2022	FY 2023	FY 2024	FY2025	FY2026
Account Number		Actual	Actual	Actual	Actual	Budget	Proposed
Expenses	Account Title	6/30/2021	6/30/2022	6/30/2023	6/30/2024	6/30/2025	6/30/2026
<b><u>INSPECTION</u></b>							
001-1700-60100	SALARY	119812.21	125094.75	156427.96	159709.42	172000	179000
001-1700-61990	EMPLOYEE PERSONNEL EXPENSE	331.5	2125.12	3029.32	815.09	2500	2500
001-1700-63310	VEHICLE	1092.74	1682.76	11132.32	1050.65	1000	1250
001-1700-63730	COMMUNICATIONS	435	640.6	1130.17	3069.31	500	500
001-1700-63750	CELLULAR/PAGING	1824.8	3136.27	3458.59	3282.21	2800	2800
001-1700-63810	UTILITIES	0	0	0	0	1000	1000
001-1700-64080	INSURANCE CLAIMS	0	0	0	0	1000	1000
001-1700-64090	JANITORIAL	0	0	0	0	250	250
001-1700-64110	LEGAL EXPENSE	0	0	0	30.5	10000	10000
001-1700-64915	REFUNDS	1108	9056.34	509.02	192	1000	1000
001-1700-64950	CONTRACTS	3873.25	4892.25	5137.5	739.69	7500	7500
001-1700-65041	EQUIPMENT	439.98	116.96	779.5	124.9	1000	1000
001-1700-65060	OFFICE SUPPLIES	6930.13	5610.72	4493.38	5355.57	3500	3500
001-1700-65070	SUPPLIES	26.77	1919.27	156.56	0	2000	2000
001-1700-67990	CAPITAL OUTLAY	1594.91	259.88	0	0	4000	4000
	<b>TOTALS</b>	137,469	154,535	186,254	174,369	210,050	217,300

<b><u>ABATEMENT</u></b>							
160-1710-60100	SALARY	29839.08	33126.1	47688.83	52915.2	53550	55700
160-1710-61810	UNIFORMS	0	0	400	0	800	800
160-1710-61990	EMPLOYEE PERSONNEL EXPENSE	87.5	0	159.12	112.25	400	400
160-1710-63100	BUILDING	0	0	90.28	155.54	100	100
160-1710-63310	VEHICLE	334.58	912.6	1365.6	1567.99	500	1500
160-1710-63730	COMMUNICATIONS	0	350.62	477.6	417.6	500	500
160-1710-63750	CELLULAR/PAGING	544.31	1539.87	1557.82	1399.49	500	1500
160-1710-63810	UTILITIES	0	0	0	0	500	500
160-1710-64080	INSURANCE-LIABILITY	931.09	746.83	259.93	1039.82	500	500
160-1710-64090	JANITORIAL	0	0	0	0	250	250
160-1710-64110	LEGAL EXPENSE	0	2	0	0	5000	5000
160-1710-64950	CONTRACTS	2856.25	3912.5	5137.5	189.69	7500	7500
160-1710-65041	EQUIPMENT	1162	118.43	234.62	372.62	1000	1000
160-1710-65060	OFFICE SUPPLIES	777.94	1905.08	546.11	1342.71	2000	2000
160-1710-65070	SUPPLIES	728.82	933.89	0	0	500	500
160-1710-67250	CAPITAL OUTLAY	0	0	0	1244	1000	1000
<b><u>NUISANCE/ ABATEMENT</u></b>							
001-2510-60101	SALARY-WEED MOWING	0	0	0	0	200	200
001-2510-60105	SALARY-SNOW REMOVAL	241.26	392.2	0	0	1500	1500
001-2510-60107	SALARY-ABATEMENTS	0	1300.95	480.37	172.89	2500	2500
001-2510-64110	LEGAL EXPENSE	14179.01	17447.76	28615.86	9200.15	15000	15000
001-2510-64950	CONTRACTS	2317.5	1845	10050.43	6498.75	15000	15000
001-2510-64992	DISPOSAL EXPENSE	78.98	607.2	396.6	298	5000	5000
001-2510-65060	OFFICE SUPPLIES	95.7	137.13	84.1	71.05	200	200

## **2024 Permit Fee Increase Review**

In the previous year we increased the building permit fees. Comparing previous years permit statistics to this year, the numbers are as follows:

--Four years ago: 2020 January 1<sup>st</sup> -December 31<sup>st</sup> Permit fee revenue: **\$44,165.15**

2020 Total permits issued: 640

--Three years ago: 2021 January 1<sup>st</sup> -December 31<sup>st</sup> Permit fee revenue: **\$69,684.09** -- This year included \$25,448.32 of permit fees toward Oelwein school remodels (High School and Wings Park Remodels)

2021 Total permits issued: 711

--Two years ago: 2022 July 1<sup>st</sup> – December 31<sup>st</sup> Permit fee Revenue: **\$22,993.97** -- 2022 Total year permit fee revenue: **\$41,252.54**

2022 total permits issued: 555

--Last year: 2023 July 1<sup>st</sup> – December 31<sup>st</sup> Permit Fee Revenue: **\$19,654.21** -- 2023 Total year permit fee revenue: **\$32,272.79**

2023 Total permits issued: 354

--This year with new permit fee structure: 2024 July 1<sup>st</sup> - December 31<sup>st</sup> Permit Fee Revenue: **\$31,031.52**

2024 Projected permit fee revenue: approximately **\$60,000**

224 Permits issued so far in 2024. Projecting 450 total permits.

This permit fee revenue change, along with salary omitted for 6 months for the Administrative Assistant position while it was vacated (approximately \$20K in salary expense), have put the department in a good position to make up the necessary \$25,000 in budget cuts or revenue development, as required by the City Administrator, across the next 3 years.

**Major Upcoming Projects to Consider:**

--27 South Frederick Demolition -- 120 South Frederick Building Repair -- 1 South Frederick Catalyst Grant

--Continued Residential Demolitions

--Potential Residential Development (I.E. Homes for Iowa Project)

Placarded Properties List:

201 2 <sup>nd</sup> st NW	134 3 <sup>rd</sup> ave NW	27 S Frederick	502 E Charles	1050 1 <sup>st</sup> ave SW(under repair)
515 w Charles	502 5 <sup>th</sup> st sw	103 5 <sup>th</sup> ave SW	201 9 <sup>th</sup> ave SW	111 1 <sup>st</sup> ave NW
107 9 <sup>th</sup> ave SE	214 4 <sup>th</sup> ave NW	26 5 <sup>th</sup> ave NE	125 6 <sup>th</sup> st SW	130 1st ave NW
321 2nd st NW (garage)		121 6th st SW	1 S.Frederick	218 7th ave SW(garage)
403 N.Frederick(under repair)		309 3rd ave SE(fire)	115 9th ave SW	14 3rd ave SE
310 3 <sup>rd</sup> ave NW				

Some of these were owner occupied, some of them are owned by rental companies, some are commercial properties. More will be added over the next year pending code enforcement cases, fires, and other scenarios.

There are 15 residential buildings on this list that I don't expect repairs to be made on. Assuming residential demolitions average \$12,500 in cost, there is, at least, \$187,500 in potential residential demolitions upcoming. Out of the above addresses the following are in the process of being acquired by the City within the next few months: 502 E Charles (tax sale), 14 3<sup>rd</sup> ave SE (tax sale), 134 3<sup>rd</sup> ave NW (tax sale), 201 9<sup>th</sup> ave SW (657A). None of these 4 properties are economically viable to be rehabbed and will need demolished. Ones that are not city owned have been pending code cases extending 6 months or more; pursuing these types of cases at a quicker rate comes at a higher associated cost to city, typically in legal fees and demolition fees and/or owners wanting to deed the property over to the city.

This being considered: the 27 South Frederick Demolition project is likely to exceed \$100k in total cost, 120 South Frederick (formerly Rhythms Studio) has been in legal process to be obtained by the city and needs substantial repairs, 1 South Frederick (Dennis Martin) will be a large project that is dependent on a Catalyst Grant. These projects are going to consume the entire demolition budget that has previously been slated for residential demolitions. The Upper Explorerland Grants available to the city for residential demolitions will also be cut in half from \$40k to a potential \$20k.

Funding options for these major demolition and rehab projects will need to be explored in the near future.



### **Code Enforcement Review:**

928 Total Code Enforcement Cases were created from June 1<sup>st</sup> 2023 – June 1<sup>st</sup> 2024, the grand majority of these are for owner occupied residential buildings. This number also includes online or phone call submissions from citizens.

Stats from August 1, 2024 to January 1<sup>st</sup>, 2025 (start of new software tracking):

- 66 Vehicle cases
- 10 Unsafe structures
- 10 Suspected Unregistered Vacant
- 8 Suspected Unregistered Rentals
- 5 Stop Work Orders
- 38 Tree, Brush, Foliage
- 196 Junk/Garbage
- 137 Grass
- 9 Dilapidated Buildings
- 3 Animal Related
- 79 Online Complaint Submissions

Code enforcement plays a vital role in protecting the health, safety, and welfare of our city's residents. By ensuring compliance with the International Property Maintenance Code (IPMC) and the City's related standards, we address unsafe conditions, abandoned properties, reduce hazards, and promote responsible property ownership. This effort directly combats blight by holding landlords and property owners accountable for maintaining their properties, preserving property values, creates safer neighborhoods, attracts investment, fosters pride in our community, and promotes a cleaner, more livable city for all residents. Supporting code enforcement is an investment in the city's future stability and growth.

### **2024 Rental Registration and Inspection Review:**

- 386 Separate Addresses with registrations and a total of 634 rental units.
- 263 Rental Inspections Performed in 2024

The Rental Unit Registration and Inspection Program is essential for ensuring that rental properties in our city meet basic health, safety, and habitability standards. By requiring landlords to register and undergo routine inspections, the program protects tenants from substandard living conditions while holding property owners accountable for maintaining their buildings. This proactive approach helps prevent issues like unsafe wiring, inadequate heating, structural deficiencies, and pest infestations before they become larger problems. This is entering year 5 of the program and it has created better living conditions for residents as evidenced by rental inspection repair requirements becoming less intensive on average than in the previous cycle, although there are still inspections uncovering a need for major repair or maintenance.

In addition to safeguarding tenants, the program supports neighborhood stability by reducing blight, improving property values, and encouraging responsible property management. It also levels the playing field for landlords by promoting compliance with housing standards across the board. Sustaining this program is a vital step toward ensuring safe, quality housing for all residents while fostering a more vibrant and livable community.

### **GovBuilt Software Update:**

This year, one of our primary investments was the implementation of new permitting, code enforcement, and licensing software GovBuilt to streamline our operations. While there have been some expected challenges as we adapt to the new system, the implementation is progressing well, and we are already seeing improvements in efficiency and tracking. The software enhances our ability to manage building permits, rental registration licenses, and code enforcement cases with greater accuracy and organization.

As our team becomes more familiar with the system, including new Administrative Assistant Beth Streicher, we continue to identify opportunities for customization to meet our city's unique needs. This technology positions us for long-term success by improving data management, increasing accountability, and allowing us to provide better service to residents and property owners. I am confident that this investment will deliver lasting benefits as we refine and optimize its use.