

RESOLUTION NO. _____-2026

RESOLUTION APPROVING THE CITY CLERK TRANSITION PLAN

WHEREAS, the city will have a retirement in the clerk position after 20 years of service from Barb Rigdon; and

WHEREAS, to ensure an efficient clerk transition, a plan has been created; and

WHEREAS, the city will open the clerk position internally and work through an assessment process to ensure candidates are fit for the position; and

WHEREAS, once the assessment is completed, the City Administrator will provide a recommendation to the city council for an appointment; and

WHEREAS, the interim clerk will be paid \$75,000 from January 1, 2027, to May 7, 2027; and

WHEREAS, the interim clerk will become Clerk on May 10, 2027, and will be paid \$85,000; and

WHEREAS, the City Administrator will hire a replacement in the administration department for the opening caused by the interim clerk and bring in the replacement by March 1, 2027; and

WHEREAS, if an internal candidate is not selected for the clerk position, the City Administrator will advertise for the position and work to bring in an interim clerk to ensure an efficient transition; and

WHEREAS, the clerk is appointed by the city council as stated in the city code;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Oelwein, Iowa approves the City Clerk Transition Plan.

Passed and approved by the City Council of the City of Oelwein, Iowa this 12th day of October, 2026.

Brett DeVore, Mayor

Attest:

Dylan Mulfinger, City Administrator

Recorded October 13, 2026

It was moved by _____ and seconded by _____ that the
Resolution as read be adopted, and upon roll call there were:

AYES	NAYS	ABSENT	ABSTAIN
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Ricchio

Weber

Payne

Cantrell

Cannon

Gearhart