



Agenda

City Council Work Session

Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa

7:00 PM

December 23, 2019

Oelwein, Iowa

Mayor: Peggy Sherrets

Mayor Pro Tem: Matt Weber

Council Members: Renee Cantrell, Darin Christensen, Lou Ann Milks, Warren Fisk

Pledge of Allegiance

Discussions

- [1.](#) Department Head Goal Updates
- [2.](#) Overall Goal Review
- [3.](#) Council Goal Questions

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



Park Department 2019 Successful Projects

This past year the Oelwein Park Department raised outside funds and constructed the City's first dog park to improve upon City Park. The Park Department did an excellent job by taking over maintenance over the downtown landscape and planted 54 trees funded with a Trees Forever grant in the street boulevards to increase the city's urban canopy. The Park Department improved the existing east trail by sealing the entire length; expanding its life expectancy and created a stretching station with a bike fix-it station donated by ITC. The trails committee leveraged \$25k into over \$175K with grants to extend the trail in Wings Park and install a safe, visually stunning bridge. The trail committee raised \$1.175 million dollars with a grant to expand and improve upon the Oelwein Municipal Trail System that will encompass the entire community.

Goals/Projects

As the City moves forward it is important to acknowledge the importance of creating safe clean outdoor places for community members to exercise and enjoy nature. Parks provide social / psychological benefits, strengthen community vision, promote child development and increase property values. Continuing to expand trail segments is major priority of the Park Department as it is key goal of council. As the City continues to establish new trail sections and encompass the entire community the City will establish community identity and create a destination for visitors. Positioning the City with an established trail system will attract regional trails to connect and will help the City tap into a \$365 million dollar Iowa bicycle tourism market.

Several projects that the Park and Recreation Board have detailed in their master plan include many basic improvement projects of essential services. Installing new modern bathrooms while eliminating primitive toilets and installing new sanitary drinking fountains in all major parks. This upcoming season the Park Department will be adding three new dual height drinking fountains at various parks that are ADA compliant. Improvements to the pool is essential in that the city is providing basic water life skill to the youth of this community. The City is currently adding some much needed shade structures to the facility to both beautify this key destination and provide vital sun protection.

The Park Department has worked with several groups to solidify our relationship with the community over the years. Recently the Park Department has been working with the OCS senior seminar program on several projects such as building a new grave heater for the cemetery last season. Other projects consist of constructing more benches for the dog park, creating winter security doors for the bathroom facilities, and creating a new metal arching sign for Woodlawn Cemetery paid for by a community donor. Currently another senior group is in the planning stages to improve upon the trail bridge on the north side of the veterans' sports complex.

As the City moves forward, the Park Department appreciates the support of council and administration. The Park Department will continue to expand upon and improve the parks, trails, campground, aquatic center and cemeteries to enhance our community image and make the Oelwein community more marketable.

Joshua Johnson MA
Oelwein Park Superintendent
319-283-5440





Williams Wellness Center

Successful project in 2019:

This Fall Williams Wellness Center (WWC) administered a health screen at Ashley Industrial Molding (AIM). This took a lot of collaboration between the Williams Wellness Center, Ashley Industrial Molding, Mercy One Lab and Occupational Medicine. We work with Ashley to offer the screenings they would like to have along with Flu Shots. We then schedule Lab and Occupational Med to help with some of the screenings and flu shots. The day of the Health Screen we have 5-6 individuals administering the Health Screen for all of the employees at AIM. Once all of the lab results are back, we have them compiled for Ashley and their employees. From start to finish that health fair takes around 5-6 months of planning.

WWC Goals for 2020:

- Work with City Hall on auditor solution for the Williams Wellness Center
 - Day to Day Tracking
- Members and Community Members receive great Customer Service
 - WWC Colleagues help with Community projects
 - Continued Trainings for WWC Colleagues on how to deal with different situations that arise
- Sustain and Enhance programming
 - Add/Replace different fitness classes that fit the trends
 - Add more Adult Recreation opportunities
- Members and Recreation participant have access to current equipment
 - Get rid of outdated or broken equipment
- Continued efforts on Corporate membership
 - Reach out again or to new corporations



Nuisance Abatement Quadrant Based Enforcement

The Oelwein Police Department has been tasked with the effort to encourage and enforce the cleaning up of the exterior of properties. In August of 2019, the police department, within the goals set by the Oelwein City Council, restructured the enforcement effort process. The new process involved:



- All officers actively working on one quadrant of the community at the same time.
- Officers were assigned to small sections of a quadrant and within a set period of time, all properties with violations were served and either in compliance or summoned into court.
- After a quadrant was completed, officers moved onto a new quadrant but return to the previous quadrant, once per week, to maintain compliance.

Results:



- Prior to the restructured process, the department served 140 nuisance violation notices in the first 7 months of the year.
- Of the 140 notices served, 16 people were cited and summoned to court for failure to comply for an 88.6% compliance rate.
- From August 1st through December 5th, the department served 198 nuisance violation notices.
- Of the 198 notices served, 13 people were cited and summoned into court for failure to comply for a 93.5% compliance rate.

Department Goals For 2020

- Transition a manageable abatement process over to the Community Development Department.
- Sustain and enhance the community engagement activities performed by the officers.
- Research ways in which the department can work with the courts to educate the prosecutors and the judicial system on the negative impact that a lack of accountability, in all levels of the system, has on a community.
- Enhance drug enforcement activities.
- Be courteous and professional in the performance of our duties.

GOALS

A Failure Will Not Start
With Us.



Memo

Reference: Current and long-term goals of the City.

Date: 12-18-19

In the Utilities side we have been following a long-term vision to position the City to be able to sustain what we can, replace what is needed and prepare for expansion into the future. It is multi-pronged and intricate process requiring timing of several projects over years to unlock the end goal.

We started the process with the sewer system. Over a decade ago, we constructed the new wastewater facility. We set it up to meet upcoming regulations that are just coming to fruition. Even though we had shown little growth the layout was designed anticipating the area needed to double the plant capacity. Over this time two of the main lift stations servicing our industrial park were upgraded. One was completed using funding from a large grant to completely replace the old 1923 structure. We increased the capacity of the other to meet industry needs. We are currently moving to establish an ongoing sewer main renewal program to address problem areas. The cycle however is beginning again. We already have needs affecting the wastewater facility to address due to growth-related issues.

As for the water side the distribution system was divided into two different pressure systems. The #59 well received a facility upgrade that included a new pressure system. This system provides better flows and pressures along the hills in the NE, NW & SE that are required for expansion in these areas. The #80 well was rehabilitated to increase its water output and slow its sand production. This was done to help offset the increased water usage from the new industry. We conclude with the current #42 well project. It addresses a well casing issue and increased capacity lost when the 1942 reservoir was shut down. It is currently substantially complete and the well is working. What all this well work has done has delayed what is the eventual need for a new well project. It was staged in this way to offset the shutdown of the west tower for updating and painting on its exterior last completed in 1986. As for the water distribution system we are in full swing with our first project of our ongoing water main renewal program.

This leads us to the area of Streets. We are currently setting up a process through software to help us coordinate and track work needs and output. We have adjusted some funding in areas to address base issues such as collapsing storm culvert and road panels. We are setting up timing of intervals required for maintenance work on certain road types. While looking at ways to find or free up funds for a road replacement program. Working to put in place timing of repeatable work such as sign replacements, sweeping, mowing, potholing etc. We continue addressing ongoing stormwater related issues, crosswalk areas, tree trimming along with increased removals. The fine tuning of our yard waste area that has been a great success and service for the community. Finally, we continue to monitor all areas, adjust our services to meet needs and work to make Oelwein the best that it can be.

Victor Kane

From the Desk of
Oelwein Utility Superintendent Victor Kane



Single Garbage Hauler Implementation

Council formally approved the Single Hauler Agreement in the fall of 2017. City of Oelwein Administration Department was tasked with the responsibility of coordinating the implementation of this single hauler contract with Oelwein citizens garbage pickup. Several processes were needed to be put in place:

- ✔ New utility billing postcards were researched, created, printed and ordered
- ✔ General ledger accounting lines were created for new fees, late fees and collections there of
- ✔ Estimated revenue and expense amounts were determined for budgeting
- ✔ Citizens contacted staff requesting the size of the garbage containers they wanted
- ✔ Staff manages requests for container exchanges
- ✔ Weekly pickup dates for the 4 quadrants was determined and had to be adjusted
- ✔ Weekly pick up changes on Holidays was communicated to the public
- ✔ Recyclable waste educational information was created and shared
- ✔ Publication in the newspaper took place
- ✔ Detailed information regarding what can and cannot go in each container
- ✔ Assisted residents with their concerns
- ✔ Required single hauler ongoing biannual garbage and recycling education was and still is monitored



Numerous issues arose and solutions to obstacles were created and implemented:

- ✔ Tracked residents' complaints regarding their single hauler issues and follow up
- ✔ Created a graduated complaint process with final escalation to council
- ✔ Police support and conflict resolution was provided on calls to residents' properties
- ✔ Large item tags were created and sold to residents

Department Goals for 2019-2020

1. Resolution for Schedule of Findings in 2018-19 Audit
 - Wellness Center
 - Separately Maintained Records
 - Approval of Time Records
 - Utility billing and Delinquent Accounts
 - Insurance Levy
2. Electronic Timekeeping



Department 2019 Successful Projects

The Rental Inspection Program has improved the safety and appearance of 106, now fully compliant, rental units in the city. Naturally, since it is a new program, there were a few growing pains at the beginning. As we gain experience with the process, we continue to refine and clarify regulations and expectations as part of our goals to enhance the community image, increase measures to improve housing and make Oelwein a safer and more desirable place to live.

The combination of the new Rental Inspection and Vacant Property Registration Programs, increased code enforcement and abatements issued have resulted in an improved quality of life and an enhanced community image. More stringent building inspections are coming in the new year.

2019 has been a year full of surprises, changes, challenges and progress. The efforts of the Community Development department have borne fruit in its inaugural year.

- 227 Initial Inspections
- 208 Reinspections
- 106 Fully Compliant Rental Units

With the new year comes the next section of rental inspections – the Northeast side of Oelwein.

Goals/Projects

The body of work that Community Development has done aligns very well with Oelwein’s Goals as a whole. All our projects enhance the community image and build community identity in a positive direction. The acquisition of the Davey’s Doins properties, as well as others in the past year, are a major step towards a cleaner and more attractive city. We are also in the process of acquiring other homes, also with rehab potential, with the goal of owner-occupied properties that increase tax revenue.

As we enter 2020, we are eager to continue pursuing nuisance houses, increase code enforcement and collaborate with contractors and agencies like Upper Explorerland Regional Planning Commission and Northeast Iowa Community Action to revitalize neighborhoods and keep our historic charm while clearing a path for the future.

Jay Shekleton
Building Official/Zoning Administrator
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A Successful Library Project in 2019

The Oelwein Public Library was chosen to host a traveling exhibition designed to teach kids and their families about money, thanks to a competitive national grant from the American Library Association (ALA) and the FINRA Investor Education Foundation.

Thinking Money for Kids is a new multimedia experience for children ages 7 to 11, as well as their parents, caregivers and educators. The interactive exhibit uses games, activities and a fun storyline to help children understand what money is, its function in society, money choices, and money values, such as fairness, responsibility and charitableness.

The Oelwein Public Library will host the 1,000-square-foot exhibition for a six-week period between November 2020 and January 2021. Oelwein is one of 50 sites selected to host *Thinking Money for Kids* on its two-year tour of the United States. Nearly 130 public libraries across the country applied for the opportunity, according to ALA. In addition to the traveling exhibition on loan, Oelwein Public Library will also receive \$1,000 to hold public events related to the exhibit. The library will be collaborating with Iowa State University Extension in offering quality programming related to this exhibit.

Library Goals Supporting City of Oelwein Goals

Goal: Residents will have access to a diverse, current collection.

Objective: The material budget will increase by 10% per year.

Objective: The collection will be evaluated and purged of unused and/or dated material each year.

Objective: New genres and mediums will be added as they are developed dependent on community interest.

Goal: Residents will receive exceptional customer service.

Objective: Staff will attend a minimum of one continuing education class per year.

Objective: Staff will take part in a minimum of one community event per year.

Objective: Staff will improve electronic communication methods by 2021.

Goal: Residents will have a welcoming facility for meeting and interacting with others.

Objective: A study room enclosure will be integrated by 2021.

Objective: Parking lot plantings will be restored by 2022.

Objective: Exterior steel beams will be repainted by 2023.

Objective: Sunday hours will be expanded by 2023.



Mission Statement

The City of Oelwein strives to provide services and opportunities that utilize old charm with new thinking to ensure success for future generations.

Values

Creative and Visionary –We believe that an openness to creative and visionary thinking will result in new opportunities, increased efficiencies, and excitement about the future.

Transparency–We believe that transparency, keeping the community informed through open, honest, and welcoming communication, is essential for an informed and involved citizenry.

Team Work –We believe that staying connected with each other and the community can build necessary support systems and help maintain trust.

Adaptability–We believe that adaptability and willingness to grow is essential in finding solutions to organizational and community related challenges.

Commitment–We believe in commitment to each other, to the community, and to following through in everything we do.

Oelwein Goals

Implement projects that enhance the community image and builds community identity with a focus on beautifying key destinations and public spaces while better marketing Oelwein.

Prioritize business and growth opportunities that increase development for the community.

Continue and expand measures to improve housing.

Expand and improve city parks, recreation, and the community trail system.

Maintain core service in local government ensuring sustainability.

Oelwein Goals

Implement projects for community improvement with focus on beautifying key destinations and public spaces

- Pursue visual enhancement projects to create an inviting community – ongoing
 - The downtown tax increment financing (TIF) grant is working with two building receiving significant façade work and three additional buildings working on much needed maintenance
 - Administration
 - Staff is the face of Oelwein. Delivered a friendly greeting and welcoming smile as they assist new residents with services.
 - Assist with city programs: TIF, Downtown Housing Grant, Hotel Motel tracking, Demo Assistance Grants, 3 NSP programs, Local Housing Trust, CDBG Housing Rehab
 - Police
 - Increased and more efficient exterior property abatement process implement. 93.5% compliance rate
 - Parks
 - Planted 54 trees in street boulevards with \$5000 Trees Forever grant
 - Received Governors Volunteer Award for Tree Board
 - Tree City Award
 - New shrub plantings at aquatic center and parks
 - Installed dog park at City Park
 - Mulched several playground areas
 - Took over maintenance of downtown streetscape
 - Fence replacement at log cabin
 - Installing shade structures at aquatic center
 - Utilities
 - Trim and remove trees in the right-of-way
- Continue and expand community engagement/community events – ongoing
 - The city supports the Chamber and their activities that continue to bring people to the community. The City has worked with car shows, Rotary, and the Volunteer Fire Department to close city streets and bring in visitors for attractions.
 - Police
 - Through the community projects that are applied during the year. Officers have performed activities like
 - Arrest Hunger food drive
 - Bowl with a Cop (officers at bowling event for people with special needs)
 - Visiting and helping serve meals at the nursing home
 - Motorcycle Poker Run to raise funds for the Children of St. Jude's
 - Coach 5-0
 - Providing food baskets for those in need around the holidays
 - Cupcakes with Cops (time playing games at the park with area youth all while enjoying cupcakes!)

- Where's Officer Waldo game
- Library
 - The "Universe of Stories" space themed Summer Reading Program had 145 registrants.
 - Workshops and Hands-on Activities
 - Garden Post Painting
 - Wreath Making
 - Escape Rooms
 - Poet Tree: Write a Poem, Share a Favorite Poem
 - Build an Alien stuffed animal
 - Art Show
 - Learn to Play Bridge
 - Monthly Dungeons and Dragons, OWLS Writers League, Book Club, LEGO Club
 - Full Circle Scavenger Hunt
 - Educational Programs
 - *Owl at Home* Children's Opera
 - *Alexander Hamilton: Immigrant, Patriot, Visionary* Exhibit
 - Johnny Appleseed Puppet Show
 - *American Visionary: John F. Kennedy's Life and Times*
 - *Strolling with the Spirits Cemetery Walk*
 - *The Devil Has My Consent: Salem Witch Trials*
- Support Arts and culture improvements in the community – ongoing
 - The city continues to provide grants through Hotel Motel that bring in activities and performances to Oelwein.
 - Wellness and Recreation
 - Budget for new equipment each year at the WWC.
 - Offer community events at the WWC in the parks, multiple themed walks, rock painting, yoga in the park, egg dying event, Aqua Zumba at the Aquatic Center, free Holiday classes on Thanksgiving and New Year's Day.
 - Offer programming for all ages, preschool, school age, young adult, Adult, and Senior. Offer equipment at the WWC for all ages.
 - Having booths at the Senior Health Fair, Ladies Night Out, East Penn Health Fair and the Health Expo at the school.
 - Expanded marketing from just Facebook to Instagram and Twitter also.
- Identify projects for downtown improvement, with focus on connecting and beautifying key destinations and public spaces – next year
 - The city works with the chamber and their downtown committee to continue the beautification of downtown.
- Motivate people to want to live in here by improving the community's image and better marketing existing services & amenities. Re-brand the city. – next year
 - This was not placed as a priority by city council. Re-branding of the city will be a point of discussion over the next two years should council see it as a priority.
 - Administration

- Assisted with efforts to establish the single-hauler program by answering calls, tracking complaints, coordinating services with residents and invoice billing.
 - Inform, educate and promote curbside recycling.
 - Police
 - Positive and reasonable enforcement of laws to improve the community image by reducing crime and blight.
- Intensify outreach and marketing to promote existing amenities and services in Oelwein; take advantage of existing partnerships – ongoing
 - The city continues to work well with the Oelwein school District, Oelwein Chamber and Area Development, and many more organizations. The city has not shied away from a successful partnership.
- Build an identity for the community (e.g. are we for retirement, or “up and coming,” etc.) – next year
 - No movement has been made on this priority. Council and the community must make future planning of Oelwein a goal and determine what they want Oelwein to look like in 10 years.
- Support efforts to improve Oelwein’s community image – next year
 - This effort plays hand in hand with rebranding.
- Economic development efforts, including supporting those willing to work, working toward an overall increase in median income, and drawing more business establishments to meet local need and fill gaps (e.g. coffee shops, restaurants, etc.) – ongoing
 - The city’s relationship with the chamber has helped bring in new employers and potentially new businesses. The city has seen expansions from local employers, with the major problem being staffing for our largest employers.
- Participate in community outreach & collaborations to meet all goals – ongoing
 - The city of Oelwein places its best foot forward at all professional opportunities including but not limited to the Iowa League of Cities Conference, Upper Explorerland Meetings, and many more professional organizations.

Prioritize business and growth opportunities that increase development for the community

- Identify a community coordinator to facilitate partnerships, plans and projects for improvements over the long run – ongoing
 - City staff is working on long range planning for roads, utilities, and general city services. This year council will receive a three-year projection for the budget and what needs to be accomplished to provide services that community members expect.
- Support efforts to generate business growth or expansion. Target businesses that meet local needs (e.g. community college, grocery, etc.) and/or create jobs – ongoing
 - The city administers a revolving loan fund that has helped numerous businesses start in Oelwein.
 - The downtown TIF program provides loans for new businesses.
 - The city actively pursues all economic development leads and works to ensure that any business is worked with throughout the onboarding process.
 - Administration
 - Behind the scene administrative support to the City Administrator as he

is out and about facilitating partnerships, generating business growth, meeting with local businesses, attending meetings, etc.

- Maintain city web site.
- Library
 - Assisted a Senior Seminar student in developing an Instagram account for the library.
 - Provided a Promise Jobs worker the opportunity gain self-sufficiency by learning basic job skills.
 - Collaborated with the U.S. Census Bureau representative to recruit Census Takers.
 - Offer the Brainfuse online database to assist users with career services, test preparation, and tutorials.
- Support economic development efforts with local partners, including OCAD, NICC, RAMS Center, the schools, businesses, and others (e.g. school-to-work collaborations) – ongoing
 - The city is continually put in play when working with local partners to ensure Oelwein is placed in the best light and continues to provide opportunities for new business.
 - Wellness and Recreation
 - The WWC facilitates a partnership with the City of Oelwein, Oelwein Community School District and MercyOne. These 3 entities work together to provide Recreation, Health and Wellness Services for the Citizens of Oelwein and surrounding areas.
 - Work with Senior Seminar on projects each year.
 - Parks
 - Senior seminar projects
 - Grave heater
 - Dog Park Benches
 - Bathroom security doors
 - Woodlawn entrance sign
 - Trail bridge improvements
- Enhance business development opportunities on Hwy 150 & downtown. Work with state officials to look at expansion of Hwy 150
 - The City Administrator serves as the chair of the Highway 150 Coalition and works to ensure that Oelwein receives the attention it deserves from the DOT.

Continue and expand measures to improve housing

- Better enforce existing ordinance pertaining to housing and property maintenance – this year
 - The city has worked to make this goal a reality with enforcing the rental inspection code and acquiring junk properties that do not have a future in Oelwein.
 - Community Development
 - Enforce the rental inspection code
 - Monitor building permits to ensure a work man like manner in all improvements
 -
 - Police Department
 - Exterior nuisance abatement process was a great success. The community is significantly cleaner and ready for the next phase of structural abatements.

- Community Development
- Administration
 - Participated in search, interviewing and hiring of Community Development staff.
 - Administrative staff provided support/train new Community Development staff.
 - Admin staff is still responsible for duties that will eventually transfer over to Community Development.
- Continue housing improvement efforts, including rehabilitation or demolition of housing, increasing owner occupied housing, more housing incentives, and working to fill vacant/empty lots – ongoing
 - The Housing Committee is working with Upper Exploereland on a program to help homeowners.
 - The city is set to acquire 37 properties from an absent landlord.
 - The Chamber housing board has purchased a home and is working on flipping the house.
 - The city's revolving loan fund helps contractors looking to flip homes.

Expand and improve city parks, recreation, and the community trail system

- Work to create a health and safe community. Build off existing progress in walkability, recreation and wellness. – ongoing
 - The city is working on a transportation plan to ensure walkability is met in future projects.
 - Numerous grants have been received for trails and park improvements.
 - Parks
 - Extended Wings Park trail and replaced bridge
 - Developed Friends of Trails program
 - Sealed cracks/ then entire east side trail
 - Installed stretching station
 - Raised \$1.175 million for future trails
 - Diamond 3 fence replacement
- To better serve and attract families, continue improvements to the recreation system, such as better organization of youth and adult programming, added amenities at the aquatics center, and consideration of an indoor pool – ongoing
 - Administration
 - Provide administrative support as needed to Park, Pool, Cemetery and Wellness Depts., by answering phone, preparing documents, research, titling equipment, process and train pool employee payroll paperwork, process payroll, invoicing, pay claims, interviewing assistance, etc.
- Expand and improve the trail system, including considering intracity connections (e.g. to Fayette-Manchester-Readlyn) – ongoing
- Expand and connect the sidewalk system in new and existing neighborhoods – ongoing
- Pursue measures to increase utilization of great public facilities – ongoing
 - Library

- Friends of the Library added four Little Free Libraries along the trail system and at the campground.
- Added a bird nesting box made by the First Grade Class along the library bike path.
- Recreation improvements, including a soccer field at the sports complex, and a professional director or designated staff to spearhead coordination of existing and expanded sports and recreation programs – next year
 - Discussions have taken place with the school district to implement full timer personnel for recreation.
- Recreation improvements, including pre-emptive updates to aquatic center, and updates to sporting equipment – ongoing

Maintain core service in local government ensuring sustainability

- Continue to maintain core services – ongoing
 - City and Council have two tremendous tasks. The first is to provide services as a service organization, and the second is to lead the community. These roles are crucial to the success of the community and are extremely challenging.
 - Parks
 - Updated equipment at aquatic center
 - Added rock/graded campground pads
 - Painted exterior and interior of shower house
 - Installed LED lighting in parks/shop
 - Updated equipment in park and cemetery
 - Replaced garage doors on cemetery buildings
 - Painted office at Woodlawn
 - Exterior painting projects at pool
 - Chip seal roads at cemetery
 - Aerator purchased for rec fields
 - Signage updates
 - Library
 - Updated the multifunction printer and offer scanning services to the public.
 - Updated computers from Windows 7 to Windows 10.
 - Updated server and switches.
 - Repainted select areas of library interior.
 - Refreshed story time by offering morning and afternoon sessions and incorporated interactive playtime.
 - Fayette County Library Association hosted a Library Trustee training on “The Top Ten Legal Issues Libraries Face.”
 - Fayette County Library Association presented to the County Supervisors and received a 2% increase in county funding for rural patrons.
 - Added jigsaw puzzles for check-out and expanded the graphic novels collection.
 - Added the Hoopla web and mobile library media streaming platform for audio books, comics, e-books, movies, music, and TV.

- Received permission from the Oelwein Daily Register to allow access to the digitized, historical newspapers from the library’s website.
- Added the *Fayette County GAR Records, the Fayette County Atlases, and the Roster of Civil War Soldiers in the War of the Rebellion* historical databases.
- Friends of the Library raise funds in support of the library through annual Book and Bake Sales and the Chocolate Fest.
- Administration
 - Every day, staff works toward maintaining core services for other departments by being at their desks answering calls, preparing documents, informing other departments as issues arise, invoicing, etc.
 - Preparing mass mailings to downtown business owners or residents in a concentrated area.
 - Preparing, publishing and maintaining city code to assist residents.
 - Monthly Utility Billing, log work orders
 - Maintain Cemetery Records
 - Financial Reports, pay claims, budgeting, bonding, grant reimbursements, tracking projects
 - Assisted in creating and publishing snow and ice brochure
 - Promote a healthy and safe work environment by being involved on the safety committee.
- Wellness and Recreation
 - WWC will continue to recycle and use earth friendly cleaning supplies
- Utilities
 - Continue to provide clean water
 - Process wastewater on a regular basis
- Plan, budget for and implement regular updates to outdated water, sewer and street infrastructure and equipment – this year
 - Projects are in motion for streets, water, and sewer.
 - Utilities
 - Projects
 - Disinfection and 42 Well Improvements
 - 20th St Lift Station
 - Old Road
 - 2019 Patch and Chip Seal
 - Wings East Road Project
 - Q Avenue/6th Ave SW
 - West Water Tower and Water Infrastructure
 - Making progress on the transportation plan
 - Received \$600,000 in CDBG funds
- Be more sustainable as a community (expanded recycling, alternative energy, etc.) – ongoing
 - The city is continually working on their tree program to provide many benefits for years to come for residents.
- Expand city services, including incorporating city mulching/composting site (versus burning), and community gardens (i.e. in tree dump site) – this year
 - The city has started mulching their yard waste and provides this to residents.



To: Mayor and City Council

From: Dylan Mulfinger

Subject: Council Goal Questions

Date: 12/23/2019

This year it is important that council ask themselves the following questions during the budget process:

1. What main goals does council want to address in 2020?
2. Where does council want to see staff time allocated to accomplish goals in 2020?
3. Are we as council allocating funding to accomplish the city's goals?
4. Are we as council allocating funding to improve or sustain the level of service to the community?
5. What areas of the budget do I need more information on?