

Agenda

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

January 23, 2023 Oelwein, Iowa

Mayor: Brett DeVore

Mayor Pro Tem: Lynda Payne

Council Members: Karen Seeders, Tom Stewart, Matt Weber, Dave Garrigus, Dave Lenz

Pledge of Allegiance

Discussions

- 1. Discussion with Doug Herman from Lynch Dallas
- 2. Discussion on franchise fees and local option sales tax.
- <u>3.</u> Discussion on the salary resolution.
- 4. Discussion on benefits.

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

Franchise Fee and Local Option Sales Tax Budget Discussion FY2024

Franchise Fee

- Gas and Electric fees
- Pays for CIP and Police Station

Local Option Sales Tax

Split between funding the general fund, abatement, and economic development

751000 41,862.00

			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	FY 2023	FY 2024	
Account Number			Actual	Actual	Actual	Actual	Actual	Budget	Re-Estimate	Proposed	
Expense	Account Title	Account Header	6/30/2019	6/30/2020	6/30/2021	6/30/2022	12/31/2022	6/30/2023	6/30/2023	6/30/2024	DH
123-1100-67990	POLICE CAPITAL	GAS-ELECTRIC FRANCHISE	156,161.51	143,036.87	165,212.02	418,519.46	61,488.52	105,000.00		114,000.00	114,000.00
123-1700-67990	COMMUNITY DEV CAPITAL	GAS-ELECTRIC FRANCHISE	0.00	0.00	0.00	0.00	26,710.00	0.00		5,000.00	
123-2800-67990	AIRPORT CAPITAL	GAS-ELECTRIC FRANCHISE	23,000.00	0.00	0.00	1,345.00	23,110.71	10,000.00		5,000.00	10,000.00
123-4300-65070	SUPPLIES	GAS-ELECTRIC FRANCHISE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
123-4410-67990	PARK CAPITAL	GAS-ELECTRIC FRANCHISE	45,390.56	37,881.60	28,372.53	58,878.72	17,414.97	50,000.00		39,300.00	175,800.00
123-5200-63101	RAMS BUILDING	GAS-ELECTRIC FRANCHISE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
123-5250-65041	FIRE CAPITAL	GAS-ELECTRIC FRANCHISE	39,246.84	28,910.01	20,813.00	68,183.76	0.00	30,000.00			43,200.00
123-5250-67240	CEMETERY CAPITAL	GAS-ELECTRIC FRANCHISE	14,995.00	10,700.00	42,998.00	11,950.00	23,611.00	10,000.00			15,000.00
123-5250-67242	POOL CAPITAL	GAS-ELECTRIC FRANCHISE	10,641.98	12,263.57	15,193.85	2,570.28	0.00	15,000.00		5,500.00	5,500.00
123-5250-67272	FRANCHISE EXPENSES	GAS-ELECTRIC FRANCHISE	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
123-5250-67280	ADMINISTRATION CAPITAL	GAS-ELECTRIC FRANCHISE	66,825.94	4,007.00	89,262.16	84,694.57	19,488.76	75,000.00		50,000.00	100,000.00
123-5250-67610	STREETS	GAS-ELECTRIC FRANCHISE	0.00	0.00	100,000.00	0.00	0.00	0.00			
123-5250-67701	LIBRARY CAPITAL	GAS-ELECTRIC FRANCHISE	16,725.67	20,879.04	43,226.12	28,511.58	0.00	30,000.00		55,283.00	55,283.00
123-5250-69000	Franchise Transfer	GAS-ELECTRIC FRANCHISE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
123-5250-69003	1ST TIME HMBUYRS TRANS	GAS-ELECTRIC FRANCHISE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
123-6200-69014	TRANS TO DS PRPRTY TAX RLF 20%	GAS-ELECTRIC FRANCHISE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
123-6200-69015	UR BOND POLICE 2014 TRANS	GAS-ELECTRIC FRANCHISE	257,880.00	253,776.00	254,160.00	254,340.00	126,732.00	253,455.00	255,480.00	254855.00	
123-6200-69029	TRANS GF PROPERY TAX RLF 20%	GAS-ELECTRIC FRANCHISE	145,497.00	144,786.58	142,553.00	157,590.00	0.00	146,000.00	146,000.00	150,200.00	
123-6200-69043	TRANS TO PUB SFTY EQUIP GEN	GAS-ELECTRIC FRANCHISE	0.00	0.00	30,000.00	30,000.00	0.00	30,000.00	30,000.00	30,000.00	
			776,364.50	656,240.67	931,790.68	1,116,583.37	298,555.96	754,455.00	431,480.00	709,138.00	518,783.00
			FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	FY 2023	FY 2024	
Account Number			Actual	Actual		Actual		Budget	Re-Estimate	•	
Expense	Account Title	Account Header	6/30/2019	6/30/2020	6/30/2021	6/30/2022	12/31/2022	6/30/2023	6/30/2023	6/30/2024	
160-5030-60100		ECONOMIC DEVELOPMENT	0.00		525.85			0.00		0.00	
	HOMES FOR IOWA	ECONOMIC DEVELOPMENT	0.00	-	139,581.50	•	4,354.04	0.00		0.00	
160-5200-60100		ECONOMIC DEVELOPMENT	1,234.94	-				0.00		0.00	
160-5200-61990	EMPLOYEE PERSONNEL EXPENSE	ECONOMIC DEVELOPMENT	820.00		905.47			1,500.00		1,500.00	
160-5200-63102	TECH BUILDING	ECONOMIC DEVELOPMENT	35,000.00					35,000.00		35,000.00	
	COMMUNICATIONS	ECONOMIC DEVELOPMENT	787.07		801.88	1,174.92	1,051.23	1,000.00		1,000.00	
160-5200-64010		ECONOMIC DEVELOPMENT	4,087.51	•	4,443.75			4,000.00		5,000.00	
160-5200-64110		ECONOMIC DEVELOPMENT	5,115.36			3,504.25	3,328.21	5,000.00		5,000.00	
	FAY CO LOCAL HOUSING TRUST	ECONOMIC DEVELOPMENT	21,223.54			15,773.90	0.00	15,000.00		15,000.00	
160-5200-64133	TOURISM	ECONOMIC DEVELOPMENT	78.74			252.58	928.96	0.00		1,000.00	
160-5200-64136	HOTEL ED AGREEMENT	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00	
160-5200-64138	COUNTY ECONOMIC DEV AGREEMENT		7,466.96	-	0.00	•	•			7,500.00	
160-5200-64139		ECONOMIC DEVELOPMENT	50,000.00					50,000.00		50,000.00	
	LEGAL PUBLICATION	ECONOMIC DEVELOPMENT	2,556.01	•	1,124.64			2,500.00		1,500.00	
	HOUSING PLAN PROGRAM	ECONOMIC DEVELOPMENT	0.00	0.00	0.00			0.00		0.00	
160-5200-64151	HOUSING TAX ABATEMENT/REFUND	ECONOMIC DEVELOPMENT	0.00	3,826.02	13,134.94	16,940.67	0.00	10,000.00		20,000.00	
	PROPERTY TAXES-MISC	ECONOMIC DEVELOPMENT ECONOMIC DEVELOPMENT	7,562.00 0.00	2,381.00 14.73	396.00 225.00			5,000.00 0.00		1,000.00 0.00	

160-5200-64750	SPR-FALL CLEANUP	ECONOMIC DEVELOPMENT	4,828.44	166.33	7,200.00	5,535.00	0.00	2,000.00		5,000.00
160-5200-64901	RESIDENTIAL DEMO GRANT	ECONOMIC DEVELOPMENT	6,475.00	21,041.76	35,984.50	12,400.00	0.00	25,000.00		25,000.00
160-5200-64902	COMMERCIAL DEMO GRANT	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-64903	DOWNTOWN DEMOLITION	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-64904	JUNK HOUSE REMOVAL	ECONOMIC DEVELOPMENT	13,146.00	25,829.69	27,980.14	40,026.68	39,806.50	65,000.00		60,000.00
160-5200-64908	HOMETOWN REWARDS	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-64950	CONTRACTS	ECONOMIC DEVELOPMENT	1,718.75	6,727.50	1,931.55	1,362.50	4,854.00	2,500.00		2,500.00
160-5200-65050	WELLNESS RESERVE FUND	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-65060	OFFICE SUPPLIES	ECONOMIC DEVELOPMENT	1,116.84	599.96	795.05	1,441.38	309.50	1,200.00		1,200.00
160-5200-65300	TENNIS COURTS	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-67240	CAMPGROUND CAPITAL	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-67242	POOL CAPTIAL	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-67245	AIRPORT CAPITAL	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-67271	WELLNESS CAPITAL	ECONOMIC DEVELOPMENT	0.00	14,065.00	8,635.55	10,450.00	0.00	0.00		0.00
160-5200-67310	DIAMOND IMPROVEMENT	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-67350	PARKS CAPITAL	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-67610	STREETS	ECONOMIC DEVELOPMENT	40,705.22	63,071.48	0.00	0.00	0.00	0.00		0.00
160-5200-67701	LIBRARY CAPITAL	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00		0.00
160-5200-67900	ED INFRASTRUCTURE/PLANNING	ECONOMIC DEVELOPMENT	7,452.57	10,504.69	4,550.00	3,996.00	1,770.00	10,000.00		10,000.00
160-5200-69001	ED ADM SALARY TRANSFER	ECONOMIC DEVELOPMENT	20,000.00	20,000.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00	20,000.00
160-5200-69003	TRANS FROM ED TO HOUSING RLF	ECONOMIC DEVELOPMENT	0.00	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00
160-5200-69008	LIBRARY ACCREDITATION TRF	ECONOMIC DEVELOPMENT	35,000.00	35,000.00	35,000.00	35,000.00	0.00	35,000.00	35,000.00	35,000.00
160-5200-69009	WELLNESS CENTER LOSS TRANSFER	ECONOMIC DEVELOPMENT	27,496.48	30,460.44	17,317.71	0.00	0.00	29,000.00	10,000.00	30,000.00
160-5200-69020	CDBG HOUSING REHAB TRANSFER	ECONOMIC DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160-5200-69033	TRANS TO DWNTWN BUSINESS GRANT	ECONOMIC DEVELOPMENT	150,000.00	75,000.00	75,000.00	150,000.00	0.00	75,000.00	75,000.00	75,000.00
160-5200-69079	AIRPORT GRANT MATCH TRANSFER	ECONOMIC DEVELOPMENT	36,600.00	0.00	0.00	43,906.00	0.00	0.00	0.00	0.00
160-5200-69100	TRANS OUT ONE TIME ECON DEV	ECONOMIC DEVELOPMENT	0.00	0.00	171,050.06	24,345.28	0.00	0.00	0.00	0.00
		ECONOMIC DEVELOPMENT TO	otal 514,265.56	609,543.56	725,745.48	552,135.79	154,318.82	535,671.84	140,000.00	407,200.00

20,829.00 575000 Reserve

66971 474,171.00

495000 99000

RESOLUTION NO.

RESOLUTION ESTABLISHING COLLECTIVE BARGAINING AND NONUNION SALARIES FOR CITY EMPLOYEES

Be it resolved by the City Council of the City of Oelwein, Iowa that the following salary schedule is hereby adopted and effective with Pay Period Date Beginning June 18, 2023.

SECTION 1.

City Hall

	Biweekly Salary	Hourly
City Administrator	\$4,807.69	
City Clerk/Treasurer (deputy clerk)	\$3,392.78	
Union		
Clerk/Administrative Assistant		
Start		\$20.16
6 Months		\$20.57
12 Months		\$20.97
18 Months		\$21.38
24 Months		\$21.82
Clerk 1		
Start		\$21.32
6 Months		
12 Months		
18 Months		\$22.61
24 Months		\$23.07
Clerk 2		
Start		\$22.48
6 Months		
12 Months		
18 Months		\$23.85
24 Months		\$24.28

Police Department

	Biweekly Salary	Hourly
Clerical		
Start		\$20.16
6 Months		\$20.57
12 Months		\$20.97
18 Months		\$21.38
24 Months		\$21.82
Administrative Assistant		
Start		\$20.50

6 Months			
12 Months			
18 Months			\$22.61
24 Months			\$23.07
Police Part-Time Certified	12-month (Officer Rate	
Police Part-Time Non-			\$20.22-\$25.19
Certified			
Union			
Officer	Non - Resid	ent Hourly	Resident - Hourly
Start - Uncertified	\$26.24		\$27.05
1 Year	\$28.87		\$29.76
2 Years	\$30.59		\$31.54
4 Years	\$31.21		\$32.18
7 Years	\$31.84		\$32.82
10 Years	\$32.48		\$33.48
15 Years	\$33.12		\$34.14
20 Years	\$33.46		\$34.49
25 Years	\$33.78		\$34.82
30 Years	\$34.11		\$35.17
Bi-Week		Salary	Hourly
Lieutenant - Second			
Start - Non-Resident		\$3,010.77	
Start - Resident		\$3,101.09	
7 Years Non-Resident		1%	
7 Years Resident		1%	
7 Years	D	1%	
10 Years Non-Resident	epar	1%	
10 Years Resident	Department Su	1%	
15 Years Non-Resident 15 Years Resident		1%	
		1%	
20 Years Non-Resident		1%	
20 Years Resident		1%	
25 Years Non-Resident		1%	
25 Years Resident		1%	
30 Years Non-Resident		1%	
30 Years Resident		1%	
Lieutenant - First			
Non-Resident		\$3,050.39	

Resident		\$3,141.90	
7 Years Non-Resident		1%	
7 Years Resident	_	1%	
7 Years	-	1%	
10 Years Non-Resident	Department Supervisory Experience	1%	
10 Years Resident	tmer	1%	
15 Years Non-Resident	nt Sup	1%	
15 Years Resident	oervi.	1%	
20 Years Non-Resident	sory	1%	
20 Years Resident	Expe	1%	
25 Years Non-Resident	rienc	1%	
25 Years Resident	Ö	1%	
30 Years Non-Resident		1%	
30 Years Resident		1%	
Captain		\$3,713.96	
7 Years Non-Resident		1%	
7 Years Resident		1%	
7 Years	D	1%	
10 Years Non-Resident	epart	1%	
10 Years Resident	imen	1%	
15 Years Non-Resident	t Sup	1%	
15 Years Resident	ervis	1%	
20 Years Non-Resident	_ You	1%	
20 Years Resident	Expe	1%	
25 Years Non-Resident	Department Supervisory Experience	1%	
25 Years Resident	Ō.	1%	
30 Years Non-Resident		1%	
30 Years Resident		1%	
Police Chief		\$4,574.52	
7 Years	Depa	1%	
10 Years	rtmen.	1%	
15 Years	t Supe	1%	
20 Years	rvison	1%	
25 Years	Department Supervisory Experience	1%	
30 Years	ience	1%	

Building and Inspections

	Biweekly Salary	Hourly
Zoning Admin/Building Official	2538.44	

Building Inspector	
Start	\$23.84
Qualification- Residential Inspector	\$24.84
12 Months	\$25.61
18 Months	\$27.62
Code Enforcement Officer	
Start	\$21.00
6 Months	\$22.86
12 Months	\$23.66
18 Months	\$25.44
Administrative Assistant	
Start	\$20.16
6 Months	\$20.57
12 Months	\$20.97
18 Months	\$21.38
24 Months	\$21.82

Parks and Recreation

	Biweekly Salary	Hourly
Parks Superintendent	\$2,759.31	
Parks Lead		
Start		\$21.00
6 months		\$22.86
12 months		\$23.66
18 months		\$25.44
Campground Host	\$160.00 per week (Include	des Camping Fees)
Seasonal, Part-time, Temporary		
Start		\$15.00
Second Season		\$15.45
Third Season		\$15.91
Fourth Season		\$16.39
Umpire with partner		\$20 (per game)
Umpire without partner		\$25 (per game)
Referee		\$12.00
Tennis Instructor		\$12.00

Aquatic Center

Manager	
Start	\$14.42
Second Season	\$14.85
Third Season	\$15.30
Fourth Season	\$15.76
Assistant Manager	

Start	\$12.36
Second Season	\$12.73
Third Season	\$13.11
Fourth Season	\$13.50
Lifeguard	
Start	\$10.30
Second Season	\$10.61
Third Season	\$10.93
Fourth Season	\$11.26
Front Desk and Maintenance	
Start	\$8.24
Second Season	\$8.49
Third Season	\$8.74
Fourth Season	\$9.00
Concession Manager	
Start	\$12.36
Second Season	\$12.73
Third Season	\$13.11
Fourth Season	\$13.50
Private Lessons with Water Safety Instructor	Additional \$.50
Season End Stipend for all hours worked*	Additional \$.25

^{*}Must work the entire regular season to earn the season end Stipend.

Public Works

	Biweekly Salary	Hourly
Public Works Director	\$4,311.39	
Assistant Public Works Director	\$3,115.38	
Water/Streets Lead		\$31.69
Wastewater Lead		\$32.23
Union		
Operator		
Start		\$21.41
6 Months		\$23.30
12 Months		\$24.12
18 Months		\$25.94
Grade I		
Start		\$23.27
6 Months		\$24.21
12 Months		\$25.03
18 Months		\$26.90
Grade II		
Start		\$24.04
6 Months		\$25.04

12 Months	\$25.82
18 Months	\$27.84
Grade III	
Start	\$26.46
6 Months	\$27.28
12 Months	\$28.24
18 Months	\$29.86
Grade IV	
Start	\$28.27
6 Months	\$29.12
12 Months	\$30.10
18 Months	\$31.80
Summer Help	
Start	\$12.36
Second Season	\$12.73
Third Season	\$13.11
Fourth Season	\$13.50
Administrative Assistant	
Start	\$20.16
6 Months	\$20.57
12 Months	\$20.97
18 Months	\$21.38
24 Months	\$21.82

Library (As approved by the Library Board)

	Biweekly Salary	Hourly
Director	\$3,041.63	
Assistant Director		21.82
Outreach Librarian		19.35
Part-Time		15.00-16.35
Pages		10.00-11.12

SECTION 2. The longevity pay for regular full-time employees, except where otherwise provided for by contract, will be granted in addition to the salaries listed in Section 1. The total listed for longevity is not to be cumulative.

Service	
Over 3 years	\$102.00
Over 5 years	\$120.00
Over 10 years	\$140.00
Over 15 years	\$160.00
Over 20 years	\$180.00
Over 25 years	\$210.00
Over 30 years	\$230.00

SECTION 3. Fulltime non-union personnel electing medical insurance coverage shall contribute toward premiums as outlined below.

Beginning Date	Single Coverage	Family Coverage
June 9, 2023	\$101.84	\$179.16

SECTION 4. Fulltime Union personnel electing medical insurance coverage shall contribute toward premiums as outlined below for each Union.

promise as caremet serior re-		
Police Union		
Beginning Date	Single Coverage	Family Coverage
June 19, 2023	\$101.84	\$179.16
Public Works Union		
Beginning Date	Single Coverage	Family Coverage
June 19, 2023	\$101.84	\$179.16

SECTION 5. All fulltime employees shall receive a paid membership (single or family) in the Williams Wellness Center including a 24-hour access key. One key per family, extra keys at the full annual rate of \$60.00. Oelwein Volunteer Fire Department members will receive a paid single membership to the Williams Wellness Center. Oelwein Police Reserve Officers will receive a paid single membership to the Williams Wellness Center following a one-year probationary period. Part time employees shall receive a single Wellness Center Pass. The pass is good for one year as long as the employee is in good standing with the city.

SECTION 6. An employee who takes on the Safety Official role appointed by the City Administrator receives an additional \$1.00 an hour annually. When the employee is no longer the safety official, the \$1.00 is taken away.

SECTION 7. A City Hall employee, with five years of service in a clerk setting, who takes on the Deputy Clerk/Asst. Treasurer/Office Manager roles are eligible to receive an additional \$1.00 an hour annually. When the employee becomes certified through the Iowa Municipal Finance Officers Association, they are eligible to receive \$1.50 additional pay.

Section 8. The City will assist and pay for training for utility employees interested in obtaining grade certifications. The city will pay the highest-grade levels acquired by the employee.

Section 9. All training class cost (no labor) and suits for Lifeguards are reimbursed by the city. The city only reimburses upon successful completion of class.

Section 10. Part time cemetery and park employees shall receive Memorial Day, Fourth of July, and Labor Day as paid holidays if they work that month. This excludes the library, aquatic, and recreation employees.

Section 11. Part time employees at the parks and cemetery shall receive boots after the successful completion of one full season with the city.

SECTION 12.	Passed and adopted by the City Cou, 2023.	ncil of the City of Oelwein, lowa this	day of
ATTEST:		BRETT DEVORE, MAYOR	
DYLAN MULF	INGER, CITY ADMINISTRATOR	_	
Recorded this	s, 2022.		
DYLAN MULF	INGER, CITY ADMINISTRATOR	_	



Things staff considered

- 32-hour work week
- 4 10 work week
- Raise longevity
- Consistent cost to benefits
- Higher life insurance
- Increase health care plans
- Additional holiday
- Pool passes
- More part time people for coverage
- Shorten the year requirements for additional vacation
- Health day with flu shots and blood draws
- Bring your child to work day
- Daycare and nursing home stipend
- CDL Bonus
- CPR and First Aid Training
- Additional work clothing
- Sabbatical for 20-year employees
- Take the week off after Christmas

Proposal to council

Family Pool Pass for employees

Add Washingtons Birthday to bring staff to 10 holidays

Current	Days	Hours
Service over one (1) year	5	40
Service over two (2) years	10	80
Service over seven (7) years	15	120
Service over fifteen (15) years	20	160
Service over twenty (20) years	25	200

Proposed	Days	Hours
Service over one (1) year	5	40
Service over two (2) years	10	80
Service over five (5) years	15	120
Service over ten (10) years	20	160
Service over fifteen (15) years	25	200

Current Longevity	
Service	



Over 3 years	\$49.90
Over 5 years	\$60.98
Over 10 years	\$72.08
Over 15 years	\$83.16
Over 20 years	\$94.26
Over 25 years	\$105.34
Over 30 years	\$116.42

Proposed Longevity	
Service	
Over 3 years	\$102.00
Over 5 years	\$120.00
Over 10 years	\$140.00
Over 15 years	\$160.00
Over 20 years	\$180.00
Over 25 years	\$210.00
Over 30 years	\$230.00

Expand Bereavement five-day category to include children and parents.

Add annual CPR and First Aid training

Work toward a bring your child to work day in June of 2023