



## Agenda

City Council Work Session Meeting  
Oelwein City Hall, 20 Second Avenue SW, Oelwein, Iowa  
5:30 PM

January 15, 2024  
Oelwein, Iowa

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**Mayor:** Brett DeVore

**Mayor Pro Tem:** Matt Weber

**Council Members:** Karen Seeders, Anthony Ricchio, Matt Weber, Dave Garrigus, Dave Lenz

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### Pledge of Allegiance

### Discussions

- [1.](#) Wellness Budget and CIP Discussion.
- [2.](#) Library Budget and CIP Discussion.
- [3.](#) Community Development Budget and CIP Discussion.

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### 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



The Williams Wellness Center  
317 8<sup>th</sup> Ave SE Ste A  
Oelwein, IA 50662  
319-283-2312

City of Oelwein Council Presentation

Monday, January 8<sup>th</sup>, 2024

Presented by:

Jessica Burkhart

Recreation/Wellness Facilitator

Williams Wellness Center & Recreation

Budget

Capital Improvement Program

Rev	Recreation		FY 2023	FY 2024	FY 2024	FY 2025
Budget	Account Number		Actual	Actual	Budget	Proposed
Line	Expense	Account Title	6/30/2022	10/31/2023	6/30/2024	6/30/2024 DH
	001-4400-43100	RENTALS	-	-	-	
	001-4400-45001	LITTLE LEAGUE	8,559.00	500.00	7,000.00	9,000.00
	001-4400-45002	BASKETBALL	-	765.00	750.00	3,000.00
	001-4400-45003	TENNIS FEES	375.00	295.00	100.00	600.00
	001-4400-45004	ADULT SOFTBALL	1,040.00	540.00	3,000.00	2,000.00
	001-4400-45005	FLAG FOOTBALL	2,690.00	2,255.00	2,000.00	3,150.00
	001-4400-45006	SOCCER	4,770.00	720.00	3,500.00	6,000.00
	001-4400-45007	SWIM TEAM	-	-	-	
	001-4400-45008	DIAMOND USER FEE!	-	-	-	
	001-4400-45014	RED CROSS SWIM LE	-	-	-	
	001-4400-45016	DODGEBALL	960.00	20.00	750.00	1,500.00
	001-4400-45017	RECREATION PROG I	-	-	-	
	001-4400-45025	RECREATION JERSEY!	2,240.00	700.00	800.00	2,000.00
	001-4400-45501	YOUTH VOLLEYBALL	1,632.00	1,530.00	1,200.00	2,250.00
	001-4400-45512	BATTING LEAGUE	-	-	-	
	001-4400-45513	GOLF DRIVING RANG	-	-	-	
	001-4400-47200	INSURANCE CLAIM R	-	-	-	
	001-4400-47990	MISC	-	-	-	
			22,266.00	7,325.00	19,100.00	- 29,500.00

Rev	Wellness		FY 2023	FY 2024	FY 2024	FY 2025
Budget	Account Number		Actual	Actual	Budget	Proposed
Line	Expense	Account Title	6/30/2022	10/31/2023	6/30/2024	6/30/2024 DH
	680-8220-43000	INTEREST	-	-	-	
	680-8220-43100	RENTALS	1,199.75	300.00	1,000.00	1,000.00
	680-8220-44320	SALES TAX	8,128.73	2,495.16	8,000.00	8,000.00
	680-8220-44410	GRANTS (FEDERAL)	-	-	-	
	680-8220-45009	CLOTHING-TOWELS	-	-	-	
	680-8220-45011	5K RUN	-	-	-	2,000.00
	680-8220-45021	CORPORATE WELLNE	27.90	167.40	100.00	100.00
	680-8220-45022	INCENTIVE PROGRAM	1,125.60	990.00	500.00	800.00
	680-8220-45023	WELLNESS LEAGUES	-	-	-	
	680-8220-45024	AFTER SCHOOL PROC	857.01	455.75	1,000.00	1,000.00
	680-8220-45507	PERSONAL TRAINING	675.00	100.00	850.00	850.00
	680-8220-45510	DAY PASSES	11,454.12	2,963.29	10,000.00	12,000.00
	680-8220-45511	MEMBERSHIPS	147,405.31	87,370.24	155,000.00	170,000.00
	680-8220-47040	DONATIONS/FUNDR.	-	-	-	
	680-8220-47990	MISC	-	-	-	
	680-8220-49009	WELLNESS LOSS TRA	-	-	27,100.00	13,500.00
			170,873.42	94,841.84	203,450.00	- 209,250.00

Recreation-EXP

Account Number		FY 2023	FY 2024	FY 2025
Expense	Account Title	Actual	Budget	DH
		6/30/2023	6/30/2023	6/30/2024
001-4400-60100	SALARY	164.08	-	
001-4400-61990	EMPLOYEE PERSONNEL EXPE	721.56	1,000.00	1,000.00
001-4400-63310	VEHICLE	409.39	500.00	500.00
001-4400-63730	COMMUNICATIONS	573.06	600.00	600.00
001-4400-63810	UTILITIES	458.94	450.00	450.00
001-4400-64915	REFUNDS	62.50	100.00	100.00
001-4400-65060	OFFICE SUPPLIES	191.96	200.00	200.00
001-4400-65070	SUPPLIES	111.08	100.00	100.00
001-4400-65071	DONATION MONEY-REC SUP	-	-	
001-4400-65073	TENNIS	656.21	500.00	500.00
001-4400-65220	ADULT SOFTBALL	4,725.02	7,000.00	5,000.00
001-4400-65240	BASKETBALL	453.31	1,500.00	1,500.00
001-4400-65260	VOLLEYBALL	2,616.30	2,800.00	2,800.00
001-4400-65270	LITTLE LEAGUE	22,279.14	24,000.00	24,000.00
001-4400-65280	FLAG FOOTBALL	3,900.12	3,500.00	3,750.00
001-4400-65290	SOCCER	9,560.92	8,000.00	9,500.00
001-4400-65360	RECREATION JERSEYS	1,425.00	1,400.00	1,400.00
001-4400-65380	DODGEBALL	762.83	1,300.00	1,000.00
		49,071.42	52,950.00	52,400.00

Wellness

		FY 2023	FY 2024	FY 2025
Account Number		Actual	Budget	DH
Expense	Account Title	6/30/2023	6/30/2023	6/30/2024
680-8220-60100	SALARY	-	-	
680-8220-63730	COMMUNICATIONS	107.28	150.00	150.00
680-8220-63810	UTILITIES	540.00	550.00	550.00
680-8220-64080	INSURANCE-LIABILITY	8,001.23	4,000.00	4,000.00
680-8220-64090	JANITORIAL	17,048.54	16,500.00	17,000.00
680-8220-64180	SALES TAX	7,992.27	8,000.00	8,000.00
680-8220-64915	REFUNDS	1,171.00	250.00	250.00
680-8220-64950	CONTRACTS	140,791.85	146,500.00	150,000.00
680-8220-65041	EQUIPMENT	7,200.97	8,000.00	8,000.00
680-8220-65060	OFFICE SUPPLIES	7,417.19	6,000.00	7,500.00
680-8220-65070	SUPPLIES	1,192.81	1,000.00	1,200.00
680-8220-65310	5-10K RUN	-	1,000.00	1,000.00
680-8220-65340	INCENTIVE PROGRAM	247.63	500.00	500.00
680-8220-65345	CORPORATE WELLNESS	-	100.00	100.00
680-8220-65350	AFTER SCHOOL PROGRA	854.52	1,000.00	1,000.00
680-8220-67990	CAPITAL OUTLAY	6,922.50	10,000.00	10,000.00
		199,487.79	203,550.00	209,250.00

City of Oelwein, Iowa  
 Capital Improvements Program  
 FY 2025 through FY 2030  
**PROJECTS BY DEPARTMENT**

					REQUESTED			TOTAL
Wellness Center	Project Number	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30	FY25 to FY30
Item								
Precore Treadmill		\$6,100	\$6,100	\$6,100	\$6,100	\$6,100	\$6,100	\$36,600
Precore Recumbant Bike						\$2,800		\$ 2,800.00
Nustep		\$ 4,100.00	\$4,100					\$ 8,200.00
Precore Eliptical		\$5,200			\$ 5,200.00			\$10,400
Precore AMT			\$ 6,300.00					\$ 6,300.00
Precore Upright Bike						\$2,700		\$2,700
Waterrower						\$1,900		\$1,900
Gauntlet Stairmaster				\$5,000				\$ 5,000.00
Fitness Equipment		\$ 2,500.00						\$ 2,500.00
Flooring Gym Area				\$373,000				\$ 373,000.00
Flooring Cardio & Fitness classroom		\$ 65,000.00						\$ 65,000.00
Wraps (walls)			\$ 5,800.00					\$ 5,800.00
Wifi Access Points		\$ 1,000.00						\$ 1,000.00
Paint Gymnasium Area			\$ 50,000.00					\$ 50,000.00
Surveliance Cameras		\$ 20,000.00						\$ 20,000.00
Therapy Stairs		\$ 1,500.00						\$ 1,500.00
<b>TOTAL FOR DEPARTMENT</b>		<b>\$105,400</b>	<b>\$72,300</b>	<b>\$384,100</b>	<b>\$11,300</b>	<b>\$13,500</b>	<b>\$6,100</b>	<b>\$592,700</b>

					REQUESTED			TOTAL
Parks and Recreation	Project Number	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY24 to FY29
Item								
Pitching Machine		\$2,300						\$2,300
<b>TOTAL FOR DEPARTMENT</b>		<b>\$2,300</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$2,300</b>

# City of Oelwein Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Cardio Replacement**

Project Number:	Project Start Date:	November, 2024
GL Number:	Completion Date:	December, 2024
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$6,100	\$6,100	\$6,100	\$6,100	\$6,100	\$6,100	\$36,600

**Project Description: Precore Treadmill**  
 Replace a 5 year old piece FY25, replace a 6 year old piece FY26, replace a 7 year old piece FY27, replace a 8 year old piece FY 28, replace a 9 year old piece in FY 29, Repalce a 5 Year pld piece.



### Budget Approval

Amended 20  
 FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_



# City of Oelwein Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Therapy Stairs**

Project Number:	Project Start Date:	June, 2024
GL Number:	Completion Date:	July, 2024
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,500

**Project Description: Therapy Stairs**  
 When Physical Therapy moved out of the WWC in July, 2023 we no longer had access to this piece of equipment. We have many members, personal training clients and med fit clients who would use this piece of equipment daily.



**Budget Approval**

Amended 20  
 FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_

# City of Oelwein

## Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Wifi Access**

Project Number:	Project Start Date:	June, 2024
GL Number:	Completion Date:	July, 2024
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000

Project Description: Replace existing wifi access points through the Williams Wellness Center. We have 5 wifi access points. The ones that are currently installed are unsupported and need to be replaced.



### Budget Approval

Amended 20

FY22 \_\_\_\_\_ FY23 \_\_\_\_\_ FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_

# City of Oelwein Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Cardio Replacement**

Project Number:	Project Start Date:	November, 2024
GL Number:	Completion Date:	December, 2024
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY2	FY29	Total
\$4,100	\$4,100	\$0	\$0	\$0	\$0	\$8,200

**Project Description: Nustep**  
 Replace a 12 year old Nustep FY25 and a 11 year old Nustep in FY26.



**Budget Approval**

Amended 20  
 FY22 \_\_\_\_\_ FY23 \_\_\_\_\_ FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_

# City of Oelwein

## Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Cardio Replacement**

Project Number:	Project Start Date:	November, 2024
GL Number:	Completion Date:	December, 2024
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$5,200	\$0	\$0	\$5,200	\$0	\$0	\$10,400

**Project Description: Precore Eliptical with Cardio Theater**  
 Replace a 10 year old Eliptical in FY25 and replace a 8 year old Eliptical in FY28.



### Budget Approval

Amended 20  
 FY22 \_\_\_\_\_ FY23 \_\_\_\_\_ FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_

# City of Oelwein Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Cardio Replacement**

Project Number:	Project Start Date:	June, 2025
GL Number:	Completion Date:	July, 2025
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,500

Project Description: Fitness Equipment for Fitness Classes, Personal Training and General Member usage.  
(6) Sandbags, Sandbag Rack, 6 Slam Balls, and a Medicine Ball Tree.



### Budget Approval

Amended 20

FY22 \_\_\_\_\_ FY23 \_\_\_\_\_ FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_

# City of Oelwein Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Surveillance Cameras**

Project Number:	Project Start Date:	June, 2024
GL Number:	Completion Date:	August, 2024
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000

**Project Description: Surveillance Cameras**  
 Replace current surveillance camera system. We need coverage in the entire facility, with updated technology and cameras.



### Budget Approval

Amended 17  
 FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_

# City of Oelwein

## Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Replace Flooring in Cardio Room #1 & #2, & Fitness Classroom**

Project Number:	Project Start Date:	May, 2025
GL Number:	Completion Date:	June, 2025
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$65,000	\$0	\$0	\$0	\$0	\$0	\$65,000

Project Description: Replace Flooring in Cardio Rooms and Fitness Class Room. We have temporary uneven flooring in each of these space. We would like to have uniform flooring throughout the facility. This would be the same mondo flooring that is in the gym area. The flooring company would be able to overlay the existing floor, new baseboard. This flooring has a 25+ year lifespan.

### Budget Approval

Amended 20

FY22 \_\_\_\_\_ FY23 \_\_\_\_\_ FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_

# City of Oelwein Capital Improvement Program Detail Sheet



**Department: Williams Wellness Center**

**Project Title: Pitching Machine**

Project Number:	Project Start Date:	October, 2024
GL Number:	Completion Date:	November, 2024
Funding Source(s):	Project Location:	WWC

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$2,300	\$0	\$0	\$0	\$0	\$0	\$2,300

Project Description: Jugs Pitching Machine for Baseball and Softball. Can be used indoors at the WWC for our little league teams.



### Budget Approval

Amended 17

FY24 \_\_\_\_\_ FY25 \_\_\_\_\_ FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_





# Oelwein Public Library

2023 Annual Report

Library Board of Trustees

Blake Kerns, President

Callie Berryman, Vice President

Brett Ingersoll, Secretary

Anita Mars

Cortney VanDenHul

Submitted by Susan Macken  
January 3, 2024



## Year in Review

- Staff received training for MiViewpoint that is a software program used for budgeting and paying bills. An additional feature is MiPay that records work time and time-off requests.
- The telephone system was changed to Centurylink.
- Staff completed their annual recertification as passport agents. Staff executed 185 passport applications in 2023; up from 126 in 2022.
- The Library Board developed the Plan of Service for 2023-2028. The library recertified as an Accredited Library.
- The Youth Department received a fully stocked Maker Cart valued at \$7,000 from the STEM Scale-up program.



- A Musical Instrument Garden was installed on the west side of the library along the bike path. The instruments were fully funded by grants from the Northeast Iowa Charitable Foundation, the Community Foundation, The Friends of the Library, and the Brandt family.

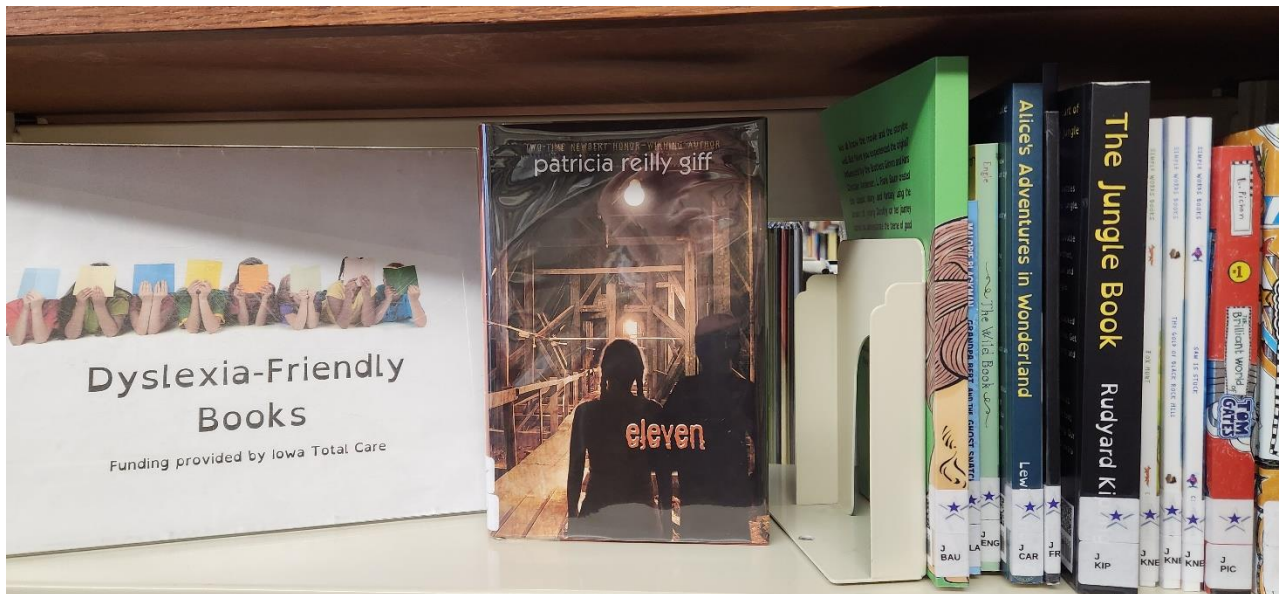




- New teacher packets containing library-marketing materials were distributed.
- The City Clerk placed the Bequest Fund CD in a high yield interest rate.
- Staff attended Violent Intruder Training in Mason City.
- A number of new board puzzles and Magnatiles were purchased for the children’s area.



- Staff attended CPR, AED, and First Aid training.
- Iowa Total Cares sent literacy resources, book bags, and a \$500 gift card for purchasing books through the 100 Libraries in Iowa Literacy Program. Staff curated a new collection of books for readers with dyslexia.
- The Library Board changed the registration policy to assess out-of-state non-residents an annual registration fee of \$20.00.
- Scam awareness information from the Consumer Financial Protection Bureau was distributed.
- Staff attended the regional Learning Circuit on *Productive Partnerships* and attended the Iowa Library Association Conference in Dubuque.



## Programs and Events

- New programs for the year were 10 Minute Tablerunner, English Paper Piecing, author Maggie Rivers, and Unexplainable Art Illustrated.
- Oelwein Police Officers had a series of outreach programs involving reading to children.
- The Riverview Center set up a display for Sexual Assault Awareness Month.
- ISU Extension taught a series of classes on Healthy Aging and a fall wreath making workshop.
- The Post Office set up an information table on job opportunities at the Oelwein location.
- Crisis Intervention Services set up a display for the National Day of Remembrance for Murder Victims.

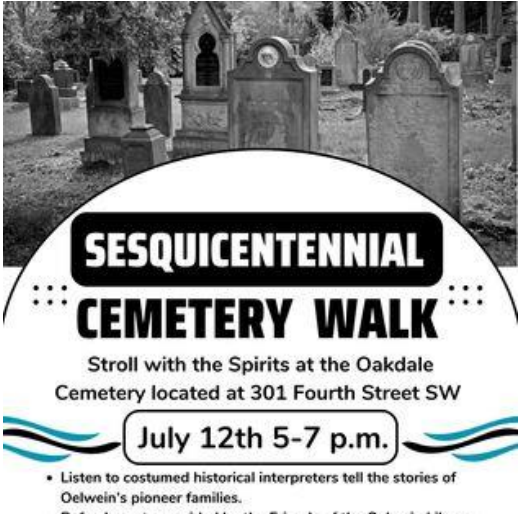


- School classes toured the library at the end of the school year and learned about the Summer Reading Program. This year's theme was *Find Your Voice*. Programs were offered for kids, teens, and adults. Participants experienced a magic show, made CD art, designed journals, sang karaoke, entered the art show, learned about animals, read books and earned prizes, and had a blast with the foam cannon!





- The library participated in Oelwein’s Sesquicentennial. Staff participated in updating the last 50 years of Oelwein’s history, set up a display of Oelwein historical documents, organized the Cemetery Walk, and implemented the Time Capsule.



- A program on Health Care Decisions was hosted by Care Initiative Hospice.
- A renewed partnership with the school was established. Student cards were initiated, Husky Adventure students visit the library weekly, teachers and volunteers participate in a monthly Read Aloud evening, and the children’s librarian gave away stickers and registered students for library cards at Backpack Night. A Senior Seminar highschool student successfully planned a Chess Tourney. Twenty-seven students participated and would like to continue to host more tournaments at the library.

## Condition of the Building and Grounds

- The sprinkler system is inspected, quarterly. The discs in check valves one and two were repaired. The fire alarms are monitored by Hawkeye Alarm.
- A new ladder system for the accessing the attic was installed.
- The wiring to the parking lot lights was fixed.
- Estimates for replacing the HVAC were received. Instead of replacing, the HVAC system leaks were repaired.
- The building is treated with pest control, monthly.
- An additional security camera was installed overseeing the Musical Instrument Garden.
- Schwickert’s repaired Priority A items on the roof.
- The Parks Department trimmed the bushes and the trees in the Library Lot.
- Panels on the outdoor digital message board are failing. Panels were rearranged so that messages could still be read. The Library Board is researching a new sign design.
- The pulley was replaced on the flag pole.
- The hose on the outdoor water feature was fixed.
- The high-traffic areas of the carpeting and the meeting room carpet was cleaned.
- A Sonic Wall and some new computers were installed. The old computers were repurposed to replace the oldest computers. A back-up drive was replaced.
- Martin Gardner Architects evaluated the attic space and did a condition assessment of the building and window systems. This report will be reviewed and discussed in 2024.



### Library Statistics

	<b>2022</b>	<b>2023</b>
<b>Attendance</b>	26,199	<b>26,734</b>
<b>Program Attendance</b>	1,882	<b>2,544</b>
<b>Circulation of materials</b>	49,326	<b>52,122</b>



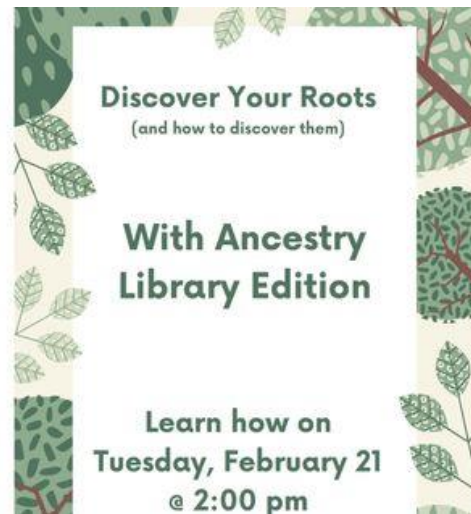
# Oelwein Public Library Foundation



The Library Foundation co-sponsored the Dolly Parton Imagination Library. Registrations increased by 25 children to a total of 156 children from age 0-5. Sixty-four (64) children have graduated from the program. Each month, the children receive their own, age appropriate book mailed directly to their home. Sponsorship rotates each year between the Foundation and the Friends of the Library.

In addition, the Library Foundation and a library patron co-sponsored the Ancestry genealogy research database. Nine hundred ninety-eight (998) searches were performed on Ancestry. Library staff led an Ancestry Workshop on best practices for obtaining positive results.

The Foundation sponsored mountain climber, Jen Loeb. Jen shared her fascinating journey climbing Mt. Everest and displayed her mountaineering gear.

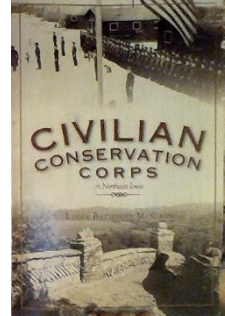


# Friends of the Library Contributions to the Library

## Speakers and Programs

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- ✓ Chocolate & More festival with beer sampling sponsored by Ampersand
- ✓ Appreciation Tea with Linda McCann, author of The Civilian Conservation Corp in Iowa
- ✓ Book and Bake Sale
- ✓ Sponsored the Iowa City Ghost Hunters



## Library Enhancements

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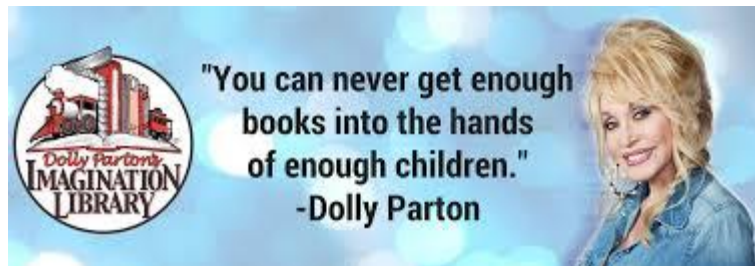
- ✓ Musical Instrument Garden
- ✓ Donation for landscaping maintenance
- ✓ Entryway Flowers
- ✓ Poinsettias at Christmas Time



## Community Outreach

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- ✓ Provided popcorn for the Sesquicentennial Cemetery Walk
- ✓ Dolly Parton Imagination Library co-sponsor
- ✓ Book Page Book Review Magazine
- ✓ Memorial books in honor of Friend's Members who have passed away
- ✓ Keychains for new library patron's library card





**Intergovernmental Collaboration**

**Goal 2:** Partner with local, state, and federal agencies to enhance the culture and resources of Oelwein.

**Strategy 1a:** Support the Oelwein Community School District in their growth and community engagement activities.

**Action Item 1a1:** Engage with the Oelwein Community School District regarding development plans and community activities.

**Library Aid in Implementation**

**School Partnership** – *The School Early Literacy Team met with library staff to address the concern about low reading scores, especially with children from families of low socio-economic status.*

- *Library participates in Back Pack Night and gives families the opportunity to sign up for library cards.*
- *Library Board changed the registration policy. A student card does not need to be signed by a parent.*
- *Library staff are encouraging class visits throughout the year utilizing an online calendar for signups.*
- *School Staff and Library Staff are working with the schools on the possibility of having an afterschool bus stop at the library.*
- *Husky Adventures comes to the library on Wednesday's at 2:00.*
- *Read Aloud family night is the first Monday of the month from 5:30-6:30.*
- *Theme Thursday every Thursday at 4:00 offering youth programs using LEGOS, STEM projects, Bee Bots, and arts and crafts.*
- *Children's librarian reads to students at Head Start.*
- *Work with Senior Seminar students who wants to develop some programs that are attractive to students. This year's project: a Chess Club tournament. The sponsoring teacher and the children's librarian are scheduling additional Chess Tournaments.*
- *The Middle School Art Teacher will have students prepare artwork for the library art show.*
- *Library has the 1000 Books before Kindergarten incentive program.*
- *Friends of the Library and the Oelwein Library Foundation sponsor the Dolly Parton Imagination Library program where age appropriate books are mailed each month to a registered child's home ages birth to 5 years old.*

**Action Item 1a2:** Promote community activities on the City website and various public spaces.

**Library Aid in Implementation**

**Library Promotional Tools** – *Website, Facebook, Newsletter (paper and digital), Oelwein Daily Register available in Reading Room, Bulletin Boards, Digital Message Board, Posters and Flyers, Bookmarks*

## **Community Vision & Character**

**Goal 2:** Encourage participation in community-based opportunities.

**Strategy 1a:** Foster a strong sense of community culture.

**Action Item 1a1:** Promote festivals, community events, and recreational opportunities.

### **Library Aid in Implementation**

**Library Promotional Tools** – Website, Facebook, Newsletter (paper and digital), Oelwein Daily Register available in Reading Room, Bulletin Boards, Digital Message Board, Posters and Flyers, Bookmarks

**Action Item 1a2:** Support cultural and arts initiatives that celebrate Oelwein’s heritage and resilience.

### **Library Aid in Implementation**

#### ***Cultural and Arts Initiatives –***

- *Installed the Musical Instrument Garden*
- *Host an Annual Community Art Show*
- *Initiate Oelwein Reads Book Club at Ampersand*
- *Host a wide variety of educational programs, author visits, and traveling exhibitions*
- *Promote library services and events to Oelwein Service Organizations*
- *Participate in Oelwein Celebrations: Party in the Park, Olde Tyme Christmas, Summer Celebrations*
- *Library Staff are members in a number of community clubs and organizations: Rotary, MacDowell Club, RSVP Advisory Council, United Way Board, Oelwein Historical Museum Board*

#### ***Celebrate Oelwein’s Heritage and Resilience –***

- *Oakdale Cemetery Walk – Sharing the stories of Oelwein’s pioneer families*
- *Curate a Local History and Genealogy collection*
- *Offer classes on genealogical research using Ancestry and Family Search*
- *Digitize Oelwein Daily Register from 1887*
- *Assisted with the Sesquicentennial by updating Oelwein’s History Book from 1973-2023 and coordinating and overseeing the Time Capsule located in the library lot.*

FY2023-24	Description	Budgeted FY24		Request FY25	
60100	Salary	\$ 240,000.00		\$ 233,648.48	
61990	Personnel Expense	\$ 1,300.00		\$ 1,500.00	
63100	Building-Maintenance	\$ 13,500.00		\$ 13,500.00	
63310	Vehicle	\$ 350.00		\$ 350.00	
63730	Communication	\$ 1,700.00		\$ 1,250.00	
63810	Utilities	\$ 35,000.00		\$ 35,000.00	
64090	Janitorial/paper sup.	\$ 1,000.00		\$ 1,200.00	
64092	Lot	\$ 2,500.00		\$ 2,500.00	
64950	Schmitt Contract	\$ 14,560.00		\$ 14,560.00	
65041	Equipment	\$ 800.00		\$ 1,000.00	
65060	Office Sup/Postage	\$ 2,800.00		\$ 2,800.00	
65077	Passport	\$ 800.00		\$ 1,300.00	
65130	Computer-Apollo	\$ 2,800.00		\$ 2,900.00	
65220	Books, AV,Mags.	\$ 28,000.00		\$ 28,000.00	
	<b>TOTAL</b>	<b>\$ 345,110.00</b>		<b>\$ 339,508.48</b>	
				\$ 331,508.48	(\$8000 passport credit)
Need to cut \$30,000 over 3 years					
Year 1	\$13,600 from Salary	not hire part-time librarian		Passport Revenue \$9,283 in FY23	
Year 2	\$8200 from Books	backfill from Bequest			
Year 3	\$8200 from Books	backfill from Bequest			

City of Oelwein, Iowa								
Capital Improvements Program								
FY 2025 through FY 2030								
PROJECTS BY DEPARTMENT								
			REQUESTED					TOTAL
Library	Project Number	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY25 to FY30
Item								
Masonry Repair & Maintenance		\$ 10,000.00	\$ -		\$ -		\$ 5,000.00	\$ 15,000.00
Replace computers			\$ -	\$ -	\$ 7,000.00		\$ -	\$ 7,000.00
Roof Repair & Maintenance		\$ 8,000.00	\$ 7,000.00	\$ -				\$ 15,000.00
<b>TOTAL FOR DEPARTMENT</b>		<b>\$ 18,000.00</b>	<b>\$ 7,000.00</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ 37,000.00</b>

## City of Oelwein Capital Improvement Program Detail Sheet



**Department: Library**

**Project Title: Masonry Maintenance and Repair**

Project Number: Karr Tuckpointing	Project Start Date: 2025	
GL Number:	Completion Date: ongoing	
Funding Source(s): General Fund	Project Location: Oelwein Library	

FY25	FY26	FY27	FY28	FY29	FY30	Total
\$ 10,000.00	\$ -		\$ -		\$ 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

FY25 \_\_\_\_\_      FY26 \_\_\_\_\_      FY27 \_\_\_\_\_      FY28 \_\_\_\_\_      FY29 \_\_\_\_\_

# City of Oelwein Capital Improvement Program Detail Sheet



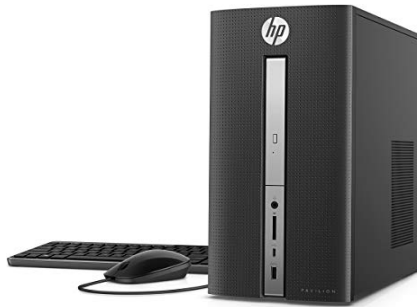
**Department: Library**

**Project Title: Replace computers**

Project Number: Premier Technology	Project Start Date: 2025
GL Number:	Completion Date: ongoing
Funding Source(s): General Fund	Project Location: Oelwein Library

FY25	FY26	FY27	FY28	FY29	FY30	Total
	\$0	\$0	\$7,000	0	\$0	\$7,000

**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

FY25 \_\_\_\_\_ FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_ FY29 \_\_\_\_\_

# City of Oelwein

## Capital Improvement Program Detail Sheet



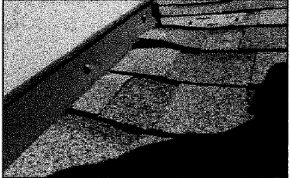
**Department: Library**

**Project Title: Roof Repair and Maintenance**

Project Number:	TectaTracker	Project Start Date:	2024
GL Number:		Completion Date:	2026
Funding Source(s):	General Fund	Project Location:	Oelwein Library

<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>FY28</b>	<b>FY29</b>	<b>FY30</b>	<b>Total</b>
<b>\$8,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>0</b>	<b>0</b>		<b>\$15,000</b>

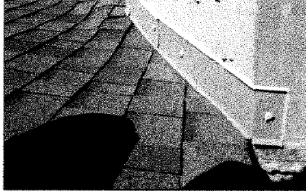
**Project Description: Roof Repair and Maintenance**  
 FY24: Urgent repairs will be completed to prevent water intrusion. Repair step flashing along Gable, flash pillars, penetrating flashing, deteriorated roof decking. FY25:  
 Recommended repairs to additional flashing . FY26: Long-  
 term performance repairs: Deteriorated valley tin.



**Section A - Deficiency #1**  
 Improperly installed step flashing along Gable wall  
 Improperly installed step flashing along Gable wall



**Section B - Deficiency #5**  
 Poorly installed flashing



**Section B - Deficiency #7**  
 Roof decking corroded, deteriorated or deflected



**Section B - Deficiency #3**  
 Deteriorated valley tin

**Budget Approval**

Amended  
 FY25 \_\_\_\_\_ FY26 \_\_\_\_\_ FY27 \_\_\_\_\_ FY28 \_\_\_\_\_ FY29 \_\_\_\_\_

October 16, 2023

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 2025.

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





Esteemed City Council Members,

I, David Kral, Building Official for the City of Oelwein, am proposing the following budget as well as fee adjustments for the Community Development Department for Fiscal Year 2025:

Account Number	Account Title	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	
<b>REVENUE</b>		Actual	Actual	Actual	Actual	Actual	Budget	Budget	Proposed	
		6/30/2018	6/30/2019	6/30/2020	6/30/2021	6/30/2022	6/30/2023	6/30/2024		
<b>INSPECTION</b>										
001-1700-60100	SALARY	14,883	52,788	107,727	119,812	125,095	159,328	164,000	172,200	5% increase
001-1700-61990	EMPLOYEE PERSONNEL EXPENSE	445	1,502	2,729	332	2,125	4,000	3,000	2,500	
001-1700-63310	VEHICLE	148	830	267	1,093	1,683	1,000	1,000	1,000	
001-1700-63730	COMMUNICATIONS	150	1,965	0	435	641	500	500	500	
001-1700-63750	CELLULAR/PAGING	380	629	1,287	1,825	3,136	2,800	2,800	2,800	
001-1700-63810	UTILITIES	350	0	0	0	0	1,000	1,000	1,000	
001-1700-64080	INSURANCE CLAIMS	0	0	0	0	0	1,000	1,000	1,000	
001-1700-64090	JANITORIAL	0	0	0	0	250	250	250	250	
001-1700-64110	LEGAL EXPENSE	0	0	0	0	0	15,000	10,000	10,000	
001-1700-64915	REFUNDS	0	4,920	1,083	1,108	9,056	1,000	1,000	1,000	
001-1700-64950	CONTRACTS	0	1,774	3,046	3,873	4,892	3,500	6,500	7,500	GOVBuilt
001-1700-65041	EQUIPMENT	0	5,514	658	440	117	1,500	1,000	1,000	
001-1700-65060	OFFICE SUPPLIES	249	10,355	4,422	6,930	5,611	4,000	3,500	3,500	
001-1700-65070	SUPPLIES	0	2,218	1,180	27	1,919	2,000	2,000	2,000	
001-1700-67990	CAPITAL OUTLAY	0	195	0	1,595	260	4,000	4,000	4,000	
	<b>INSEPTION Total</b>	<b>16,605</b>	<b>82,690</b>	<b>122,398</b>	<b>137,469</b>	<b>154,535</b>	<b>200,878</b>	<b>201,550</b>	<b>210,250</b>	
<b>NUISANCE/ABATEMENTS</b>										
001-2510-60101	SALARY-WEED MOWING	0	160	0	0	200	200	200	200	
001-2510-60105	SALARY-SNOW REMOVAL	123	1,071	1,485	241	392	1,500	1,500	1,500	
001-2510-60107	SALARY-ABATEMENTS	0	0	894	0	1,301	2,500	2,500	2,500	
001-2510-64110	LEGAL EXPENSE	0	0	7,420	14,179	17,448	14,000	15,000	15,000	
001-2510-64950	CONTRACTS	2,145	2,925	3,645	2,318	1,845	10,000	15,000	15,000	
001-2510-64992	DISPOSAL EXPENSE	0	0	732	79	607	5,000	5,000	5,000	
001-2510-65060	OFFICE SUPPLIES	63	100	480	96	137	200	200	200	
	<b>NUISANCE/ABATEMENTS Total</b>	<b>2,330</b>	<b>4,257</b>	<b>14,656</b>	<b>16,912</b>	<b>21,730</b>	<b>33,400</b>	<b>39,400</b>	<b>39,400</b>	

**ABATEMENT**

160-1710-60100	SALARY	27,769	28,302	28,990	29,839	33,126	49,422	51,000	53,550	5% increase
160-1710-61810	UNIFORMS	0	0	230	0	0	800	800	800	
160-1710-61990	EMPLOYEE PERSONNEL EXPENSE	175	63	371	88	0	400	400	400	
160-1710-63100	BUILDING	0	1,132	0	0	0	100	100	100	
160-1710-63310	VEHICLE	479	556	346	335	913	500	500	500	
160-1710-63730	COMMUNICATIONS	150	0	0	0	351	500	500	500	
160-1710-63750	CELLULAR/PAGING	380	252	281	544	1,540	500	500	500	
160-1710-63810	UTILITIES	350	0	0	0	0	500	500	500	
160-1710-64080	INSURANCE-LIABILITY	299	287	492	931	747	500	500	500	
160-1710-64090	JANITORIAL	0	0	0	0	0	250	250	250	
160-1710-64110	LEGAL EXPENSE	112	0	0	0	2	5,000	5,000	5,000	
160-1710-64950	CONTRACTS	3,600	612	3,046	2,856	3,913	3,500	6,500	7,500	GOVBuilt
160-1710-65041	EQUIPMENT	0	1,820	394	1,162	118	1,500	1,500	1,000	
160-1710-65060	OFFICE SUPPLIES	0	302	1,188	778	1,905	2,000	2,000	2,000	
160-1710-65070	SUPPLIES	0	470	207	729	934	500	500	500	
160-1710-67250	CAPITAL OUTLAY	0	0	0	0	0	1,000	1,000	1,000	
	<b>ABATEMENT Total</b>	<b>33,314</b>	<b>33,794</b>	<b>35,545</b>	<b>37,262</b>	<b>43,548</b>	<b>66,972</b>	<b>71,550</b>	<b>74,600</b>	

Below are the proposed changes to the City of Oelwein’s Rental License Fees and Building Permit Fees to meet budgetary based goals across the next 3 years. The Department was tasked to make \$25,000 worth of budget cuts or revenue gains across the next 3 years:

**Rental License Fee Breakdown**

Rental Price adoption in 2018 = \$85 (additional units are \$25 per unit)

As an example, if we were to have increased the license price rate along with national Consumer Price Index(CPI) rate percentages are cost would’ve increased as follows:

2018 = 2.4%	$\$85 * 1.024 = \$87.04$
2019 = 1.8%	$\$87.04 * 1.018 = 88.61$
2020 = 1.2%	$\$88.61 * 1.012 = 90.20$
2021 = 4.7%	$\$90.20 * 1.047 = 94.44$
2022 = 8.0%	$\$94.44 * 1.08 = 101.99$
2023 = 4.0%	$\$101.99 * 1.04 = 106.07$

(CPI Rates are from the Minneapolis Federal Reserve Bank website)

Potential total lost revenue based on CPI inflation with 600 licenses, between 2019-2023 = ~\$22,368

If changed from \$85 to \$100 the proposed revenue over next 3 years based on 600 licenses (the approximate number of licenses we have) would be \$27,000. This alone would cover the cost of the required budget cuts.

Reference of Comparable Towns Rental Registration Rates:

-----  
**Charles City** - \$25 for registration, \$25 per inspection

**Clear Lake** – \$150 per unit, proposed \$500 per unit and passed it, program voided shortly afterward

**Decorah** - \$40 per unit, \$15 per inspection

**Maquoketa** – \$30 per unit

**Oskaloosa** - \$100 per unit/ \$40 per additional unit

**Grinnell** - \$10 per unit, \$50 per inspection – includes hotels/motels

**Independence** - No rental program

**Manchester** - \$20 per unit, \$75 per inspection

**Nevada** - \$20 per unit, \$5 every unit after, new to 2024

**Oelwein** - \$85 per unit, \$25 per unit afterward

**Vinton** – No program

**Eldridge** - \$20 per unit

**Waterloo** - \$50 per unit

*In summary:*

*I recommend changing the rental registration fee from \$85 to \$100 for each single unit and maintaining the fee of \$25 for each unit thereafter.*

**Permit Fee Breakdown**

Comparable Towns Permit Fee Rates at Project values of \$1000, \$10,000, \$50,000, \$100,000, and \$500,000

<b>Permit cost per Project Value-&gt;</b>	<b>\$1000</b>	<b>\$10,000</b>	<b>\$50,000</b>	<b>\$100,000</b>	<b>\$500,000</b>
Charles City	\$29.50	\$127	\$450.50	\$695.50	\$2263
**Clear Lake	\$25	\$117	\$414.50	\$639.50	\$2039.50
Decorah	\$38.75	\$181.25	\$643.75	\$993.75	\$3233.75
*Maquoketa	\$20	\$68	\$305	\$510	\$1460
Oskaloosa	\$35	\$135	\$572.50	\$885	\$2885
Grinnell	\$54.89	\$243.43	\$849.38	\$1299.38	\$4083.39
Independence	\$20	\$90	\$300	\$475	\$1453
*Manchester	*each app is different				
*Nevada	\$50 + \$.20 per sq ft	~\$550 for 2500 sq foot home			
<b>Oelwein</b>	<b>\$20</b>	<b>\$90</b>	<b>\$300</b>	<b>\$475</b>	<b>\$1453</b>
Vinton	*each app is different	\$425 ~3000sqft home	\$100 for 250sqft deck		
*Eldridge	\$30.50	\$142	\$498	\$768	\$2448
Waterloo	\$42	\$181	\$651	\$994	\$3234

\*City has project specific permit fees based on project type, I.E. re-roof, electrical panel upgrade, deck, new home build, re-plumb, etc.

\*\*Clear Lake fee schedule is based on a 1988 UBC code Table. It hasn't changed in nearly 40 years and is higher than ours. For perspective, they had \$49,000,000 of permit based work in 2020 with 36 new home builds.

**PROPOSED PERMIT FEE SCHEDULE**

TOTAL VALUATION	FEE
\$1 to \$500	\$20
\$501 to \$2,000	\$20 for the first \$500; plus \$2 for each additional \$100 or fraction thereof, up to and including \$2,000
\$2,001 to \$40,000	\$50 for the first \$2,000; plus \$9 for each additional \$1,000 or fraction thereof, up to and including \$40,000
\$40,001 to \$100,000	\$392 for the first \$40,000; plus \$6 for each additional \$1,000 or fraction thereof, up to and including \$100,000
\$100,000 to \$500,000	\$752 for the first \$100,000; plus \$4.50 for each additional \$1,000 or fraction thereof, up to and including \$500,000
\$500,001 to \$1,000,000	\$2,552 for the first \$500,000; plus \$3.50 for each additional \$1,000 or fraction thereof, up to and including \$1,000,000
\$1,000,001 to \$5,000,000	\$4,302 for the first \$1,000,000; plus \$2 for each additional \$1,000 or fraction thereof, up to and including \$5,000,000
\$5,000,001 and over	\$14,302 for the first \$5,000,000; plus \$1 for each additional \$1,000 or fraction thereof

Project Value	\$1000	\$10,000	\$50,000	\$100,000	\$500,000
Oelwein Old	\$20	\$90	\$300	\$475	\$1453
<b>Oelwein Proposed</b>	<b>\$30</b>	<b>\$122</b>	<b>\$452</b>	<b>\$752</b>	<b>\$2552</b>
Comparable Cities Table median	\$31.56	\$137.47	\$498.46	\$773.51	\$2455.10