



## City Administrator & Staff Update

2023.06.30

Enjoy the July 4th Celebration!

- **Welcome Home Iowa:** I met with Jared (SEIRPC) to review the application requirements (attached). Please see the overview and requirements. Appreciate any ideas. This puts us in a better position for housing dollars should we be accepted.
- **Mt. Pleasant Street:** For Phase 3 funding (second place this year), I am thinking we should add asphalt and defined bike lanes (Proper signage on and off the road and perhaps defined by color) to each side of Mt. Pleasant Street instead of gravel shoulders. Additionally, we should be able to use the IAAP improvements to show economic development needs. Appreciate thoughts!
- **NOI:** I am working with SEIRPC and a couple engineers to submit for planning and then hopefully construction dollars. We will not know about funding until 2024, so will likely focus these dollars on the bigger planning projects and focus in on more specific projects like Luers in house. I am putting the scopes of service together and a spreadsheet comparing the costs.
- **Chamber:** The Chamber will be attending on August 16<sup>th</sup> to present the "Partnering for the Future" program and funding request. They are seeking \$50,000 versus our current 5-year \$25,000 commitment.
- **Burlington Rate Increase (Shelter):** Please see the attached letter from Burlington. This will increase on budget from just under \$1,000 to around \$12,000. See previous weekly update for more info.
- **Property Taxes:** We attended an online presentation on the new property tax laws. This is the first of several that will be forthcoming from the State of Iowa and the Iowa League. Be on the lookout for follow up in the weekly email newsletter you receive from the Iowa League.
- **Visioning Committee:** Please see the attached minutes from the Monday evening meeting. In summary per the invite – We met to finalize any details for the upcoming Design Workshop taking place from 7:00am-11:00am on July 4th at the town celebration (tent will be next to fire station). I have also invited ISU to participate in the meeting to answer any questions that might come up about the design workshop and what the procedures should be. The following are a few of the things that I discussed with Kelly Fry for the workshop:

- The city will provide a tent and 2-3 tables which we will try to setup the evening before.
- I will bring a backup tent and two tables.
- Kelly is thinking of some interactive activities to draw people to the tent. (plinko game, prizes, other?) Any ideas from the committee are welcome!
- We are also looking for a camping battery to charge iPads and such at the booth. Something the size of a car battery used for camping is what I've seen. Let us know if you have something similar.
- Any committee members that can be present on that morning to field questions would be greatly appreciated.
- **PAAB:** I sent this information out last week, but I am still trying to get more details on the status of negotiations or mediations between the County and SEIRMC.
- **Closing:** We will be closing on the two mall properties either this week or more likely the week of July 16<sup>th</sup>. I have the Title Opinion and documents pertaining to the covenants (removal).
- **Session:** We need to set a time for the review of the FD 28E with Burlington and the Townships.

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

- This week, I got some quotes for our upcoming renewals, so we should definitely add that to the agenda for our next council meeting. Good news, I've already placed an order for a new computer for the front desk, and it's scheduled to arrive next week. I'll coordinate with Katie to figure out the best time to set it up.
- In addition, I made changes to our backup system based on recommendations for our financial data. Now, our database gets backed up every hour, and we've also set up a backup on a separate server. This way, if something goes wrong, we can quickly switch over to the backup and keep things running smoothly.
- Oh, and starting next week, I should be able to back up our data on office 365 as well. And I've been working on bringing all that data from office 365 into Splunk, which is the tool we use for analyzing and managing our data.

#### **Definitions:**

- **Backup:** Creating a duplicate copy of data or files to prevent loss in case of data failure or system crashes.
- **Staged:** Refers to setting up or replicating data or resources on a separate server or environment for availability and redundancy purposes.
- **Office 365:** A cloud-based suite of tools and applications provided by Microsoft, including email, document collaboration, and communication services.
- **Splunk:** A software platform used for monitoring, analyzing, and visualizing data from various sources to gain insights and troubleshoot issues.

**Police (Logan)**

- We go pick up the new squad car in Ankeny next Wednesday.
- Working on testing some applicants in the next couple weeks.
- Received a free AED through the State of Iowa Public Health, it will be placed in the new squad car.
- I do have pretty good shift coverage on the 4<sup>th</sup> of July, so give me a call if there are any issues. I will be out most of the day working.

**Building/Fire (Ryan)**

- Week Activity ending June 29, 2023
- Nuisance: Posted 10-day notice at 537 Spring for junk in yard.
- Building Permits and Licenses: Driveway/patio permit issued.
- Code Review - Walls and floor poured at pharmacy. Tested alarm system at SCC's new student center – strobes not working so having alarm company return to repair.
- Liquor License Inspection:
- Other Building:
- iWorQ training: Missed training due to fire call.
- Fire Dept –
  - Residential fire in town. No injuries. Sent email to council about this.
  - Guys are gearing up for the Association's breakfast.
  - We'll have the little kids water ball fights again on the 4<sup>th</sup>.
  - Just trying to keep things on the peaceful side with the 4<sup>th</sup> coming up.

**Public Works (Brissey)**

- Water lab
- Sewer lab
- Lift station rounds.
- Parks and Broadway trash and recycling
- Pool maintenance
- Locates.
- Service trucks and Squad cars
- Sign maintenance
- Hauling brush
- Mowing parks, city, properties, and medians.
- Backhoe and dump truck training for new higher.
- Park clean up and maintenance and pool maintenance.
- Fye Excavation has Spring Street water main in. Will be doing bacteria samples this week and tie in later this week.
- Working 4<sup>th</sup> July prep.

# Meeting Minutes

Community:

Meeting Title:

If Other:

Meeting Number:

Trees Forever Facilitator:

Minutes Completed By:

Meeting Date:

Meeting Start Time:

Meeting Length:

Number of Committee Members in Attendance:

Number of Youth in Attendance:

Names of Committee Members in Attendance:

Number of Non-Committee Members in Attendance:

Names of Non-Committee Members in Attendance:

Meeting Summary:

Meeting Summary (continued):

Meeting Summary (continued):



June 27, 2023

Gregg Mandsager ✓  
City Administrator  
City of West Burlington  
122 Broadway Street  
West Burlington, IA 52655

Kelly Fry  
City Clerk  
City of West Burlington  
122 Broadway Street  
West Burlington, IA 52655

*Gregg,  
Thanks for your  
consideration and  
understanding.  
Best  
-Chad*

Dear Gregg and Kelly,

The City of Burlington partners with the Des Moines County Humane Society for the administration and operation of the county-wide animal shelter, a service to all local governments in the county apart from the efforts of the Humane Society. The physical building is owned by the City and the Humane Society has an operating agreement to manage and operate the animal shelter.

With recent changes in administrative staff in both the City and the Humane Society a review of operations, costs, and overall policies has been ongoing for several weeks. The majority of the cities in Des Moines County and the County use the facility as its animal shelter for animals collected and confiscated by local law enforcement or animal control officials. In exchange for this facility's use as a shelter, the city of Burlington invoices each municipality for the costs associated with serving in this capacity on behalf of the local entity.

In a study of the operational costs and with increases in input costs over the past several years, it is necessary to increase per diem cost expenses to those entities using the facility. In the past, at least for FY22, maybe for many years prior, the cost has been invoiced at a rate of less than \$5.00 per animal per day for up to 8 days. The true costs for operations are \$30.00 per animal per day.

Beginning with the July 2023 reimbursable invoice to your city, the cost of \$30.00 per animal per day will be reflected in your statement. The invoices for these costs will continue to be computed and sent from the City of Burlington. If you have any questions about this information or wish to discuss it further, please let me know. Further, if you wish for me to attend a meeting of your local governing body, I would be happy to do so to explain these changes and the relationship with the animal shelter.

Thank you.

Sincerely,

Chad Bird  
City Manager

Max stay is eight days  
then turned over to Humane  
Society

Current billing process  
FY22

Proposed billing process FY24

		West Burlington	Actual Days				
		50 animal stays			\$963.04	50 animals	\$12,000
		x208 days	286			x 8 days max	
		\$4.63				x \$30 per day	
		Des Moines County					
		95 animal stays			\$2,041.83	95 animals	\$22,800
		x441 days	641			x 8 days max	
		\$4.63				x \$30 per day	
Burlington Expenses							
\$	25,861	cleaning					
\$	7,186	health					
\$	26,211	utilities					
\$	20,440	property maintenance					
\$	48	Misc Technical services					
\$	1,852	Tel/Communication charges	Mediapolis	7 animal stays	\$152.79	7 animals	\$1,680
\$	794	Water and sewer		x 33 days		x 8 days max	
\$	1,317	Building and building equipment		\$4.63		x \$30 per day	
\$	180	Vehicle maintenance charges					
\$	253	Postage and shipping	Danville	6 animal stays	\$106.49	6 animals	\$1,440
\$	285	Refunds		x 23 days		x 8 days max	
				\$4.63		x \$30 per day	
\$	84,428						
cost per day							
\$	4						
\$	64,000		Middleton	2 animal stays	\$41.67	2 animals	\$480
				x 9 days		x 8 days max	
				\$4.63		x \$30 per day	
			Burlington	179 animal stays	\$28,890.00	179 animals	\$42,960
				x 1432 days		x 8 days max	
				\$20.17		x \$30 per day	
Drain doctor and air	Building and building equipment						
		Total current reimbursement			\$32,195.82	Proposed reimbursement	\$81,360.00

*The Iowa Finance Authority (IFA) and Iowa Economic Development Authority (IEDA) are pleased to announce a new Iowa Thriving Communities designation.*

## ABOUT

The initiative will provide communities that are leveraging innovative methods to attract housing opportunities for their workforce with a chance to be recognized for their efforts. A limited number of communities will be awarded the designation, which comes with highly sought after and lucrative scoring points for the Federal Housing Tax Credit and/or Workforce Housing Tax Credit programs. The scoring points will be available through the end of the calendar year following the community's designation as an Iowa Thriving Community.

## WHAT DOES THIS MEAN?

- Developers will be highly incentivized to select a community that has been designated as an Iowa Thriving Community for a proposed development through the 2024 Federal Housing Tax Credit or Workforce Housing Tax Credit programs.
- Both programs accept applications from developers for specific housing development proposals through an intensive and competitive scoring process. The extra points awarded to a development through the Iowa Thriving Communities designation increase the likelihood that a project may be awarded credits.

	FEDERAL HOUSING TAX CREDIT	IOWA WORKFORCE HOUSING TAX CREDIT
<b>Housing Type:</b>	Multifamily or Single Family	Multifamily, Single Family, Upper Story
<b>Project Type:</b>	Rental	Rental or For Sale
<b>Occupancy:</b>	Family or Senior	Family
<b>Income Limits:</b>	Mixture of 30% to 80% area median income	None
<b>Property Size:</b>	24 to 60 units	2 to 60 units
<b>Award Amount:</b>	Up to \$12 million Federal Tax Credit	Up to \$1 million State Tax Credit
<b>Average Number of Annual Awards:</b>	10	60
<b>2024 Approximate Program Timelines*</b>		
<b>2024 Application deadline:</b>	April 2024	May 2024
<b>2024 Awards announced:</b>	July 2024	July 2024
<b>Estimate construction start:</b>	Spring 2025	Fall 2024
<b>Estimated completion:</b>	Summer 2026	Fall 2025
<b>Maximum Number of Communities to Receive Points:</b>	1 urban 3 rural	3 urban 8 rural

\* Program timelines are provided for reference only to assist in planning purposes.

## IOWA ECONOMIC DEVELOPMENT AUTHORITY IOWA FINANCE AUTHORITY

1963 Bell Avenue, Suite 200  
Des Moines, Iowa 50315

515.348.6200 | [thriving@iowafinance.com](mailto:thriving@iowafinance.com)



### IOWA THRIVING COMMUNITIES DEFINITION OF RURAL

Communities with a population of 20,000 or fewer and not contiguous to a city with a population of 40,000 or greater.

### SCORING

Applications will be scored on the following six categories:

- Financial Support
- Iowa Thriving Community Attributes
- Planning and Assessment
- Proposed Neighborhood or Site for Housing Development
- Strategic Leadership and Partnerships
- Workforce Attraction and Retention

### APPLICATION TIMELINE

- May 15: Application Period Opens
- July 17: Application Deadline
- Week of August 7: In-person finalist pitches at IFA | IEDA office in Des Moines
- Week of August 14: Selection announcement to winners
- Sept. 6-7: Iowa Thriving Community representatives attend HousingIowa Conference in Cedar Rapids to present their pitches to developers and other stakeholders.

### APPLICATION

The online application is available at **[welcomehomeia.com](https://welcomehomeia.com)**

### REQUIREMENTS

Awarded Iowa Thriving Communities must enter into written agreement with IFA | IEDA.

### FOR MORE INFORMATION

Contact the Iowa Thriving Communities team at **[thriving@iowafinance.com](mailto:thriving@iowafinance.com)**.

For more information on this program or other housing programs available through IEDA and IFA, contact  
**[iowaeda.com](https://iowaeda.com) | [iowafinance.com](https://iowafinance.com) | +1.515.348.6200**

## **West Burlington Thriving Communities Application**

**Due Date: 2023.07.17**

### **PLANNING & ASSESSMENT**

IFA/IEDA are seeking communities that have current plans and processes that encourage and facilitate the construction and renovation of affordable and workforce housing. This category provides an opportunity for communities to describe their implementation successes and challenges.

Locally adopted Building codes (building code, electrical code, mechanical code, and plumbing code) and performs inspections pursuant to such codes

Please upload a **narrative** describing the city's efforts in this category. Not to exceed two pages

### **Additional Scoring Considerations:**

Check and supply documentation for each item that applies below.

Comprehensive Housing Plan that addresses the need for affordable housing that is no more than 5 years old (includes housing element, addresses current needs in the community and evidence of city following plan)

Please upload supporting documentation

Rural Housing Readiness Assessment – Iowa State University Extension and Outreach

Please upload supporting documentation

Housing Needs Assessment – Completed within the past 5 years

Please upload supporting documentation

Inclusionary Zoning may include expediated review process

Please upload supporting documentation

Housing Steering Committee with current and actionable strategic housing goals

Please upload supporting documentation

Rental housing registration and property inspection programs

Please upload supporting documentation

Other

Please describe

Please upload supporting documentation

## **STRATEGIC LEADERSHIP & PARTNERSHIPS**

IFA/IEDA are seeking communities that are going above and beyond as ambassadors for housing in their communities. This category is intentionally broad to allow for creative storytelling of how communities are leveraging innovative methods to attract housing opportunities for all income levels.

Type of City Support Support from both Mayor/City Council and City Staff are required in order to continue. Letters of support will be unsatisfactory. Examples of successful documentation includes summaries of recent actions that support the community's commitment to diverse housing options, city policies, city resolutions, proactive efforts to connect residents with housing or other examples.

Please upload a **narrative** describing the city's efforts in this category. **Additional Scoring**

### **Considerations:**

Check and supply documentation for each item that applies below.

Other local government or quasi government (county, school district, COG, etc) support  
Please upload supporting documentation

Other local nonprofit organizations, especially those serving low-income households  
Please upload supporting documentation

Local Neighborhood Support  
Please upload supporting documentation

Innovation  
Please upload supporting documentation

Other  
Please describe  
Please upload supporting documentation

## **FINANCIAL SUPPORT**

IFA/IEDA are seeking communities that are using their resources to strategically invest in housing in their communities. This category is intentionally broad to allow for creative and innovative solutions to how communities are leveraging funds.

Financial commitment from community  
Please upload a narrative describing the city's efforts in this category. Not to exceed two pages

### **Additional Scoring Considerations:**

Check and supply documentation for each item that applies below.

Waived Fees or In Kind Contribution

Please upload supporting documentation

TIF and/or Tax abatement

Please upload supporting documentation

Active use or willingness to use any TIF LMI set-aside funds held by the city to provide LMI housing assistance

Please upload supporting documentation

Local financial support

Please upload supporting documentation

Land, including from private sector land owners

Please upload supporting documentation

Nuisance property abatement process

Please upload supporting documentation

Property acquisition through voluntary assignment of tax sale certificate or purchase at tax sale

Please upload supporting documentation

Recognition by adopted resolution of the Local Housing Trust Fund serving the community (perhaps extra consideration if the city has provided Local Match financial contributions to the LHTF)

Please upload supporting documentation

Other

Please describe

Please upload supporting documentation

### **NEIGHBORHOOD (OR SITE, IF APPLICABLE)**

IFA/IEDA are seeking communities that are intentionally and proactively driving the development of workforce and affordable housing in specific neighborhoods or sites. This category provides an opportunity for communities to describe specific needs in a neighborhood along with how future residents will benefit.

Project Type: All Project Types must be selected in order to continue

Please upload a **narrative** describing the city's efforts in this category. Not to exceed two pages

### **Additional Scoring Considerations:**

Check and supply documentation for each item that applies below.

Development ready (Ready to proceed)  
Please upload supporting documentation  
Specific site(s)  
Please upload supporting documentation

Thoughtful approach to site selection – how will residents and neighborhoods benefit  
Please upload supporting documentation  
Equitable neighborhood incorporation  
Please upload supporting documentation

Other  
Please describe  
Please upload supporting documentation

### **WORKFORCE ATTRACTION AND RETENTION**

IFA/IEDA are seeking communities that have developed partnerships with employers to strengthen and invest in the community. This category allows for description of innovative and creative initiatives that are inclusive, supportive and responsive to the community and workforce needs.

Local Employer engagement and partnerships  
Letters of support will be unsatisfactory. Examples of successful documentation includes summaries of recent actions that support the community's commitment to diverse housing options, proactive housing education or other efforts.

Please upload a **narrative** describing the city's efforts in this category. Not to exceed two pages

### **Additional Scoring Considerations:**

Check and supply documentation for each item that applies below.

Employers with active employer-assisted housing initiatives, such as:

Down payment assistance No

Please upload supporting documentation

Partnerships to develop new housing for their workforce

Please upload supporting documentation

Employer assisted rental or homeownership education

Please upload supporting documentation

Employer sponsored inclusionary efforts

Please upload supporting documentation

Employer sponsored childcare  
Please upload supporting documentation

Other  
Please describe  
Please upload supporting documentation

### **THRIVING COMMUNITY**

IFA/IEDA are seeking communities that are going above and beyond to promote housing, jobs, education and quality of life in their communities. This category is provides an opportunity to describe other initiatives, programs and expansions in the community.

Please upload a **narrative** describing the city's efforts in this category. Not to exceed two pages

### **Scoring Considerations:**

Check and supply documentation for each item that applies below.

New or expanding workforce demands  
Please upload supporting documentation

Access to: Jobs, healthcare, schools, groceries and other essential services, broadband, childcare  
Please upload supporting documentation

High school or community college trade program  
Please upload supporting documentation

IEDA High Quality Jobs Awards within 5 years  
Please upload supporting documentation

Other  
Please describe  
Please upload supporting documentation

### **DOCUMENTS**

- Goals
- Housing Needs Assessment
- Nagrocki Project resolutions (2), 3 (one failed)
- Ales Project resolution, and other recent ones
- Resolution when the City did the rehab program?
- List of funding we have provided SEIRPC for rehab projects (ideally names and amounts).

- New tax abatement program from the code and the handouts.
- Waived Fees – Nagrocki? Other?
- House, Garage
- SCC - Nagrocki
- SCC
- SEIRPC
- Programs
  - Branching Out
  - IISC
  - Community Visioning
  -