



City Administrator & Staff Update

2023.10.13

WORKSESSION: Reminder – we are having a work session on Wednesday at 5:15 pm to review the recommended Comp Plan (and zoning code) proposal and Stormwater Master Plan proposal.

- ☐ **Chamber:** Reminder that the Chamber will be returning on the 18th to visit about their funding request. At present, we take our economic development contributions out of TIF.
- ☐ **Iowa Living Roadways Invitation (Community Visioning):** Please see the attached invite and schedule for the Ames meeting on November 2, 2023. Please let me know if you plan to attend and need registered. Thanks!
- ☐ **Code:** Attached are Solar Energy System Regulations in Ordinance Form for Council consideration. We are seeing more requests and Mark Crooks has recommended that we adopt the attached. Please review and send questions our way.
- ☐ **TIF:** Housing and TIF projects – I am moving forward with preparing the housing TIF agreement and plan amendments. I will also plan to extend the admin fee, economic development contribution, and be adding several planning efforts and projects to the plan amendment. Just a reminder that we are required to add projects to the Urban Renewal Plan in order to utilize TIF. However, just because they are in the URP, doesn't mean we are required to utilize TIF. There would be additional steps for council to take in order to do so. It is simpler and cheaper to update the plan when you already must do so for another project.
- ☐ **Stormwater:** We are ready to bring forward a PowerPoint to introduce the issues surrounding stormwater in the Luers Park area. Our plan is to bring the PPT to council to review and set up a meeting with other local government bodies – Burlington, County, County Conservation, Burlington Waterworks plus the BNSF.
- ☐ **Pollinator Park:** Pheasants Forever Sign installed at the park is attached.
- ☐ **EMC:** Please see the attached draft of the September 27, 2023, Des Moines County Emergency Management Commission meeting minutes. Please let me know if you wish to have anything changed. Thanks, Gina M. Hardin, IACEM, Coordinator.
- ☐ **Casey's:** We have received additional site plans for the Casey's at Gear and Agency. Staff is in the process of reviewing the plans.

Police/Fire (Logan)

- ☐ Went to the Knights of Columbus meeting tonight and they presented the West Burlington Police Department with a \$1,200 check that we're going to use for the K-9.
- ☐ Did the homecoming parade tonight for the Police Department and Fire Department. Had a very good turnout and the Des Moines County CERT team assisted with traffic control.
- ☐ Spoke with Keith Brown from Karl Chevrolet and they have a 2023 Tahoe squad car available for us right now, so I am meeting with him on Tuesday to go over the details.
- ☐ The fire department went to the elementary school on Wednesday for fire prevention week and a few of us are going to the daycare at SCC on Friday for fire prevention week.
- ☐ The engines have been rotating out to CenterState for their biannual scheduled maintenance this week.

Finance (Moore)

- ☐ This week I attended TIF training on Monday in Riverside and Cindy Kendall came down on Wednesday to help me with reconciliation of the TIF reports.

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.
- ☐ Trimming trees
- ☐ Backhoe and dump truck training for new higher
- ☐ Park clean up and maintenance and pool maintenance.
- ☐ Working on storm water plan.
- ☐ Working on side walks
- ☐ SCC picked up 8 trees from our seedling tree bed to plant at SCC.
- ☐ Started working on budget in spare time ha.
- ☐ Doing some work at fire training grounds in between jobs.
- ☐ Three water main breaks in Beavertdale subdivision on the same main.
- ☐ Sidewalks on Mt. Pleasant. We continue to work with the Church on the West side and for now they asked the old bushes to be removed which helps with the sidewalk installation. We have offered trees from our tree farm. The stretch from the Church

South will be painted adjacent to the curb with parallel parking. The adjacent homeowner is interested in potentially selling the vacant lot which would be a good time to work with them on adding curb and gutter and a grassy ROW – and then add full sidewalks. If nothing happens in the short term, we could add a sidewalk from the back out curb out 4 feet and keep the parallel parking.

**DES MOINES COUNTY
EMERGENCY MANAGEMENT COMMISSION**

Meeting Minutes, Meeting Number #23-03

September 27, 2023, 5:00 PM

EM Commission Members:

X	BOS Vice Chair Tom Broeker (EMC Chair)	Board of Supervisors
	BOS Chair Shane McCampbell	Board of Supervisors
X	Sheriff Kevin Glendening (EMC Vice Chair)	Sheriff
X	Chief Deputy Chad McCune	Sheriff - Alternate
X	Mayor Jon Billups	Burlington
	Mayor Pro-Tem Lynda Graham-Murray	Burlington - Alternate
X	Mayor Jerry Strause	Danville
	Council Member Joe Huff	Danville – Alternate
--	Vacant	Mediapolis
E	Firefighter Ray Wilson	Mediapolis – Alternate
	Mayor Eric Gerst	Middletown
	Council Member Orrin Asmus	Middletown – Alternate
E	Mayor Ron Teater	West Burlington
	City Administrator Gregg Mandsager	West Burlington-Alternate

Staff:

X	Gina Hardin, Coordinator	EMA
	Shanna Krogmeier, Director	DESCOM
X	Shannon Prado, Assistant Coordinator	EMA

Guests: Burlington Fire Chief Matt Trexel and True North Consulting Group consultant Mike Day.

I. Opening Protocol

- A. *Call to Order*. The meeting was called to order by Chair Broker at 5:07 PM.
- B. *Approval of Agenda*. Sheriff Glendening asked that the agenda be modified to remove the discussion on the dispatch consoles due to the quote has not been received and Mayor Billups asked if the EMA business could be handled first as he had to leave early. A motion was made by Mayor Strause to approve the amended agenda. The motion was seconded by Mayor Billups and carried unanimously.
- C. *Consideration of Minutes from February 7, 2023, Meeting #23-02*. Sheriff Glendening moved to approve the meeting minutes. The motion was seconded by Mayor Strause and the motion carried unanimously.

II. Old Business – DESCOM

- A. *Other*: None

III. Old Business – EMA

- *Other*: None

IV. New Business - DESCOM

- A. *Current emergency radio communications.* A presentation on the draft Public Safety Radio System Assessment report was given by True North Consulting Group consultant Mike Day. He reported that the current county radio system has some age to it (it is at the end of life) and has unique qualities and that the DESCOM consoles are 13 years old. The current consoles are not able to work with any new systems. He noted that our current radio coverage is about 70% and the standard is 90%, that one of our dispatch consoles is not working, and we have a radio tower that is down also.

Sheriff Glendening shared that the 911 Board has about \$1.1 million available to cover the cost of the future radios and help the cities and departments with the initial and future equipment costs.

A question was raised about the vendor repair options for a new system (since we are having trouble with getting the current system repaired). The options were discussed and that there are multiple vendors for the equipment to do the needed repairs.

Four options were presented and reviewed. Sheriff Glendening feels that the LTE (Long-Term Evolution/over the cellular network) radio proposal would work the best of the proposals presented. A migration strategy could be implemented.

The city of Danville has grave concerns about funding this as their city is looking at major costs for their sewer plant.

The draft report will be reviewed with the 911 Board membership tomorrow evening.

- B. ~~*Funding for dispatch consoles*~~—Discussion/Action. Removed.
C. *Other.* None.
D. *Public Comment.* None.

V. New Business - EMA

- A. *Presentation of results from hiring committee/recommendation of new EMA Coordinator.* The committee of Sheriff Glendening, Supervisor Broeker, and Chief Trexel felt that they had a good applicant pool of candidates for the position. It was unanimous that they present Shannon Prado's name for consideration based upon her education, experience, and the interview. Mayor Strause moved to offer her the position. Sheriff Glendening seconded the motion and the motion passed unanimously.
- B. *Contract, start date, wage steps for new EMA Coordinator.* Sheriff Glendening suggested a start date of Monday, November 6, 2023. He suggested that the initial salary would be \$57,460 (80% of Coordinator Hardin's current salary). Step increases would follow every six months

with 5% increases (plus cost-of-living increases). Hardin's last day in the office will tentatively be Friday, February 9, 2024, followed by vacation until the end of March. Mayor Strause moved to accept the committee's recommendation to hire Prado, accept the start date, and the step increases. The motion was seconded by Mayor Billups and the motion was carried unanimously.

Discussion was held on the potential 5-year contract with Prado. Sheriff Glendening proposed that a \$35,000 (approximate) repayment penalty for leaving employment with the county be included in the contract, with the penalty being reduced each year by 20%. He explained that essentially this would be the wages paid for training with Hardin and wages after that would be included in the repayment also, if necessary. Glendening figured this amount based upon the wages paid minus the minimum wage, plus FICA, IPERS, and insurance into the \$35,000 amount (this is close to the increase in the budget for the training). This is the same contract as for county law enforcement officers. The contract would include a target date for training requirements. Prado asked for the contract to be in writing. Mayor Billups moved to accept the contract as explained. Mayor Strause seconded the motion and it carried unanimously.

Sheriff Glendening asked if a drug analysis and health exam were needed, and it was agreed by those present that it was not needed. The Commission will vote on the contract when it is available.

Prado questioned why the contract was not the other way around (i.e., pay back less in the beginning and more in the end)? Glendening said it was based upon years of service. Repayment of the Commission's investment. Secondly in the event of an act of God situation, Prado could appeal to the board regarding repayment. In the event of Prado not meeting expectations of the role, this penalty would also apply (this will be included in the contract also). Discussion was also held on the employee performance review process, and this also will be included in the contract.

- C. *Training plan/scheduling for new EMA Coordinator.* Coordinator Hardin is working on a training plan, and she is going to put together "task sheets" for her main duties to be reviewed with Prado. Hardin also noted that the Emergency Management Professional Development (EMPD) course (which is a state required training set of four classes) also has task sheets to go with that training. Sheriff Glendening also suggested that Prado visit other local EMA Coordinators offices and shadow them for a couple of days.
- D. *Other.* None.
- E. *Public Comment.* None.

VI. Adjournment Procedures

- A. *Items for next meeting agenda*

DRAFT

- a. Funding for dispatch consoles.
- B. *Next meeting date* to be set as needed.
- C. *Adjourn.* Sheriff Glendening moved to adjourn the meeting. Mayor Strause seconded the motion and the meeting adjourned at 6:47 PM.

Respectfully submitted,
Gina Hardin



How It's Made: Recipes for Project Success is the theme of the 2023 Iowa's Living Roadways Celebration on November 2 in Ames. We chose this theme because of the enormous work it takes to bring together all the pieces (ingredients) for project success (final dish). For 27 years the Community Visioning Program has been churning out recipes (concept boards) and completing cookbooks in the form of feasibility reports for communities ranging in size from 23 to almost 10,000 residents.

Iowa's Living Roadways Celebration and Luncheon

Thursday, November 2, 2023 • 9:00 a.m. to 4:00 p.m.
Registration starts at 8:00 a.m.
Gateway Center • 2100 Green Hills Dr • Ames, Iowa

Register Today

Please register at TreesForever.org/Event/ILRCelebration or by contacting Emma Berger at Trees Forever, 319-373-0650.

Please RSVP by October 27.

Description of the Day

Think of your favorite dish. From purchasing the food to preparing the ingredients into a finished dish, it all starts with reading the recipe to understand what you will need for ingredients and how you will prepare them for your masterpiece.

The same concept applies to communities large and small. It all starts with a recipe, or a plan, that guides the community toward its desired goal. Community Visioning provides that plan, or recipe, with input from residents, design professionals, and others.

Panel & Roundtable Discussion

Hear success stories from volunteers and city officials from three former visioning communities. Then spend some time with others at your table talking about local success.

Tour of Community Boards

Get inspiration from 2023 Community Visioning towns' recipes for success!

Luncheon, Keynote, and Partner Recognition

It's lunchtime! While you enjoy lunch, professional landscape architect and keynote speaker Meg Flenker will take us through the steps of making a concept plan into a built project.

Exhibitor Fair

Meet businesses with the knowledge and expertise to help you complete your community project, whether you need design services, signage, lighting, or other amenities.

Afternoon Mini-Workshops

We have a great lineup of presenters talking about green infrastructure, community identity, site furnishings, and more!

Grant Writing 101

Learn tips and tricks for whipping up an effective grant application from ISU specialists.

New Community Orientation

The 2024 Community Visioning towns will dive into the process by learning about what "ingredients" make up the local transportation system and by applying their local knowledge through a mapping exercise focused on their community.



Keynote Address

Building Your Vision

Meg Flenker is a registered landscape architect with more than 34 years of professional experience in the landscape architectural, engineering, planning, and environmental fields. In addition to holding various certifications in LID, sustainability, hardscape, and environmental planning and design, she is also a Certified Professional in Storm Water Quality and Certified Professional in Sediment & Erosion Control. Meg holds her Bachelor of Landscape Architecture degree from Iowa State University and her Master of Business Administration degree from the University of Iowa. She worked for a Midwest engineering firm for 8 years before leaving to start Flenker Land Architecture Consultants in 1997, which is the same year that she became involved with the Iowa's Living Roadways Community Visioning Program. A native of eastern Iowa, Meg returned to the Quad Cities after graduating from Iowa State. Today, she resides just north of the Quad Cities on the family farm that she grew up on and is active in the community.



IOWA STATE UNIVERSITY
Extension and Outreach



How It's Made:

Recipes for Project Success

Our theme for this year refers to all the pieces or “ingredients” it takes to go from an idea or concept to reality. We’ll also feature success stories from communities that have completed projects and hear from them the finer points on how they did it.



Iowa's Living Roadways Annual Celebration

Thursday Nov. 2nd, 2023
Gateway Conference Center
Ames, IA 50010

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF WEST BURLINGTON, IOWA, BY ADDING A NEW SECTION REGULATING SOLAR ENERGY SYSTEMS (SES)

BE IT ENACTED by the City Council of the City of West Burlington, Iowa:

SECTION 1. NEW SECTION. The Code of Ordinances of the City of West Burlington, Iowa, is amended by adding a new Section 116, entitled SOLAR ENERGY SYSTEMS, which is hereby adopted to read as follows:

170.72.100 PURPOSE AND GENERAL POLICY.

In order to balance the need for clean, renewable energy resources and in order to encourage and support renewable energy industries, while protecting the public health, safety and welfare of the community. The City finds that these regulations are necessary in order to establish uniform rules and policies and to ensure that solar energy systems are appropriately designed, sited and installed.

170.72.101 DEFINITIONS.

For the purpose of this chapter, all words defined herein are in addition to all words defined in other chapters of the City of West Burlington Zoning and Subdivision Regulations:

1. Solar Energy - Radiant energy received from the sun that can be collected in the form of heat or light by a solar panel.
2. Solar Panel - A photovoltaic device for the direct conversion of solar energy into electricity.
3. Solar Energy System (SES) - A solar energy conversion system to provide for the collection, storage and distribution of solar energy into electricity. Excess electrical power generated and not presently needed for on-site use may be used by the utility company in accordance with Section 199, Chapter 15.11(5) of the Iowa Administrative Code.
4. Solar Energy System (SES), Ground-Mounted - An Active Solar Energy System that is structurally mounted to the ground and is not roof-mounted, may be of small (0—100 kW-dc), medium (100—1,000 kW-dc) or large scale (> 1,000 kW-dc).
5. Solar Energy System (SES), Roof-Mounted - An Active Solar Energy System that is structurally mounted to the roof of a building or structure.
6. Solar Energy System (SES), Off-Grid - A photovoltaic solar energy system in which the circuits energized by the solar energy system are not electrically connected in any way to electric circuits that are served by an electric utility.

170.72.102 PERMIT REQUIREMENTS.

A ground-mounted solar energy system located in a Commercial or Industrial Zoning District or determined to be medium (100 kW-dc or greater) or large-scale (> 1,000 kW-dc) in any zoning district shall require a Special Use Permit and approval of the Zoning Board of Adjustment prior to construction, installation, alteration, or location of such structure. The Zoning Board of Adjustment may review a Special Use Permit at any time if an approved system does not comply with the rules set forth in this chapter and the conditions imposed by the Zoning Board of Adjustment. The Board may set additional terms or timeframe for compliance for the solar energy system.

The owner/operator of the any solar energy system, including roof-mounted and ground-mounted solar energy systems, shall obtain applicable building and electrical permits from the City and all other permits required by federal, State, and local agencies prior to construction of the system. Off Grid SES shall not be allowed.

170.72.103 APPLICATION PROCESS.

All applicants who wish to develop a solar energy system on public or private property must submit to the City's Community Development Department a plan including the following information:

1. A site plan of the SES showing:
 - a. Boundaries of the site.
 - b. All proposed SES structures.
2. Evidence that the applicant has an interconnection or power purchase agreement that meets the minimum requirements established by the utility and/or the Iowa Utilities Board.
3. Operations and maintenance plan (large scale).
4. Weed control. Applicant must present an acceptable weed/grass control plan for property inside and outside fenced area for the entire property.
5. Evidence that the applicant can obtain and maintain adequate liability insurance for the facility.
6. Decommissioning plan (medium/large scale).
7. Any other information as required by the Development Department.

170.72.104 BULK REGULATIONS.

The placement of solar energy systems on private or public property shall comply with the following requirements:

1. Setback Requirements: The ground-mounted SES shall maintain perimeter setbacks as applicable to accessory structures under Section 165.18.7 as measured from the furthest projection of the system including: front, side and rear yard; except in the

case of a SES to be built on more than one (1) parcel and parcels are abutting, a zero (0) side or rear setback shall be permitted to the property line in common with the abutting parcel(s).

2. Ground-mounted solar energy systems with grass underneath shall not be included in calculations for lot coverage.

170.72.105 LOCATION.

Solar energy systems shall adhere to the following location requirements in addition to any other relevant location requirements of this chapter:

1. A solar energy system shall be located entirely in the rear or side yard.
2. A solar energy system shall maintain a minimum setback of five (5) feet.

170.72.106 DESIGN AND TECHNICAL STANDARDS.

The following standards are required of all ground mount SES:

1. Lighting: Shall be limited to that required for safety and operational purposes and shall be shielded and downcast such that the light does not project directly onto the adjacent parcels.
2. Signs: A minimum of one (1) sign, limited to four (4) square feet, shall be posted at all ground mounted systems. The sign shall include a notice of no trespassing and a warning of high voltage. Such sign shall be directly visible from any external fencing and/or landscaping.
3. Fence: To limit access to a large-scale solar development, a fence of a minimum of six (6) feet, maximum of eight (8) feet in height is required, unless the system is mounted on a rooftop. A large-scale SES may be allowed to construct one (1) foot of barbed wire fencing above the top line of a fence surrounding the SES.
4. Maintenance: Facilities shall be well maintained in an operational condition that poses no potential safety hazard.
5. Interconnection: The solar energy conversion system, if interconnected to a utility system, shall meet the requirements for interconnection and operation as set forth by the utility and the Iowa Utilities Board.
6. Screening. A landscape buffer, fencing, or other screening may be required to be installed and maintained during the life of the operation. Determination of screening requirements will be made by the Board of Adjustment as part of the review and approval process and will be based on adjacent or nearby surrounding land uses and topography.
7. Complaint Resolution: The owner/operator of the solar energy conversion system shall develop a process to resolve complaints from nearby residents. The process shall use an independent mediator or arbitrator and include a time limit for acting on a complaint. The applicant shall make every reasonable effort to resolve any complaint.

170.72.107 APPEARANCE.

The property owner or developer of any solar energy system shall maintain such system in a safe and attractive manner, including replacement of defective parts, painting, cleaning, and other acts that may be required for the maintenance and upkeep of the function and appearance of such a system. The owner shall also maintain the ground upon which the system is located in an orderly manner, such that is free of debris, tall grass and weeds, and any structures remain quality in appearance.

170.72.108 ABANDONMENT, REMOVAL, AND DECOMMISSIONING.

1. Abandonment:

Any solar energy system that is not operated for a continuous period of one hundred eighty (180) days shall be considered abandoned and shall constitute a nuisance. Within one hundred eighty (180) days, after notice from the City, the site shall be dismantled and removed at the owner's expense. Removal of the system includes the entire structure including foundations, transmission equipment and fencing from the property. The City may recover its costs from the solar energy system owner or owner of the ground upon which it is located if the owner fails to remove and the City completes or has completed the removal.

2. Removal Requirements:

Any large-scale ground-mounted solar energy system which has reached the end of its useful life or has been deemed abandoned per this code shall be removed. The owner or operator shall physically remove the installation no more than one hundred eighty (180) days after the date of discontinued operations. The owner or operator shall notify the Development Review Coordinator by certified mail of the proposed date of discontinued operations and plans for removal.

3. Decommissioning shall consist of:

- a. Physical removal of all solar energy systems, structures, equipment, security barriers and transmission lines from the site.
- b. Disposal of all solid and hazardous waste in accordance with local, State, and federal waste disposal regulations.
- c. Stabilization or re-vegetation of the site as necessary to minimize erosion.
- d. The Development Review Coordinator may allow the owner or operator to leave landscaping or designated below-grade foundations in order to minimize erosion and disruption to vegetation.

170.72.109 LIABILITY AND DAMAGES.

The owner/operator of a solar energy conversion system must demonstrate adequate liability insurance. Upon the granting of a permit, applicant shall assume full responsibility for any and all damages, claims, expenses, liabilities, judgments and costs of any kind, including reasonable

attorney's fees related to or caused by the erection, location, use, or removal of a facility, whether on public or private property, and shall agree to hold the City harmless, indemnify and defend it from all such liabilities incurred or judgments entered against it as a result of the erection, location, use or removal of the facility.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the ____ day of _____, 20____, and approved this ____ day of _____, 20____.

Ron Teater, Mayor

ATTEST:

Kelly D Fry, City Clerk