



## City Administrator & Staff Update

2022.09.23

- **Annual Evaluation:** Attached is the evaluation form used most recently for Dan's evaluations. There are any number of similar forms out there, but I'd suggest we stick with the current format this year and see if it needs improved. I have several samples. We should plan on completing the eval in October for a meeting in late October or early November as my start date is November 3<sup>rd</sup>. Please let me know if you have any questions or comments.
- **Community Visioning:** We received the grant for community visioning. More Info below.
- **Nagrocki:** Attached is the variance letter from Ryan Nagrocki for the townhomes he is proposing for Lots 4, 5, 6 & 7 in Shottenkirk Estates Subdivision. They are looking to begin the PUD process for this development.
- **IISC:** I'll likely be submitting a letter of interest to Iowa's IISC program to see what they may be willing to do for our community under this program. I'd encourage you to check out the info and links in last week's update.
- **Iowa League:** The Iowa League Annual Conference is next Wednesday through Friday. I believe Mayor Teater, Councilmembers Newberry and Young, City Clerk Fry and I are all attending the conference. A record I believe!
- **Shive-Hattery:** Shive will be providing a scope of work and cost estimate for the force main study that is budgeted this fiscal year. We will be meeting with Bolton & Menk to see about having them work on an upcoming project so that we can have an opportunity to work with a couple new firms and their staff.
- **Audit:** We are expecting to have a draft audit report next week.
- **Beaverdale:** We are meeting next week again with Beaverdale to discuss the increasing number of breaks, lack of parts, etc. They are also talking with SEIRPC to discuss potential funding sources. They essentially need new infrastructure, and it needs to be done ASAP. Their breaks and increase usage affect our overall limits and it is simply inappropriate to let these failures to continue and waste this resource. We are presently charging the difference in usage versus the total that is running through their meter.
- **Community Solar:** The following is from our Alliant representative related to solar projects:

Hi Gregg,

Heidi Parker with Alliant Energy forwarded me your email regarding Community Solar. This program is defiantly offered to cities. Actually, residents, businesses and government entities are all encouraged to participate to fit their solar needs.

Attached is general information about the Community Solar program and a list of FAQs. Additionally, here is the link on the website Alliant Energy - Alliant Energy® Community Solar

I know the city has been looking at solar options, if you decide to move forward with this, let me know. I can also arrange for our experts to talk to the council if you would like.

I did some additional checking on the previous project you sent over. For the community hosted solar, they prefer project that would be in one or two areas vs. several locations. If you had available land or a large roof, I think they would look at it again.

Additionally...

I was on another call this morning after I sent the email. It sounds like if you chose the Community Solar option the credit is directly tied to your electric bill.

The Customer Hosted Solar that I mentioned is a program where Alliant leases land from the city. We then build and maintain a solar field and pay you a land lease payment monthly. If you do have land available, you could utilize both programs for the city.

Let me know and we can move forward from there.

Kay Sackville | Key Account Manager  
Alliant Energy

#### **IT (Newberry)**

- Last week I investigated an opportunity with the state that would provide security services to us free of charge through a federal grant to protect our network. We would be monitored by a security operation center 24/7 and alerted if any security breaches occur. I did confirm this week that it is no cost to us right now. I pushed down security patches yesterday and tonight they should restart so make sure all work is saved. They shipped the replacement computer for LaTron's computer that arrived defective so we should receive that any day now. I canceled the azure service today so the service and data will delete in 90 days. I don't think we need any of it so I will just allow it to delete. I also removed some of the services we received for the TV channel and brought it from 51.00 a month to 26.00 a month. I did have a mistake where SP Page Builder renewed from our old site we will see if they will reverse the charge, but it is not looking good. I have it canceled for next year so that it won't come out again. I noticed when the credit card company called for fraud protection and listed my charges. I will go through and make sure that all other services we paid for in the past are canceled so we won't be charged for anything else. Any other questions please email me and let me know.
- Definitions: Security operations center (SOC) – sometimes called an information security operations center, or ISOC – is an in-house or outsourced team of IT security professionals that monitors an organization's entire IT infrastructure, 24/7, to detect cybersecurity events in real time and address them as quickly and effectively as possible.
- Related Links: <https://www.screenfeed.com> – TV service provider of live data

#### **Police (Logan)**

- After the weekly Staff Meeting this morning, I went down to 1124 Broadway and issued two 24 hour abandoned vehicle tags for vehicle/lawn tractor sitting in the right of row.
- Officer McCampbell is in Des Moines for the next two weeks for DARE School.

- I will be putting out soon opening applications once again for the position of Patrol Officer with testing to be held at the end of October.
- Stacia, Eldon, and Nathan have been working on the new RMS software training this week being held down at Burlington Police Department.

#### **Building/Fire (Ryan)**

- Nuisances: Looked over a sign location – is out of ROW. Working on contacting homeowner – lives in Illinois, property needing cleaned up on Cottage Grove. Working on derelict property on Ramsey.
- Building Permits and Licenses: Porch permit. Burn license. Driveway permit. 5 rental licenses.
- Code Review – Inspected current projects going up. All progressing well.
- Rental Inspections – None scheduled at present time
- Alcohol – None scheduled
- Fire Dept –
  - Have County Meeting Monday night at Danville.
  - Free training in Mt Pleasant, Oct 1 and 2. Have 4 guys going.
  - Article in Des Moines County News about the 4 guys who went to Chicago and did 9-11 Memorial stair climb. They footed all expenses themselves.
- Radio Communications - Attended a meeting Monday, Sept 19, at BPD about interoperability and the state ISICS system.

#### **City Clerk (fry)**

Signage: Updating signage for the brush site. See attached. Also working with GIS to update the area map on site.

#### **Finance (Moore)**

- I am continuing to work on the pool audit with the concession sales.
- I have completed the Street Finance Report and I am waiting to go over the questions that Cindy has.
- Tara and I have started using the purchasing software in the test environment so that we can try it and learn without effecting the live version of Tyler.

#### **Public Works (Brissey)**

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates
- Service trucks and Squad cars
- Mowing Parks and city properties
- Maintenance and clean up at sewer plant
- Patching
- Working on winterizing pool
- Watering all trees that have been planted in town, sewer plant and potted seedling

- Working on sidewalk repairs
- Boomerang is working on pump testing in tower, sanitizing and back tee test in tower.
- We started our fall maintenance sewer jetting Monday. Four Seasons Excavation is working with our employees. City jet truck is still down have not heard anything back on parts availability yet. This is costing the city about \$ 6000.00 per week (4-5 weeks or less). Paying from sewer budget 610-815-6490 other professional services. We are going det some of this work done for free while testing demo trucks.
- LL Pelling company is sealcoating should be done Wednesday weather permitting.
- Safety meeting Wednesday 9-21-22

#### **Projects:**

##### **Mt. Pleasant Street Phase 2:**

I have been uploading working day reports and daily diary entries on a weekly basis for the project. that is really about all we need to be doing now. We will have a pay estimate for the project for the October 5<sup>th</sup> Council meeting. we will upload that as well after council approves. I haven't heard an update from Norris on when they planned on returning to finish the project up. Until they return, all that needs to be done is to upload the weekly working day report for the previous week. The new late start date is September 22<sup>nd</sup>. So, starting later this week, working days will start being charged again. As an FYI, the project was allocated 30 working days and they have used 8.5 so far. I will keep you and Mike updated as I hear things from Norris. Let me know if there are any questions. Thanks, Matthew P. Walker, PE, French-Reneker

#### **Community Visioning Summary**

Congratulations on being selected for Community Visioning 2023! I will be the Field Coordinator with Trees Forever facilitating Community Visioning in West Burlington. As we have worked on this together from the beginning, I'm really excited to be a part of your visioning journey!

The purpose of this email is to outline some next steps. First and foremost is getting Thursday, Nov. 3rd on your calendar so you can attend the Iowa Living Roadways Annual Celebration at the Gateway Center in Ames. We are asking as many steering committee members as possible to attend because it is a great event that will inform you and the steering committee as to what Community Visioning is all about. I've attached the invitation PDF with this email, as well as the draft agenda. West Burlington will be participating in a mapping workshop at the celebration in the afternoon so the more steering committee members the better.

Even before the November 3rd celebration, the West Burlington steering Committee will participate in an on-line kick off zoom call later in October to learn about the community visioning program and have our first steering committee meeting to talk through monthly meetings starting in 2023, how the committee will communicate about the program, and even start identifying some different user groups of the transportation system. I will send out a doodle poll as October approaches to determine the best date and time for that kickoff zoom call.

If you have not had an opportunity to visit the <https://www.communityvisioning.org/> website, I highly encourage you to spend a couple of minutes exploring and learning about the history and success of this great program.

In addition to working with West Burlington, I'm also facilitating visioning in Vinton, so we will have another town's perspective to draw upon if we need it.

In order to get started working with you as we gear up for Community Visioning in 2023, I'll pull together a spreadsheet of the steering committee members based on the application that was submitted and send it to you for additions or deletions; often additional steering committee members are added after the application has been submitted. In fact, we need at least one school affiliated person on the committee, but more than one is even better. This will prove invaluable during the focus groups workshop in February as a main component of that workshop is working directly with students from the schools in West Burlington. As for numbers, we should be aiming for a committee with 8-15 members.

Please don't hesitate to contact me with any questions or concerns, and I look forward to getting started with Visioning 2023!

Peter Lundgren

Southeastern Iowa Field Coordinator | Trees Forever

CITY OF WEST BURLINGTON  
PERFORMANCE EVALUATION

NAME OF EMPLOYEE: \_\_\_\_\_

JOB TITLE OR POSITION: \_\_\_\_\_

NAME OF EVALUATOR: \_\_\_\_\_

PERIOD OF EVALUATION: \_\_\_\_\_

DATE OF EVALUATION: \_\_\_\_\_

**INSTRUCTIONS**

Using the scale below, evaluate the performance of the employee listed for each factor. Select the letter which best indicates your perception of that individual's performance on each of the criteria and enter it in the box provided. Then enter the letter indicating a composite, or overall, evaluation for the factor. Your composite evaluation should not necessarily reflect an average of the criteria rating since some criteria are more important than others.

- |                          |  |
|--------------------------|--|
| E - Exceeds Expectations | Performance which exceeds the level supervisor normally expects.                               |
| M - Meets Expectations   | Generally meets supervisor's expectations on performance criteria.                             |
| I - Improvement Needed   | Generally below supervisor's expectations - erratic performance of criteria - needs attention. |
| U - Unsatisfactorily     | Unacceptable performance which must receive immediate attention.                               |
| N/A - Not Applicable     | Evaluation of the factor or criterion is inappropriate for the employee being rated.           |

## I. EVALUATION FACTORS

1. \_\_\_\_\_ Job Description: Demonstrates required knowledge, abilities and skills of position as set forth in Job Description.

COMMENTS:

2. \_\_\_\_\_ Decision Making and Judgment

\_\_\_\_\_ Ability to identify and correct problems

\_\_\_\_\_ Soundness of decisions

\_\_\_\_\_ Timeliness of decisions

\_\_\_\_\_ Enforcement of ordinances, rules and standards

COMMENTS:

3. \_\_\_\_\_ Communication Skills

\_\_\_\_\_ Ability to prepare and present oral reports

\_\_\_\_\_ Ability to prepare and present written reports

\_\_\_\_\_ Ability to respond to inquiries and communicate information with public

\_\_\_\_\_ Ability to communicate information with employees

\_\_\_\_\_ Ability to respond to inquiries and communicate information with City Council and/or Boards

COMMENTS:

4. \_\_\_\_\_ Planning, Organization and Coordination

- \_\_\_\_\_ Ability to plan, organize and schedule work
- \_\_\_\_\_ Ability to follow schedules and meet deadlines
- \_\_\_\_\_ Ability to coordinate and cooperate with other employees and departments
- \_\_\_\_\_ Ability to establish meaningful department goals, policies and programs
- \_\_\_\_\_ Ability to accomplish desired results (quantity and quality of work expected are accomplished)

COMMENTS:

5. \_\_\_\_\_ Personnel Supervision

- \_\_\_\_\_ Effective assignment use and supervision of employees
- \_\_\_\_\_ Selection of new employees
- \_\_\_\_\_ Training of employees
- \_\_\_\_\_ Effective motivation of employees
- \_\_\_\_\_ Performance evaluation of employees
- \_\_\_\_\_ Unsatisfactory performance is called to attention of subordinates, documented and corrective action taken
- \_\_\_\_\_ Fairness and consistency of discipline

COMMENTS:



6. \_\_\_\_\_ Budget Development, Administration and Control

\_\_\_\_\_ Budget submittals reflect department objectives and Council goals/priorities

\_\_\_\_\_ Accuracy and completeness of budget submittals

\_\_\_\_\_ Actual expenditures conform to budget schedules

\_\_\_\_\_ Budget monitoring

COMMENTS:

7. \_\_\_\_\_ Personal qualities

\_\_\_\_\_ Self-motivation and self-reliance

\_\_\_\_\_ Imagination and resourcefulness

\_\_\_\_\_ Ability to adapt to change

\_\_\_\_\_ Ability to accept responsibility

\_\_\_\_\_ Ability to work under pressure

\_\_\_\_\_ Dependability and reliability

\_\_\_\_\_ Customer service orientation

\_\_\_\_\_ Attitude

COMMENTS:

- II. GENERAL COMMENTS ON PERFORMANCE. This section should identify specific areas of strength or exceptional performance; weaknesses or barriers to effective performance; clarify roles, issues and concerns; and identify specific steps to be taken to satisfy development needs.

The undersigned hereby acknowledges that he/she has reviewed and discussed this evaluation with the evaluator.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

September 15, 2022

City of West Burlington  
122 Broadway St  
West Burlington, IA 52655

RE: Proposed Townhomes – Lots 4, 5, 6 & 7 in Shottenkirk Estates

To Whom it May Concern:

We request that the above referenced property be rezoned from its current classification of a B-2 District to a P.U.D. overlay District of R-4 Multi-Family Residence District consisting of 52 total townhome units.

We further request variances for building setback lines as follows:

- 20' setback along the north side of Lots 4, 5, 6 & 7 in Shottenkirk Estates.
- 20' setback along the west line of Lot 7 in Shottenkirk Estates.
- 20' setback along the south side of Lots 4, 5, 6 & 7 in Shottenkirk Estates.

We request that the storm sewer for this development connect to the existing detention basin located in Outlot A of Shottenkirk Estates.

As always, if you have any questions please do not hesitate to contact us.

Sincerely,

MIDWEST REALTY GROUP

KLINGNER & ASSOCIATES, P.C.

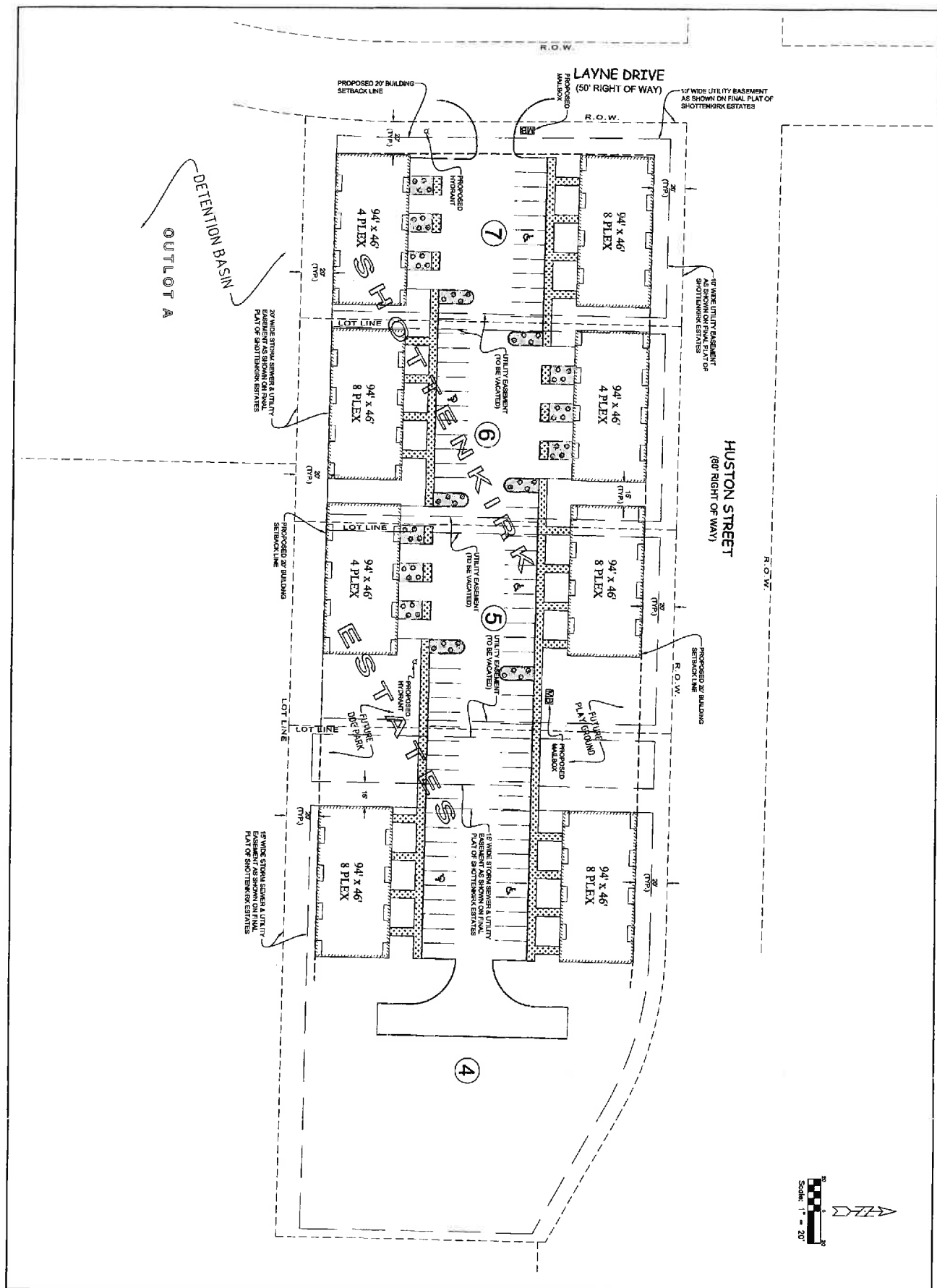


Ryan Nagrocki



Jeff Miller, P.L.S.

JAM/sas/P:/07342 Midwest Realty Group, Inc./02.Comm/02.GenCorr/20220915 Variance Letter



# **WEST BURLINGTON YARD WASTE SITE RULES**

**WEST BURLINGTON RESIDENTIAL USE ONLY**  
**MUST LIVE WITHIN CITY LIMITS**

**GRASS, LEAVES, and SMALL BRANCHES**  
**(MUST BE PLACED IN DESIGNATED AREAS)**

**NO PLASTIC BAGS**

**NO GARBAGE**

**NO LAWN CARE SERVICE DUMPING WILL BE ALLOWED**

**NO COMMERCIAL DUMPING WILL BE ALLOWED**

**FILL DESIGNATED AREA FROM THE BACK TO THE FRONT**

**VIOLATORS WILL BE FINED AND PROSECUTED TO THE  
FULL EXTENT OF THE LAW**

**\$500 – First Violation**

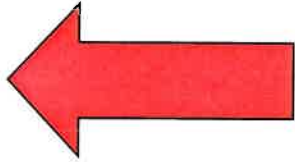
**\$1000 – Second & Subsequent Violations**

**LICENSE PLATE TRACKING WILL BE USED TO  
ENFORCE PENALTY**

**If the vehicle you are using is not registered to a West  
Burlington address, notify West Burlington City Hall to  
have the vehicle listed under your name and address.**

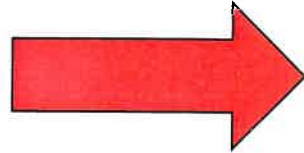


**LEAVES  
GRASS  
ONLY**



**NO PLASTIC BAGS**

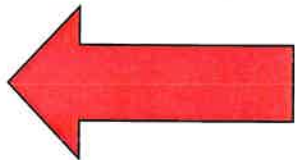
**LEAVES  
GRASS  
ONLY**



**NO PLASTIC BAGS**

**SMALL  
BRANCHES  
ONLY**

Maximum Size  
4' in length  
2" in diameter



**SMALL  
BRANCHES  
ONLY**

Maximum Size  
4' in length  
2" in diameter

