



Agenda

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

September 09, 2024
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 Public Works staffing.
- [2.](#) Discussion on the safety committee.
- [3.](#) Discussion on 1 South Frederick Avenue.

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



Date: 7/25/24

To: Honorable Mayor and Council

From: Public Works Director Herb Doudney

CC: City Administrator Dylan Mulfinger
Assistant Public Works Director Tom Stewart

Reference: Staffing

I will begin with a brief history of staffing levels, in 2017 the city employed twelve full time Public Works employees. Upon the retirement of the Street Superintendent departments were combined and that position was eliminated bringing us to eleven full time employees. The next staffing reduction occurred in 2021 when another retirement took place and a labor position was replaced with an administrative assistant.

It was decided in January of 2024 that it was in the best interest of the department to eliminate the administrative assistant position bringing the number of employees to ten.

During this time period there has been no reduction in work load making the timely completion of some essential tasks a great deal more difficult.

I am respectfully requesting permission to add back another laborer position to allow for not only timely completion of essential tasks, but also the ability to better serve the citizens.

Regards,

Herb Doudney
Public Works Director





To: Mayor and City Council
From: Dylan Mulfinger
Subject: Safety Committee Memo
Date: 9/5/2024

The safety committee for the City of Oelwein has been working to enhance their committee and make sure employees are safe while working in the City of Oelwein. The safety committee has proposed changes to make sure the committee can be effective and efficient when serving the city of Oelwein. Currently the safety committee meets quarterly, however it is being changed to every other month. The safety committee serves an important role because they lead the way in ensuring staff members are safe.

Safety committee members ensure staff safety by reviewing workplaces annually to ensure that no issues could lead to safety incidents. The safety committee reviews all accidents and provides recommendations for both the department and employee which could prevent future incidents from occurring. The safety committee oversees training for all nonpublic safety departments and tracks all training for all those employees. The training aspect of the safety committee is critical as it keeps employees proficient in all new and reoccurring safety standards.

The following is being proposed to the city council to ensure the safety committee remains relevant:

Incentives for safety committee members:

- \$2.00 hourly for safety committee chair (currently \$1.00)
- \$1.50 hourly safety committee secretary
- \$1.00 hourly for safety committee members

This increase in wages for safety members will provide a needed incentive to ensure all members are active participants on the safety committee. The city is part of an insurance pool in the State of Iowa provided by IMWCA. The safer the city is, the less the city must pay for workers compensation insurance. Lowering the cost of the city's workers compensation insurance directly reflects the city's property taxes and the city's levy for those taxes.



To: Mayor and City Council
From: Dylan Mulfinger
Subject: One South Frederick
Date: 9/5/2024

The City of Oelwein was unsuccessful in obtaining a Community Catalyst Building Remediation Program grant from the Iowa Economic Development Authority. The city will not be able to provide \$100,000.00 in state funding to start construction for the rehabilitation of 1 South Frederick Avenue. The City Council now has several options to pursue to determine the future of this building. The city council must consider several factors when determining the future of this building.

In the summer of 2023, 1 South Frederick Avenue was reported to be in critical condition by an engineer with imminent collapse being a possibility. This caused the city to shut down half the street and bring in additional resources to understand the problem with the building. The city has had many discussions with the current property owner and had planned for the rehabilitation with a new owner to be the solution.

The following options are the directions the city can take and move forward:

1. Provide an additional \$100,000 to Matt Construction in local option sales tax to ensure the building is properly rehabilitated. The money is not budgeted for and would not follow any of the current economic development incentives that the city has provided to anyone whether it be in the downtown or outside of the downtown. The city committed \$100,000.00 in TIF funds from the downtown to match the project. Matt Construction said they cannot make the building viable without \$200,000.00 in funds to supplement their investment. This option accomplishes the goal of getting the building rehabilitated, opens the sidewalk, and provides renovated upper story housing downtown.
2. The city can wait one more year and apply for the catalyst grant again with Matt Construction. This allows the city and Matt Construction to create a more competitive application in hopes it is funded by the Iowa Economic Development Authority. This would push back opening of the sidewalk one additional year and would delay the renovation of the building until fall of 2025. This option falls in line with the city's plan to continue to invest in downtown buildings and upper story housing within the downtown. This plan would require the city and the community to have to wait an additional year with a sidewalk closed and a building in danger of collapsing.
3. The third option is to enforce the city's code against the current owner and require them to come up with a solution. This option would most likely result in the current owner tearing down the building and owning an empty lot downtown. This option removes every possibility of a renovated building downtown and any renovated upper story housing units downtown. This option would most likely be the quickest way to open the sidewalk and take away any dangers of an unsafe building downtown. This option would result in the teardown of three downtown buildings within the last two years.

The City Administrator recommends waiting one more year and applying again to the Community Catalyst Building Remediation Program.