



City Administrator & Staff Update

2023.02.24

- **Property Taxes:** See the attached tax reform memo put together by Bondurant's City Manager. Nice summary.
- **Senior Housing:** A Senior Housing project is being considered and additional information will be forthcoming soon. This would be a tax credit project and the developer would be looking for City support and either TIF or Tax Abatement. More to come...
- **SF 181:** Gov. Reynolds Signs SF 181 Into Law
DES MOINES – Today, Gov. Reynolds signed [SF 181](#) into law, a bill that clarifies the rollback calculation for residential and multi-residential property and delivers \$127 million in property tax relief to Iowa homeowners.
- **Community Visioning:** 56 plus or minus
 - Steering committee: 9
 - Older adults: 11
 - Mobility challenged: 3
 - Actives: 11
 - Parents: 11
 - Youth 12 & under: 4
 - Youth 13+: 7
- **DEV2023:** Registration is open for Iowa's premier economic development conference, DEV2023. We are excited to address DEVELOPMENT while sharing new ideas, opportunities, and trends from a variety of perspectives to grow Iowa. Don't miss out on this year's topics, including site readiness, workforce strategies, governance, energy, and infrastructure and much more! Visit IowaUtility.org for more information.
 - DEV2023 Conference
 - Thursday, May 18, 2023
 - 7 a.m. – 4 p.m.
 - Community Choice Credit Union Convention Center
 - Des Moines, Iowa
- **IWD & Veterans:** (Please see the attachments) Email follow up from IWD who presented at this week's Chamber Board meeting - Absolutely Gregg, thank you for your interest in our Veterans. Attached you will find information about me, and my role as the LVER. The HIRE Vets Medallion Award, and the Skill Bridge program which brings active-duty members to

the business as an apprentice during last 6 months of their service (no cost to company). Of course, we hope that these members will make our State their permanent home and build our workforce. Lastly, I believe Katelyn mentioned WOTC (tax credit). Depending on the Veterans status, employers can earn a tax credit for hiring them. Please let me know if you have further questions or recommendations for business outreach I should focus on because of challenges with recruitment, employment, or retention.

- Tracie L. Timmerman, Local Veterans' Employment Representative (LVER),
IowaWORKS - a Proud Partner of the American Job Center Network,
550 S Gear Avenue Suite 35, West Burlington, IA 52655
Office Ph: 319-753-1671 ext. 30463
Cell: 563-200-2799
tracie.timmerman@iwd.iowa.gov
- **Bondurant:** We are planning to coordinate a visit to Bondurant to review their paperless process with the Clerk Clerk and a few other processes while there. There is some interest in meeting with a local microbrewery owner (and friend) at the same time to get a sense of the costs and work put into his Bondurant Brewery which has become very successful in a short time. The owner is also a councilmember in Altoona, IA.
- **Articles:**
 - Article on complete street policies:
<https://smartgrowthamerica.org/program/national-complete-streets-coalition/best-complete-streets-policies/?eType=EmailBlastContent&eId=7035d2bb-200d-4e16-95d6-2e5dc5ad8d80>.
 - Fiber Project: See the attached article on West Des Moines' fiber project. Muscatine Municipal Power and Water did a fiber to the home project as well. Selling point for business and residents.

IT (Newberry)

- This week focus was on catching up on patching and updating software. I spent a lot of my weekend pushing down updates to all our machines and restarting them during off hours. I was also able to use the down time to patch our critical server Virtual Machine Infrastructure known as ESXi. This involves restarting the entire physical server and takes us offline for a little while. This week was also mock go live week for the Motorola flex software that I talked about in last week update. This week is to hopefully iron out all the difficulties before we go live and allow dispatch to interact with the officers using the new product.
- Definitions
 - VMware ESXi, also called VMware ESXi Server, is a bare-metal hypervisor developed by VMware for vSphere. ESXi is one of the primary components in the VMware infrastructure software suite.
 - Virtual Machine a computer system created using software on one physical computer in order to emulate the functionality of another separate physical computer.

Police (Logan)

- Working on the last week before we go live with the new software. Working on getting the link set between the state and our squad cars. It is supposed to be up and running before we go live, so if it's not up and running we may push the live go date till June. I will keep you updated. When we do go live, we will have several outside persons working within City Hall, particularly the Police Department. They will be assisting the Officers, Stacia, and working in the evidence room with us if necessary. They will be here Tuesday through Thursday of next week.
- Assisted the County with a Robbery yesterday. We were able to locate a suspect at SCC in class and there were no issues when we went to go get him. SCC assisted with no interruption to class time.
- Good news, we do have a certified officer who is very interested in the open position that we have at this time. It looks like we will have him starting in late March, or 1st of April. He has several years of service and will require very little training. I see him going out on his own with a week or less.

Building/Fire (Ryan)

- Nuisances – Worked with Foodliner to get the trees along N Gear cleared up.
- Building Permits and Licenses: Waiting on Midwest Reality to turn in permit for 2nd building.
- Code Review - Worked with resident regarding a plumbing question. HVAC review at SCC's new student center. Have cellular company requested a meeting to discuss wanting to install a new tower in city limits.
- Fire Dept –
 - Have a department coming to look at Rescue 1 on Friday (2/24).
 - 911 Board meeting held – budget approved and approved commissioning True North Consulting to do a study on public safety communications in Des Moines County.
 - 6th year anniversary of James Francisovich's passing will be remembered this weekend.

Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates.
- Service trucks and Squad cars
- Working on new budge
- Still working on issues with water tower.
- Sign maintenance

- Cleaning up at sewer plant
- Hauling brush
- Patching
- Trimming brush around town
- Training classes
- Backhoe and dump truck training for new higher.
- Safety meeting
- Plowing snow
- Had a power drop at south lift Saturday 2-18-23. It caused all three pumps to shut down. We got two pumps running the third want run because VFD burned up. Working with alliant and electricians. We keep you posted.

Housing Task Force
February 23, 2023
MEETING NOTES:

- Present: Gregg Mandsager, Zach James, Jeremy Hess, Chad Bird, Eric Tysland, Russ Rodriguez, Della Schmidt, Ryan Nagrocki, Matt Rinker

Discussion:

- Review and discussion of Housing Study Report. Reviewed edits highlighted in current iteration.
- Housing need demand seems to be a bit low. Discussion ensued. Should qualification on page 82 be closer to the content on pages 39?
- Who is going to track the baseline and future numbers? How will we know that the needle has moved? Will the County Assessor be able to provide summary of housing permits?
- Presentation and implementation? Zach will check and see if a presentation by the consultants was included in the contract. Ideally we need a presentation for City Councils.
- Future of this committee? Consensus - committee should continue in order to help guide housing development incentives, awareness and benchmark progress.

ACTION STEPS:

- Zach will ask for the Executive Summary
- Zach will explore in-person presentation or a Power Point that we can use. Zach will coordinate with Della to set a date for a Final Report Public Presentation, in-person or via Zoom TBD. Conclude that presentation with a "call to action" which begins with the establishment of a long-term housing committee.
- Ask GRH, developers (Nagrocki, Myers, Pierson) Two Rivers Bank/Shane Zimmerman, and the Cities of Burlington and West Burlington write a positive response to the study (100 words.) Della to collect and create a single document that would be added to the final report. **Provide to Della by March 3.**
- Future of Committee – meet to prioritize recommendations. Begin review existing or planned local government housing development incentives. Set meeting for two weeks after public presentation.



MEET YOUR LOCAL VETERANS' EMPLOYMENT REPRESENTATIVE:

Tracie Timmerman

Office (319) 753-1671, ext. 30463
Cell 563-200-2799



tracie.timmerman@iwd.iowa.gov

V

Greetings! My name is Tracie Timmerman, I am retired from the U.S. Air Force, serving for 26 years of active duty as a Military Personnelist advising on job specialties, promotions and training programs, and providing Airmen counsel and resources to help them achieve their long-term career goals. My career culminated as a Command Chief specializing in professional education for enlisted personnel. It was an honor to serve and now I have the honor to serve the Businesses and Veterans in our community. I am your Local Veterans' Employment Representative for the Iowa Workforce Development servicing the eastern third of Iowa, covering the Burlington, Davenport, Mason City, Waterloo, Dubuque, Cedar Rapids and Iowa City, Iowa Workforce Development Offices. I am looking forward to working with you to reach your employment goals. Below is a short list of things I can assist with when searching for your new Veteran Employees:

- Local Veterans' Employment Representatives conduct outreach to employers and business associations and engage in advocacy efforts with hiring executives to increase employment opportunities for veterans and encourage the hiring of disabled veterans.
- Planning and assisting in participation in career fairs
- Coordinating with unions, apprenticeship programs and businesses or business organizations to

promote and secure employment and training programs for veterans

- **Provide targeted referral to employers and job openings**
- **Assist with posting job orders in IowaWORKs**





HIRE VETS MEDALLION AWARD PROGRAM

FACT SHEET

Introduction

The Honoring Investments in Recruiting and Employing American Military Veterans Act of 2017 (HIRE Vets Act or the Act), signed by President Trump on May 5, 2017, required the Secretary of Labor to establish a program, by rule, that recognizes employer efforts to recruit, employ, and retain veterans. The Secretary announced the Final Rule (20 C.F.R. § 1011) on November 9, 2017, the program became effective in January 2018, and accepted initial applications in 2019.

The HIRE Vets Medallion Program is an employer recognition program administered by the Department of Labor's Veterans' Employment and Training Service (VETS). Through the program, VETS accepts voluntary applications from employers for the HIRE Vets Medallion Award beginning on January 31 of each calendar year. The Award recognizes employers who hire and retain veterans, including their efforts to establish employee development programs and veteran specific benefits to improve retention.

HIRE Vets Medallion Award

Employer-applicants meeting criteria established in the rule receive a "HIRE Vets Medallion Award." There are two award tiers, Platinum and Gold, for large (500-plus employees), medium (51-499 employees), and small employers (50 or fewer employees). Verification of award criteria includes a self-attestation by the applicant CEO or CHRO and a check for violations of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Vietnam Era Veterans' Readjustment Act (VEVRAA).

Benefits of the Program

Successful employers receive a certificate stating the award year, a digital image of the medallion to use, including as part of an advertisement, solicitation, business activity, or product, and will be recognized on the program website. Award recipients have the opportunity to utilize the medallion in the marketing of their firm as a veteran ready business when hiring and in efforts to attract additional business. A map of awardees is available at [HIREVets.gov/Awardees](https://hirevets.gov/Awardees).

Detailed information about how to gain eligibility can be found at [HIREVets.gov](https://hirevets.gov). An overall summary of the program follows.

Summary of the Program

The HIRE Vets Medallion Program Final Rule codifies the requirements of the Act, lays out the process, timelines, and procedures for employers to apply for the award, and explains how the Department will review applications, verify the information provided and notify award recipients.

- **Criteria.** The requirements for recognition vary by level (Platinum or Gold) and employer size (large, medium, and small). Please see [HIREVets.gov](https://www.hirevets.gov) for additional information about which elements apply to each award.
 - 1) Percentage of new hires during the previous year that are veterans;
 - 2) Percentage of veteran employees retained for a period of at least 12 months;
 - 3) Percentage of employees who are veterans;
 - 4) Provision of an employee veteran organization or resource group to assist new veteran employees with integration, including coaching and mentoring;
 - 5) Provision of programs to enhance the leadership skills of veteran employees during their employment;
 - 6) Employment of a dedicated human resources professional or initiatives to support hiring, training, and retention of veteran employees;
 - 7) Provision of compensation, to employees serving on active duty in the United States National Guard or Reserve, that is sufficient, in combination with the employee's active duty pay, to achieve a combined level of income commensurate with the employee's salary prior to undertaking active duty;
 - 8) Provision of a tuition assistance program to support veteran employees' attendance in postsecondary education during the term of their employment; and

- 9) Employer with an adverse labor law decision, stipulated agreement, contract debarment, or contract termination, as defined in the rule, pursuant to either of the following labor laws will not be eligible to receive an Award: Uniform Services Employment and Reemployment Rights Act (USERRA); or Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA).

- **Timelines.** Each year, the Department will:

- 1) Solicit applications no later than January 31;
- 2) Stop accepting applications on April 30;
- 3) Finish reviewing applications no later than August 31 and select the employers to receive HIRE Vets Medallion Awards no later than September 30;
- 4) Notify employers who will receive HIRE Vets Medallion Awards no later than October 11. The Department will also notify applicants who will not be receiving an Award at that time; and
- 5) Announce the names of award recipients at a time to coincide with Veterans Day.

- **Application Fee.** The Act requires the Secretary to establish fees sufficient to cover the costs associated with carrying out the HIRE Vets Medallion Program.

- 1) Small Employer (1-50 employees)—\$90
- 2) Medium Employer (51-499)—\$190
- 3) Large Employer (over 500)—\$495.

If a significant fee adjustment is necessary for future years of the program, for any reason other than inflation, then a proposed rule containing the new fees will be published in the Federal Register for comment.

Additional information about the Final Rule and the HIRE Vets Medallion Program can be found at [HIREVets.gov](https://www.hirevets.gov) or by contacting HIREVets@dol.gov.



VETERANS EMPLOYMENT AND TRAINING SERVICE
UNITED STATES DEPARTMENT OF LABOR

HOW TO APPLY

STEP 1

To initiate the SkillBridge Partner application please follow the link:
<https://skillbridge.osd.mil>

- Upon submission of your profile information, you will receive a link to the SkillBridge Partner application. When you submit the SkillBridge Partner application, be prepared to submit the following:
- SkillBridge Program Training Plan that identifies the knowledge, skills, and abilities to be developed and the range of occupational positions to which the Program is applicable.
- Prior to submitting the SkillBridge Partner application, please review the Partner Tool Kit: <https://skillbridge.osd.mil>
 - Partner Toolkit Includes:
 - Training Plan Templates
 - Job Description Template
 - Questionnaire/Application Preview

STEP 2

Upon completion of the SkillBridge Partner application, the SkillBridge Program Office will review the application for final approval.

- The application review process will take about 30-60 *business* days.

STEP 3

- A link for the DoD SkillBridge MOU will be sent to you for review and signature.

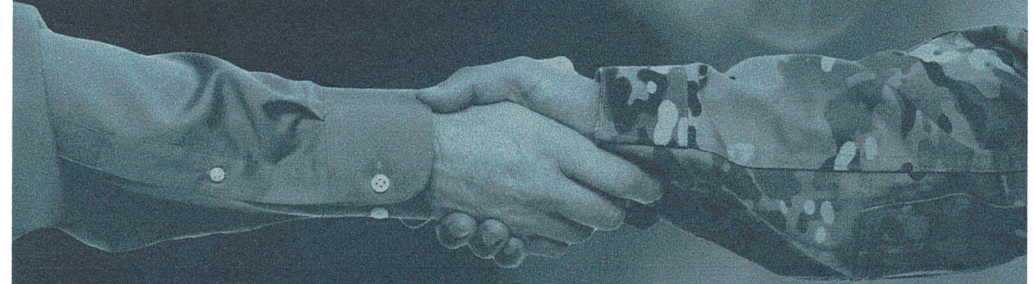
STEP 4

- Notice of the final approval, the signed MOU, and instructions for updating your profile on the SkillBridge Program website will follow.

Authorizations: Service members must be approved by their Chain of Command to participate in SkillBridge Partner Programs approved by DoD as outlined on <https://skillbridge.osd.mil>.



Becoming a SkillBridge Partner



Website: <https://skillbridge.osd.mil>

Email: osd.p-r.skillbridge@mail.mil

Purpose: The Department of Defense SkillBridge Program provides transitioning Service members with the opportunity to develop additional skills and experience to facilitate their employment in the civilian sector upon transition from military service.



Background: Since its inception in 2011, the DoD SkillBridge Program has facilitated the transition of over 50,000 Service members. The Program's success is attributed to our strong and mutually supportive partnership with industry leaders across the civilian employment spectrum and a mutual obligation to take care of transitioning Service members. Over the past three years, the number of SkillBridge Partnerships has tripled, with 1,700 different private sector companies now offering Programs to increase occupational skills and capabilities.

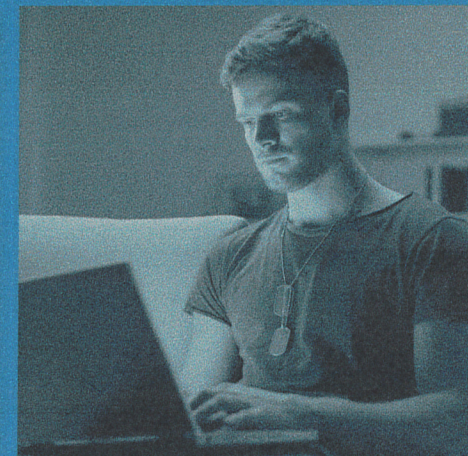
IS YOUR ORGANIZATION QUALIFIED FOR A SKILLBRIDGE PARTNERSHIP?

QUESTION 1: Is your organization a current SkillBridge Partner?
Please check at <https://skillbridge.osd.mil>

QUESTION 2: If not already a Partner, what type of SkillBridge Program is your organization proposing?

- DOL Registered Apprenticeship Program – Apprenticeship.gov
- Qualified VA Registered OJT Program – <http://inquiry.vba.va.go>
- Program Accredited by Department of Education – www2.ed.gov/admins/finaid/accred/index.html
- Program Accredited by American National Standards Institute – www.ansica.org/wwwversion2/outside/CAPdirectory.asp?menuID=212
- Program Accredited by Council on Occupational Education – www.council.org/accredited-institutions/
- Program Accredited by Federal Law Enforcement Training Accreditation – www.fleta.gov/AboutFLETA/accredited-programs.html
- Employment Skills Training Program
- Established Internship Program

Note: The prospective Partner is responsible for gaining applicable Program accreditation before applying to be a SkillBridge Partner.



SkillBridge Program Opportunity Should:

- ✓ Provide high probability of post-service employment following SkillBridge Program participation.
- ✓ Provide opportunity for post-service compensation that is commensurate with the knowledge, skills, and abilities required to successfully perform in the occupation following SkillBridge Program participation.
- ✓ Refine and enhance the Service member's skills acquired during their military service in order to perform occupations in the civilian workforce.
- ✓ Provide skills that may not relate to the Service member's military occupation but do correlate to the successful performance of a civilian occupation identified by the Service member.

Other SkillBridge Program Factors:

- The Program must not create a conflict of interest for Service members.
- Must not involve federally illegal or controlled substances.
- The Program must promote activities that are supportive to good order and discipline.
- Service members are prohibited from receiving wages, training stipends, or financial compensation.
- Service members are limited to work no more than 40 hours in any work week.
- Offer Program at no cost to Service members.
- Provide opportunities consistent with SkillBridge Program training plan.
- Service members continue to report to Service Chain of Command and Service Department.



Work Opportunity Tax Credit (WOTC)

Target Group Desk Aid

Targeted Group	Who qualifies?	What documentation is needed?
Qualified Veteran	<p>To be considered a veteran, the applicant must:</p> <ol style="list-style-type: none">1. Have served on active duty (not including training) in the U.S. Armed Forces for more than 180 days, or have been discharged or released from active duty for a service-connected disability AND2. Not have a period of active duty (not including training) of more than 90 days that ended during the 60-day period ending on the hiring date. <p>A Qualified veteran is any of the following:</p> <ul style="list-style-type: none">• A member of a family that has received SNAP benefits (food stamps) for at least a 3-month period during the 15-month period ending on the hiring date.• A disabled veteran entitled to compensation for service-connected disability, who has been:<ul style="list-style-type: none">◦ Hired within 1 year of discharge or release from active duty, OR◦ Unemployed for at least 6 months during year prior to hire date• A veteran who has been unemployed for:<ul style="list-style-type: none">◦ At least 4 weeks (whether or not consecutive) during the year prior to hire date, OR◦ At least 6 months (whether or not consecutive) during the year prior to hire date	<ul style="list-style-type: none">• D-214 or Discharge Papers• Reserve Unit Contacts• Letter of Separation or other agency documents issued only by the Department of Veterans Affairs (DVA) on DVA Letterhead certifying the Veteran has a service-connected disability and signed by the individual who verified this information.• Service Member Civil Relief Act (SCRA)• Bureau of Naval Personnel (BUPERS)

Targeted Group	Who qualifies?	What documentation is needed?
Long-Term Temporary Assistance for Needy Families (TANF) Recipient	<p>Is a member of a family that:</p> <ul style="list-style-type: none"> • Has received Temporary Assistance for Needy Families (TANF) payments for at least 18 consecutive months ending on the hiring date; OR • Received TANF payment for any 18 months (whether or not consecutive) beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years; or • Stopped being eligible for TANF payments during the past 2 years because a Federal or State law limited the maximum time those payments could be made 	<ul style="list-style-type: none"> • TANF benefit history or case number identifier • Signed statement from authorized individual with a specific description of the months benefits that were received
Qualified Short-term TANF Recipient	<p>A member of a family that received TANF benefits for any 9 months during the 18-month period ending on the hiring date.</p>	<ul style="list-style-type: none"> • TANF Benefit History or Case Number Identifier • Signed statement from authorized individual (e.g., TANF case manager) with a specific description of the months benefits that were received.
Recipients of SNAP Benefits (Food Stamps)	<p>An individual who:</p> <ul style="list-style-type: none"> • Is age 18 to 39 on the hiring date, AND • Is a member of a family that received SNAP benefits for the 6-month period ending on the hiring date. 	<p>Evidence of Date of Birth:</p> <ul style="list-style-type: none"> • Driver's License • Birth Certificate • Hospital Record of Birth • Federal/State/Local Government ID • Work Permit • U.S. Passport • LexisNexis <p>Evidence of SNAP Benefits:</p> <ul style="list-style-type: none"> • SNAP (Food Stamp) Benefit History or Case Number Identifier • Signed statement from Authorized Individual (e.g., SNAP agency/case manager) with a specific description of the months benefits that were received.

Targeted Group	Who qualifies?	What documentation is needed?
Qualified Ex-Felon	<p>An individual who</p> <ul style="list-style-type: none"> • Has been convicted of a felony • Has hiring date not more than 1 year after the conviction or release dates from prison, OR • Those participating in a Work Release Program are considered eligible for WOTC 	<ul style="list-style-type: none"> • Parole Officer's Name or Statement • Correction Institution Records • Court Records Extracts • Federal Bureau of Prisons (BOP) website
Designated Community Resident/Rural Renewal County	<p>An individual who is age 18 to 39 on the hiring date and lives within a rural renewal county.</p> <p>Counties in Iowa are Adair, Adams, Appanoose, Audubon, Butler, Calhoun, Cass, Cherokee, Clay, Clayton, Emmet, Floyd, Franklin, Fremont, Hancock, Humboldt, Ida, Keokuk, Kossuth, Montgomery, Osceola, Palo Alto, Pocahontas, Poweshiek, Sac, Taylor, Union, Wayne, Winnebago, and Worth.</p>	<p>Evidence of Date of Birth:</p> <ul style="list-style-type: none"> • Driver's License • Birth Certificate • Hospital Record of Birth • Federal/State/Local Government ID • Work Permit • U.S. Passport • LexisNexis <p>Evidence of Address:</p> <ul style="list-style-type: none"> • Driver's License • Housing Authority Verification • Landlord's Statement • Lease • Postmarked Envelope Addressed to Applicant • Utility Bill • W-4 • Work Permit • LexisNexis
Vocational Rehabilitation Referral	<p>An individual with a disability who completed, or is completing, rehabilitative services provided by:</p> <ul style="list-style-type: none"> • a rehabilitation agency approved by the state, OR • an employment network under the Ticket to Work program, OR • the Department of Veterans Affairs. 	<ul style="list-style-type: none"> • Vocational Rehabilitation Agency Contact • Veterans Administration for Disabled Veterans • Signed letter of separation or related document from authorized Individual on DVA letter head or agency stamp with specific description of months benefits were received.

Targeted Group	Who qualifies?	What documentation is needed?
Supplemental Security Income (SSI)	A recipient of SSI benefits for any month ending during the past 60-day period ending on the hire date.	<ul style="list-style-type: none"> • SSI Record or Authorization • SSI Contact • Evidence of SSI Benefits
Qualified Long-Term Unemployment Recipient	<p>An individual who on the day before the individual begins work is in a period of unemployment that:</p> <ul style="list-style-type: none"> • Is not less than 27 consecutive weeks, AND • Includes a period in which the individual received unemployment compensation under state or federal law. 	<ul style="list-style-type: none"> • Unemployment Insurance (UI) Claims Records • UI Wage Records • Self-Attestation Form, ETA Form 9175

How to Apply for WOTC

Complete and submit to Iowa Workforce Development IRS Form 8850 and ETA Form 9061 within 28 calendar days after the new employee's start date. The preferred method to submit WOTC applications is to use IowaWORKS.gov. All supporting documentation may be uploaded with applications.

Businesses may also mail, fax or secure email Forms 8850 9061, as well as support documentation to:

WOTC Unit
IowaWORKS
200 Army Post Road, Suite 44
Des Moines, IA 50315

Fax
515-242-0487

Secure email
WOTC.Coordinator@iwd.iowa.gov

Email must be secure to protect your employee's personally identifiable information (PII).



