



## City Administrator & Staff Update

2022.07.29

- **Tentative Joint Session with the School Board: 9/21 @ 7pm.**
- **Housing Needs Assessment:** The Housing Study Deadline has been removed and people can still complete. 364 surveys have been completed to date – 63 of those from WB. Please feel free to share the link. Attached is the handout (preliminary info) from this week's meeting. Survey link: <https://lp.constantcontactpages.com/sv/K1Re8XE>
- **ABB:** Meeting with a potential buyer next week to discuss their project. More to come...
- **Website:** Plan is to go live on Monday. This will be an ongoing process to improve the site, add content, and weed out items.
- **F&M Bank:** FYI - The Fed raised interest rates 0.75% yesterday which means the Prime interest rate will increase by 0.75% as well. Per the deposit account interest rate agreement, the rate paid on your deposit account will increase 0.75% to 2.40% effective August 1st. Please let me know if you have any questions.
- **Touch A Truck Rotary Event:** Please see the attached event. Both the WB Police Department and Fire Department will be attending. We will have a squad car, fire engine and table for applications and other materials.
- **Iowa Pump Works:** The subcontractor is not happy with the disincentives, but I requested that they go through the general contractor as is the appropriate process. They claim transportation/COVID related delays, however we had a poor experience with them throughout the process and have photos, emails, etc. to document concerns.
- **Solar:**
  - Alliant: Unfortunately, I am not having any luck getting much of a response from our team. I have sent a follow up email again today in hopes of hearing something more. I am aware that typically we assist with projects that are in larger masses instead of numerous buildings and spaces. I don't know if that is the hold up or not. It's still in my email so I haven't forgotten about it. Sorry for the delay.
  - Brian Fleming: Brian is wondering if council has any interest in moving forward with Precision Energy.
  - Attached is an example from one community for solar.
- **Mall Conference Call:** Wednesday afternoon (Trail and Outlots/Covenants).
- **Penn's Landing:** In addition to TIF, we need some issues to address...Kelly had pulled together all of the information on the Penn's Landing property and it appears that we have some cleanup to do in order to proceed. With final development plans of Penn's landing still not fully developed, no movement on final platting, and now we are waiting to hear about potential tax credits, and the need to develop at TIF agreement, we need to address the agreement we had with the original owner (renewal, acquisition of the ROW, dedication of any new ROW, etc.). They are past the deadlines in the purchase agreement and on October 20th, 2022, they will be past the date for filing

the Final Plat. The Preliminary Plat was approved October 20, 2021. Nothing major, but we do need to get things cleaned up from some years back.

- **IWD:** WWTP Operator job description has been submitted for the apprenticeship program and we are working on next steps including the training requirements (Classroom, online, self-study) that need completed by the potential candidate.
- **Humane Society:** Photos are attached regarding the issues related to their fund-raising event. I have asked the event organizer for some input in addition to staff. Appreciate any input you might have.
- **Housing Meeting:** We are meeting with representatives from the Penn's Landing housing development next week. Several topics that I want to get caught up on and create a plan of action for – past agreements, platting, TIF, timelines, etc.
- **Audit:** Angie and Cindy have been focusing on prep work for the audit and issues or questions that we will want to discuss with our auditors. They are familiar with our financial system which will be helpful. Anxious to get some feedback from the firm and Cindy to see what steps we need to take going forward (training, etc.).
- **Housing:** The developer for the market rate apartments is considering a different option (1–3 bedroom townhomes) for the site given other Burlington projects coming online in the near future and current project estimates.
- **Trees Forever Programs:** Some additional programs that we may want to participate in – community visioning (Iowa's Living Roadways) and carbon credits. See attached handouts.
- **Fire:** Burlington is touring our training facilities (burn site) this coming week as part of their review into the new for a new facility and the potential for cooperation.
- **Articles:** Some articles that may be of interest...
  - <https://www.cnu.org/publicsquare/2022/07/21/overdue-assessment-urbanism-giant>
  - <https://www.cnu.org/publicsquare/2022/07/22/civic-leadership-creates-new-downtown>
  - <https://www.cnu.org/publicsquare/2022/07/13/new-urban-plan-focuses-healthy-living-affordability>
  - <https://www.cnu.org/publicsquare/2020/05/12/pattern-zone-enables-quality-infill-development>

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

This week I have been working on setting up the new application I will be using for security called Splunk. I have to write all the programs to get the information in to the application so that it can monitor baselines and look for anomalies on the network. I have Energov servers that need to be upgraded next week. I also have another session with the engineer of Splunk to help me set up more items. I purchased a VPN license so we can work away from city hall if we need too. This was repurposed from the Logmein line item as no one was using Logmein anymore and the preference seems to be using the VPN. We continue to work with CISA to review our security measures and equipment.

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

- Applications close next week, only received 5 this time. We may not have anyone to send to the Academy in August. We will need to sit down and come up with a game plan on how to get some qualified people to turn in applications.
- Officers Covert and McCampbell leave today for training for Alice. Spoke with Superintendent Beames and we are scheduling a risk assessment for the school district. I also wanted to pass on that she has asked me a couple times now about having a work session with the council and

school board. One of the topics that we want to discuss is a School Resource Officer. As you know, this joint meeting is in the process of being set up by Mayor Teater.

- August 2nd is National Night Out down in the parking lot at the Burlington Auditorium, and we will participate again this year. Sgt Dunham participated last year, and I am hoping to be back in town to participate as well.

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

- Nuisances: Notices were sent out the 14<sup>th</sup> on lawns. Most appear to have resolved with the exception of 2 of them. I have ordered the one to be mowed. The other is a matter of noxious weeds and the property being owned by someone in Burlington.
- Building Permits and Licenses – Issued permits for a commercial remodel, driveway replacement, fence, and new parking lot. Reviewing fencing permit that was halted as the property owner started putting it in prior to having a permit and caused several issues (put in illegally to begin with; caused Streets to be called out 2 times on a weekend for emergency locates after striking various underground utilities).
- Code Review – Reviewing a few areas for potential development at old GE/ABB building. Also have to gather hydrant flow information for them.
- Rental Inspections – None scheduled until it gets cooler out
- Alcohol – None scheduled
- Fire Department:
  - Did the final construction inspection at Brandon, South Dakota over the 19-21<sup>st</sup> for the new engine and payment was processed. Discovered a few issues, which were addressed. This inspection included going through the entire building specifications (nearly 200 pages) and comparing what was specified to what was built. They will be striping and decaling it prior to delivery.
  - Delivery is anticipated for Monday, August 1<sup>st</sup>. Subsequently, we will have to transfer and mount equipment, radios, and other items and also train with the new engine. All before it goes into serving the community.





#### Public Works (Brissey)

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates
- Service trucks
- Mowing Parks and city properties twice a week
- Maintenance and clean up at sewer plant
- Patching
- Working on pool maintenance and testing
- Watering all trees that have been planted in town, sewer plant and potted seedling
- Worked on painting streets all week.
- Trimming dead wood out of trees in city right of way
- ***Boomerang hit 12inch water main in front of old Antenna Craft Monday the 25<sup>th</sup>, but it was repaired with minimal issues. They are to be probing as the move forward given that the old line shifts to the North (unknown) at the point and we do not want a repeat.***
- Removing duck weed from sewer plant

#### Projects:

**Snyder & Associates:** July Engineering Report: Attached is the most recent engineering update. Thanks.  
Lindsay Beaman, P.E.  
Business Unit Leader

**Water Tower:** SRF/IFA approved multiple reimbursements for the Water Tower Project. One which they forgot to send from December! We received the following and a third payment has been submitted for approval and payment: IFA - THE FOLLOWING PAYMENTS HAVE BEEN PROCESSED AND WILL BE SENT ELECTRONICALLY...TOTAL PAID: \$993,543.98.

**Mt. Pleasant Street Project Phase 2:** The preconstruction meeting will kick off the project and be held next Thursday. We will have more to report out at that time, but I wanted to let you know that the project will be underway before long.

# Des Moines County & Communities, Iowa

## County-Wide Housing Needs Assessment.

### Meeting #2: Greater Burlington Partnership Housing Task Force. Tuesday, July 26<sup>th</sup>, 2:00pm.

1. MEETING #3: Tuesday, October 25th, 2:00pm.  
TOPICS: *Discussion of completed Des Moines County & Communities, Iowa County-Wide Housing Needs Assessment.*
2. DISCUSSION/INPUT: DES MOINES COUNTY SURVEY RESULTS.
  - County-Wide Housing Survey.
  - Workforce Housing Needs Survey.
  - Employer Housing Assistance Survey.
  - Housing Stakeholders Survey.
3. DISCUSSION/INPUT: “PRELIMINARY” POPULATION, INCOME, ECONOMIC & HOUSING PROFILE.
4. “DISCUSSION/INPUT: “PRELIMINARY” (FIVE- & 10-YEAR) ESTIMATED HOUSING UNIT TARGET DEMAND.
5. DISCUSSION: COUNTY-WIDE HOUSING LISTENING SESSION/OPEN HOUSE WITH SPECIFIC HOUSING PROFESSIONALS/PROVIDERS & ELECTED LEADERSHIP (ZOOM MEETING: SEPTEMBER).
6. CONTINUED DISCUSSION: HOUSING ISSUES & OPPORTUNITIES IN DES MOINES COUNTY, IOWA

THANK YOU FOR YOUR PARTICIPATION!

**HANNA:KEELAN ASSOCIATES, P.C.  
COMMUNITY PLANNING & RESEARCH**

COMPREHENSIVE PLANS & ZONING \* HOUSING STUDIES \*  
DOWNTOWN, NEIGHBORHOOD & REDEVELOPMENT PLANNING \*  
CONSULTANTS FOR AFFORDABLE HOUSING DEVELOPMENTS\*

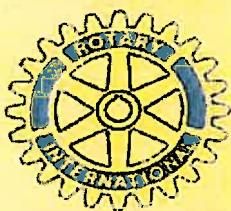
\*Lincoln, Nebraska\* 402.464.5383 \*

\* Becky Hanna, Tim Keelan, Keith Carl, Envira Batelaan\*

# TOUCH



Burlington  
Rotary  
Club



# A



# TRUCK

## Burlington Rotary Club - Inaugural TOUCH A TRUCK Event

Saturday, August 27 from 10 AM – 1 PM @ Westland Mall Parking Lot

A FREE family-friendly event that will offer everyone a hands-on opportunity to explore a variety of machinery and trucks, and meet the people who build, protect, and serve the Greater Burlington community.

### Benefits for businesses:

- ✓ Marketing/ Public relations
- ✓ Soft sales through product samples/prizes
- ✓ Now hiring – soft employee recruiting

### Tips for Success for Businesses:

- ✓ Interactive displays – what can children touch/experience?
- ✓ Product samples and demonstrations
- ✓ Give away company swag, stickers, or candy
- ✓ Guessing games based on truck or industry trivia – (educational for kids)
- ✓ Water elements (weather permitting)
- ✓ Banners, promoting new businesses/service or "Now Hiring"

Questions: Della Schmidt 507-313-3384 or Joanna Schneden 319-759-6411



YES, sign us up as (1) of the 4 event sponsors. \$750, includes display entry, company logo on all promotions, and a large banner at event. Select one:

Agriculture  Construction  Commercial  Municipal Services

OR  
VA (Municipal)

YES, sign me up. \$100 (per participating business, limit 2 vehicles)

Business Name City of West Burlington Authorized by Greg Mandsager

Day-of-event Contact Person Jess Logan Chief Cell Phone 563-607-0199

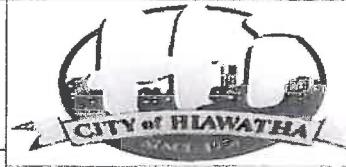
Specify type and size of vehicles that will be on display:

Police Squad Car, Fire Engine, 1 small Tent/Table Needed

Checks payable to: Burlington Rotary Club.

Registration Deadline: August 1

**CITY ADMINISTRATOR'S OFFICE MEMO**  
**[cityadmin@hiawatha-iowa.com](mailto:cityadmin@hiawatha-iowa.com)**  
**319-393-1515 ext.523**



**To:** Mayor and City Council  
**From:** City Administrator, Kim Downs  
**Date:** May 30, 2019  
**RE:** Rooftop Solar of City Facilities (Public Works/Library)

During our strategic planning session council continued its discussions on solar energy. Council's goals were to save money and/or reduce our environmental footprint. Our initial focus is to creating initiatives to protect the environment, promote energy efficiency, develop green spaces, etc...

To integrate solar energy into our city facilities the following steps need to be made:

- ✓ We have reduced our usage first by performing and completing energy audits for all facilities.
- ✓ Each facility has updated their facility according to their audit through replacing lighting fixtures with LED's both internal and external facilities, to adjusting
- ✓ Analyze facilities that would benefit from solar energy savings; the analysis determined the public works building, Iron Plant, 10<sup>th</sup> Avenue Well and Well Site at 2910 Fritzroy were feasible projects.
- ✓ In continuing our research, the well sites were not conducive to solar due to the lack of land needed to provide a solar garden to energize. Leaving only the Public Works building viable.
- Next step is to proceed with Request for Proposals of the Public Works facility to design and install solar photovoltaic system on the rooftop of the facility.
  - The proposal will need to right-size the system per building; often systems are oversized producing more energy then needed; oversizing increases profit potential for installer; experiences in other states has shown that customers who sized their system to meet their needs are least impacted by future changes in utility prices;
  - Payback comparison and probable return on investment calculations (indicating whether the federal and state renewals solar tax credits are being used to reduce the actual cost of the system outright cost or PPA cost)
  - Measure Alliant Energy's kWh rate and communicate across existing power lines in order to maximize solar power harvesting at all times and reduce maintenance cost and time.
- ✓ Council has earmarked \$80,000 of local option sales and service tax dollars to be utilized for installation of a solar system. These dollars would most likely be used to buyout a power purchase agreement (PPA).
- ✓ Additionally, council also asked to consider a solar rooftop system for the library renovation and remodel project. I am estimating the dollars council designated for solar infrastructure will be

sufficient for power purchase agreement buy outs for both the public works facility along with the library expansion project.

- Utility rates are projected to increase consistently year over year for the foreseeable future.
- ✓ Lastly, it is important for the city to recognize that solar may not be a feasible opportunity in its totality and determine the reduction in our environmental footprint is enough to move forward with such a project.

In support of council strategic plan initiatives in offsetting a portion of electrical consumption, provide for a return on investment, reduce greenhouse gas emissions and minimize maintenance and repair cost I would ask council to authorize city staff to proceed with a Request for Proposal and to provide notice to bidders for rooftop solar of city facilities (Public Works and Public Library) installations.

DRAFT

## **City of Hiawatha Request for Proposal**

**JUNE 5, 2019**

### **Rooftop Solar of City Facilities (Public Works and Public Library)**

#### **1.0 Introduction**

The City of Hiawatha, Iowa (hereafter referred to as the City) is soliciting competitive sealed proposals from qualified professional firms to design and install solar photovoltaic system(s) on the rooftop of the public works and public library facilities of the city.

There are two phases expected in the response to this RFP:

Phase 1. First, responding firms should submit recommendations for solar arrays to be placed on the rooftops of the existing public works and on the rooftop of the public library (renovation and expansion). Recommendations should be made for any which the firm believes there is a reasonable business case to be made, based on existing utility usage data and projected ROI. The City will not pay firms to respond to the RFP.

Phase 2. Second, it is anticipated that the City will act on the recommendations described above.

#### **2.0 Background**

In 2017 and every year since, the City of Hiawatha has made sustainability one of its top priorities. The council-created definition of sustainability is, "a community's ability to meet the environmental, economic, and social equity needs of today without reducing the ability of future generations to meet their needs."

Sustainability for Hiawatha is a holistic approach to making the community more sustainable. "Hiawatha is a community that values moderate energy conservation and expanded use of renewable energy as a means to save money and protect the environment." In order to reduce dependence on fossil fuels, reduce utility bills, and reduce the community's greenhouse gases incrementally, the City has made it a priority to first focus on energy efficiency measures of its own facilities, and then explore opportunities for renewable energy generation.

The City considers the following goals when selecting strategies to meet the Sustainable Hiawatha vision:

1. Optimization of City owned facilities and property
2. Reduction of costs for operation of City facilities
3. Increased revenue to the City
4. Improved environmental performance of City facilities

Public Works Building-1410 Robins Road  
Public Library-150 West Willman Street

DRAFT

(indicate whether the federal and state renewals solar tax credit are being used to reduce the actual cost of the system outright cost or PPA cost)

- i. Outright purchase
- ii. Power Purchase Agreement (can range from 10 to 20 year agreements)
- i. Description of any available real-time monitoring systems or programs
- j. Probable future maintenance costs
- k. Construction time frame
- l. Any warranty on the system (panels, inverters, etc.) and on workmanship
- m. Vendor's customer support policies
- n. List of subcontractors to be used on the project
- o. Essential terms of a contract, including, but not limited to who would own the assets and optimal contract period
- p. For Power Purchase Agreements, include buyout costs
- q. Analysis of emission reductions/environmental benefits
- r. Any other perceived value that you feel your firm/proposal may provide

2. A minimum of three references from companies or agencies for which you provided similar services. Include all necessary contact information for the company and the representative who will be providing the reference. Also include the dates and location services were provided. *Please provide at least one example of past work for the type of system you propose. If you have not completed a particular system you are proposing, please explain.*

3. A detailed financing/pricing summary for the solar photovoltaic system being proposed. The pricing summary should be separated by equipment and installation cost at a minimum, and should include any possible power purchase agreement or leasing options.

4. Profile of the firm, including a detailed description of your company, its location the services performed, and the personnel who would be assigned to the project. Also, include how long the company has been performing those services, the number of people the company employs, as well as any pertinent safety training.

b. Interviews. The City reserves the right to conduct interviews with individual firms if additional information is required to further assess the proposals.

c. Electricity Usage Data & Facility Specifications. Twenty-four months of data pertaining to past electricity rates and usage for all facilities is available. Requests for this data, as well as other questions regarding facility specifications should be directed to the City Administrator-kdowns@hiawatha-iowa.com.

## DRAFT

Consultant contact information and the text "Rooftop Solar on City Facilities" in the email subject line.

Visits to the facilities as outlined in the document are available *must be scheduled in advance by contacting City Administrator.*

Contact information is as follows:

Kim Downs  
City of Hiawatha  
City Administrator  
101 Emmons Street  
Hiawatha, IA 52233  
Phone (563) 608-9666  
E-mail: [kdowns@hiawatha-iowa.com](mailto:kdowns@hiawatha-iowa.com)

### **7.0 Proposal Requirements**

Before submitting a proposal, each Proposer shall make all investigations and examinations necessary to ascertain site conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the Proposer will rely.

- Submittal Deadline: June 27, 2019 no later than 10:30 AM; bid opening to following
- Mailing/Delivery Address: City of Hiawatha
  - c/o Kim Downs
  - 101 Emmons Street
  - Hiawatha, Iowa 52233
- Submittals: Proposal: Two (2) hardcopies and one electronic (.pdf) copy shall be provided.

No faxed or e-mail proposals will be accepted.

The proposal must be a document of not more than twenty (20) numbered 8 1/2 x 11 inch pages. Any proposals exceeding twenty (20) numbered pages may not be considered.

Proposals are to contain a statement indicating the period during which the proposal will remain valid. A period of not less than sixty (60) calendar days from the proposal closing date is required.

Each Proposer assumes full responsibility for delivery and deposit of the completed proposal package on or before the deadline. Any proposals received after the submittal deadline will not be considered, and will be returned unopened to the Proposer. The City of Hiawatha will not be responsible for any loss or delay with respect to delivery of the proposals.

The City of Hiawatha is not liable for any cost incurred by any Proposer prior to the execution of an agreement or contract. Nor shall the City of Hiawatha be liable for any costs incurred by the firms in responding to this RFP and those not specified in any contract. All results from this project will remain the property of the City of Hiawatha.

**RESOLUTION NO. 19-**  
City Council

**RESOLUTION DIRECTING STAFF TO PROCEED WITH REQUESTS FOR  
PROPOSALS FOR ROOFTOP SOLAR OF CITY FACILITIES (PUBLIC WORKS AND  
PUBLIC LIBRARY)**

WHEREAS, the City Council has made a priority to focus on energy efficiency measures of its own facilities, and

WHEREAS, the City Council authorizes and directs staff to proceed with Requests for Proposals from qualified professional firms to design and install solar photovoltaic system(s) on the rooftop of the public works and public library facilities of the city, and

WHEREAS, the City Clerk is hereby authorized to direct notice to bidders and set date of June 27, 2019 at 10:30 a.m. as the date and time to file bids for said project. Bids shall be received and opened at a public meeting as provided in the public notice and the results of said bids shall be considered at the meeting of this Council on July 17, 2019, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA that the City Clerk is hereby directed to publish notice to set the date and time of public hearing on the review of bids and award of contract for the Rooftop Solar of City Facilities (Public Works and Public Library) on July 17, 2019 at 5:30 P.M.

AYES:  
NAYS:

PASSED AND APPROVED this 5<sup>th</sup> day of June, 2019.

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Bill Bennett, Mayor

ATTEST:

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Amy Scheer, Deputy City Clerk

**RESOLUTION NO. 19-137**  
City Council

**RESOLUTION APPROVING ROOFTOP SOLAR OF CITY FACILITIES (PUBLIC WORKS AND LIBRARY)**

WHEREAS, the City of Hiawatha has made sustainability one of its top priorities. The council-created definition of sustainability is, "a community's ability to meet the environmental, economic, and social equity needs of today without reducing the ability of future generations to meet their needs.", and

WHEREAS, the City of Hiawatha solicited proposals from qualified vendors to design and install solar photovoltaic system(s) on the rooftop of each of the above facilities at the location described. Recommendations regarding sizing of potential arrays should be made based on current utility usage data, and

WHEREAS, on the 17 day of July, 2019, City Council reviewed three (3) bids for Rooftop Solar of City Facilities (Public Works and Library), and

WHEREAS, after review of bids, purchase cost, gross 25-year savings, and net 25-year savings with the appropriate sizing of potential arrays and consideration of Alliant Energy's utility usage data and contract perimeters Moxie Solar of North Liberty, Iowa is the reasonable, responsible and lowest bidder, and with a cost not to exceed (each facility will have its own solar installation contract):

- Public Works Facility-\$147,312
- Library Facility-estimated \$121,304.51 (note: due to building project not being completed we may need to revisit cost), and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, Award contract with Moxie Solar and direct staff to direct purchase solar panels in the total amount of \$268,616.50. Authorize an additional \$188,616.50 of available LOSST funds and to enter into a standard Interconnection agreement with Alliant Energy as required.

AYES: Aime Wichtendahl, Rob Archibald, Dick Olson, and Steve Dodson

NAYS: None

ABSENT: Denny Norton

PASSED AND APPROVED this 17 day of July, 2019.

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Bill Bennett, Mayor

ATTEST:

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Amy Scheer, Deputy City Clerk



**RESOLUTION NO. 19-109**  
City Council

**RESOLUTION DIRECTING STAFF TO PROCEED WITH REQUESTS FOR  
PROPOSALS FOR ROOFTOP SOLAR OF CITY FACILITIES (PUBLIC WORKS AND  
PUBLIC LIBRARY)**

WHEREAS, the City Council has made a priority to focus on energy efficiency measures of its own facilities, and

WHEREAS, the City Council authorizes and directs staff to proceed with Requests for Proposals from qualified professional firms to design and install solar photovoltaic system(s) on the rooftop of the public works and public library facilities of the city, and

WHEREAS, the City Clerk is hereby authorized to direct notice to bidders and set date of June 27, 2019 at 10:30 a.m. as the date and time to file bids for said project. Bids shall be received and opened at a public meeting as provided in the public notice and the results of said bids shall be considered at the meeting of this Council on July 17, 2019, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA that the City Clerk is hereby directed to publish notice to set the date and time of public hearing on the review of bids and award of contract for the Rooftop Solar of City Facilities (Public Works and Public Library) on July 17, 2019 at 5:30 P.M.

AYES: Dick Olson, Rob Archibald, Steve Dodson, Dennis Norton

NAYS: None

ABSENT: Aime Wichtendahl

PASSED AND APPROVED this 5<sup>th</sup> day of June, 2019.

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Bill Bennett, Mayor

ATTEST:

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Amy Scheer, Deputy City Clerk



**RESOLUTION NO. 19-228**  
City Council

**RESOLUTION APPROVING ROOFTOP SOLAR OF CITY FACILITIES (LIBRARY)**

WHEREAS, the City of Hiawatha has made sustainability one of its top priorities. The council-created definition of sustainability is, “a community’s ability to meet the environmental, economic, and social equity needs of today without reducing the ability of future generations to meet their needs.”, and

WHEREAS, on the 17<sup>th</sup> day of July, 2019, City Council reviewed three (3) bids for Rooftop Solar of City Facilities (Library), and

WHEREAS, Moxie Solar of North Liberty, Iowa is the reasonable, responsible and lowest bidder, and with a cost not to exceed (each facility will have its own solar installation contract):

- Library Facility-estimated \$121,304.51 (note: due to building project not being completed we may need to revisit cost), and

WHEREAS, after discussion with Moxie Solar, City Council recognized the installation of the library panels would be purchased in 2020 with the potential for an additional cost due to the new tariff requirements

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HIAWATHA, IOWA, authorize staff to enter into an agreement with Moxie Solar with a direct purchase for solar panels in the amount of \$124,023.90 of available LOSST funds and to be installed upon completion of the library construction.

AYES: Aime Wichtendahl, Rob Archibald, Dick Olson, Steve Dodson

NAYS: None

ABSENT: Dennis Norton

PASSED AND APPROVED this 20<sup>th</sup> day of November, 2019.

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Bill Bennett, Mayor

ATTEST:

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Kari Gruber, City Clerk





# Envision Something New!



Downtown streetscape in Washington.

## What is Community Visioning?

Community Visioning engages community leaders and volunteers in a multi-meeting process to develop solution-based conceptual landscape plans for the community's transportation system.

## Who is eligible to apply?

Iowa communities with populations of 10,000 or fewer are eligible to apply to the Community Visioning program.

## What support is provided?

- Expert facilitation of community meetings by Trees Forever
- Access to Iowa State University research capabilities
- Access to leading landscape design and planning firms
- Guidance on implementation

## What is my community's commitment?

Communities selected to participate in Community Visioning agree to form a steering committee that represents the community, including a local government partner. Members of this committee are required to attend a day-long workshop at the beginning of the process and an annual meeting at the end.

## Learn more and apply today!

Find Program Information and Application Materials at:  
[www.communityvisioning.org](http://www.communityvisioning.org)

Questions? Please contact

Sandra Oberbroeckling  
Project Manager  
Iowa State University Extension and Outreach  
515-294-3721  
[soberbr@iastate.edu](mailto:soberbr@iastate.edu)

Brad Riphagen  
Program Manager  
Trees Forever  
80 West 8th Avenue  
Marion, IA 52302  
515-370-1291  
[briphagen@treesforever.org](mailto:briphagen@treesforever.org)



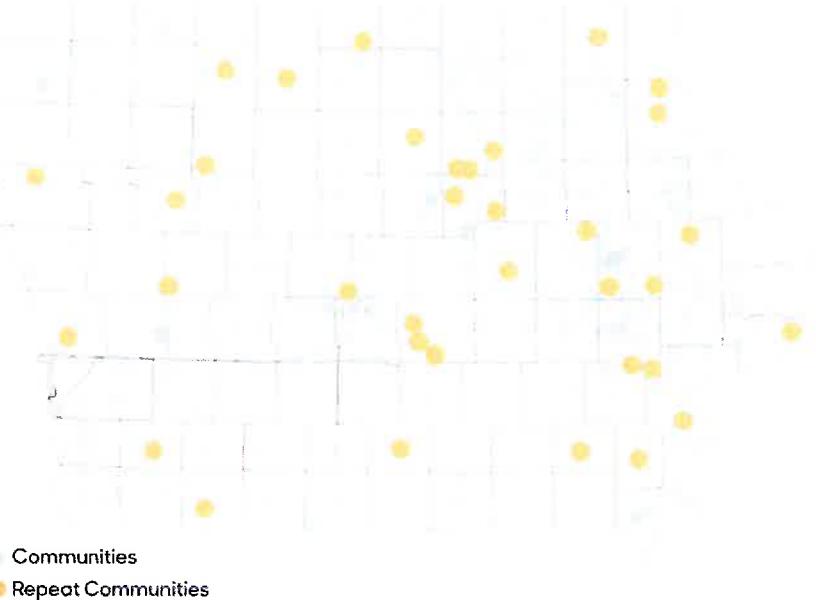
IOWA STATE UNIVERSITY  
Extension and Outreach



# More Than 250 Communities & Counting!

Since 1996, the Community Visioning program has assisted more than 250 Iowa communities throughout the state, ranging in size from towns of fewer than 100 residents to cities with close to 9,000 people. Of these communities, approximately three dozen have gone through the process more than once.

The dedicated leaders and volunteers from these communities have come together to create accessible sidewalks, trails, bridges, roadside parks, and more. In this report, you'll see the diversity of projects created with assistance from Trees Forever field coordinators; private-sector landscape architects; and ISU faculty, staff, and students. These have forever changed the landscape of Iowa!



## Examples of What Our Communities Have Done



Built entirely by volunteers, **Beautiful Plainses Prairie Park**, located along the Iowa Valley Scenic Byway (Highway 21) is a signature project of Belle Plaine's visioning process.

The most prominent feature in Woodbine is the iconic grain elevator, which was in danger of demolition. Through visioning, the local committee decided to pursue installing **public art on the elevator** and using the visioning concept plan, successfully funded and completed the project. A second major project—the **US 30 bridge over the Boyer River**—was completed by the Iowa DOT, which agreed to incorporate some of the visioning concepts into the bridge design.





Highways 63 and 58 geographically divide the town of Hudson, interrupting the safe flow of pedestrians and bicycles. In particular, youth had to cross Highway 63 either to get to school or to reach the sports fields. To address pedestrian/cyclist connectivity and safety issues, the visioning design team proposed extending the existing trail and constructing an **underpass on Highway 63** to provide a safe route to school. Through grants and local fundraising, the visioning committee was able to fund the more than \$1 million project.



The Monona visioning committee partnered with residents and high school students to design and produce **downtown street banners** that reflect how Monona residents feel about their town, schools, and the surrounding rural area. The downtown streetscape is just one of a number of large-scale projects Monona has completed, which include a trail extension, ADA-accessible restrooms in both City Park and Gateway Park, new trailheads, an ADA-accessible playground in Gateway Park, way-finding signage, and the restoration of the historic bandstand in City Park.



Mapleton's **Carhart Recreation Area and Arthur Carhart Trail** addressed the community's desire to provide outdoor recreation opportunities to residents. The projects received nearly \$150,000 in funding from the REAP program.



www.communityvisioning.org

Highway 30 pedestrian crossing in Glidden  
(Photo by Larry Devine, Carroll Times Herald)



About 98% of visioning communities complete at least one project.



Nearly 50% of visioning communities complete four or more projects.



Nearly 75% of communities funded projects through local volunteers.



Nearly 85% of visioning steering committees are still active in some way.



Representatives from 63% of the communities reported that the program had a positive impact on their town.



## Tree planting and carbon credits for your community!

Trees Forever is working with communities just like yours to plant more trees and certify those trees for carbon credits. The benefits and potential payback can help your community to be greener and more sustainable. Interested in finding out more? Read below and talk to a Trees Forever Field Coordinator.

### Why participate

- Deliver more benefits to your town
  - o Stormwater retention
  - o Cooler temperatures and lower energy usage
  - o Increased community cohesion
  - o Safer streets
- Certified carbon credits on all trees planted
  - o Help your community reach sustainability goals
  - o Generate carbon credits for potential sales
- Money for future tree plantings and/or tree maintenance
  - o Sell the credits generated from tree plantings to reinvest in community trees
  - o Receive funding at regular intervals for a steady stream of dollars

### What do I need to do?

- Plant trees.
- Maintain trees for 26 years.
- Work with Trees Forever as the project operator to map all trees planted, document survival at key intervals, and to sell carbon credits.

### How much can I expect from the carbon sale for reinvestment?

Certifying your newly planted trees for carbon credits can bring more money to your community. The following is an example of the potential revenue that can be realized. Planting more trees can create more dollars for your community. Trees from carbon crediting can come from seedlings to larger six to eight foot trees.

Yearly Tree Planting	Carbon Credits Generated (tons)	Year 1 Revenue	Year 4 Revenue	Year 6 Revenue	Year 25 Revenue	Total Revenue
50 trees	51.28	\$12.82	\$412.80	\$257.67	\$(12.84)	\$670.45
100 trees	102.25	\$124.95	\$922.50	\$762.28	\$1,471.38	\$2,281.10
250 trees	255.78	\$462.72	\$2,457.80	\$2,282.22	\$1,929.91	\$7,132.65
500 trees	511.24	\$1,024.73	\$5,012.40	\$4,811.28	\$4,356.78	\$15,205.18

*Exact credits generation and revenue will vary depending on species planted and carbon per ton sale amount*

*These calculations are based on 5 communities participating in the Trees Forever Carbon Program. If more communities participate, then the revenue projections should increase.*



## **Trees Forever Carbon Credit Program Frequently Asked Questions**

### **Why should my community participate?**

Trees provide so many benefits to our communities including cleaning stormwater, cleaning the air, and providing shade. Right now, we face a need to reduce carbon and planting trees is one of the key ways to reduce carbon. Your community can plant trees, certify those trees for carbon credits, sell the credits produced by the trees, and reinvest in its tree planting and tree care work.

### **What communities are eligible to participate?**

Any community in Iowa and Illinois is eligible to participate.

### **What size trees can a community plant?**

Communities can plant seedlings up to landscape-sized trees (generally 5-8 feet tall).

### **How long must a community commit to the trees?**

To meet the requirements of carbon crediting, the trees must be in place for a minimum of 26 years.

### **Where can the trees be planted?**

Trees must be planted on public property or property protected from development. In general, Trees Forever suggests planting in "safe" areas. This means locations that have no chance of being used for development or construction and include parks, cemeteries, schools, natural areas, etc. If your community wants to plant in the publicly owned right-of-way and can assure Trees Forever the trees will be protected for 26 years, these locations will be considered.

### **What is the allowable tree mortality rate? Or, in other words, what if some of our trees die?**

We apply a standard 20% mortality deduction. That means that you could lose 20% of your trees (for example, 20 out of a 100 trees) due to factors like natural die off, drought, etc. If you have any historical data showing greater or lesser mortality, we can consider applying that.

**Can a community enroll trees in the Trees Forever Carbon Credit Program that were planted in previous years?**

At this time, Trees Forever is only accepting trees planted in 2021 and 2022.

**If the trees die, does the community have to pay back the money earned from the sale of the carbon credits?**

If the mortality deduction (i.e. tree death or loss) applied to you is 20%, and if you lose more than 20% of your trees due to your own intentional actions or gross negligence (i.e. willfully cutting down the tree, etc.), then you have to pay back credits you've received or forego credits that you would be entitled to receive.

If trees die due to storm, fire, unforeseen pest infestation or other so-called acts of God, you do not have to pay back money.

**Does a community need to have a tree maintenance plan in place?**

You need to have a written tree maintenance plan for trees that are part of the carbon credit program. This should include how you will keep trees watered during their 1-3 year establishment phase after being planted, any pruning cycle the trees will be placed on, and general tree protection that will be provided.

**Can a community continue to enroll the tree planting projects year after year?**

Yes, you can enroll tree planting projects every year. Or you can enroll trees planted over several years (up to three-year intervals) once every 3 years. If you follow a three-year plan, then all trees planted in that 3-year period will be credited as a single project. For example, you could bundle trees planted in 2021, 2022, and 2023 for a single enrollment at the end of year 2023.

**What does a community have to do to participate in the program?**

Your community must: plant trees, maintain the trees for 26 years, work with Trees Forever to draft a Project Design Document, including eligibility and quantification per City Forest Credit's templates, tools, and checklists, sign an agreement giving credits to Trees Forever, and work with Trees Forever, as the project operator, to map all trees planted, document survival at key intervals, and to sell carbon credits, and complete a short 2-page annual report.

**How often does a community need to report and what does that entail?**

The community will need to annually check-in, via email, with their field coordinator reporting any updates to the contact information, any eligibility issues, and describing any significant changes in the project trees. You also attach screenshots or links to Google Earth images of the trees.

At years 4 and 6 of the project, the community will work with Trees Forever to visit approximately 10% of the project trees and take pictures of them showing that they are alive or dead.

At years 14 and 26, you need to do the same thing plus get DBH of those 10% of the trees.

**Can trees be planted on privately owned property that has public access, i.e. non-profit owned property, nature preserves?**

Yes, trees can be planted on publicly accessible privately-owned property. The property owner would need to complete a Transfer of Credits form giving the credits to Trees Forever, in order for the community to be able to sell the carbon credits.



## **Trees Forever's Carbon Credit Program Roles and Responsibilities**

### **Community will:**

- Plant trees
- Maintain the trees for 26 years
- Work with Trees Forever to draft the Project Design Document, including eligibility and quantification per City Forest Credit's templates, tools, and checklists.
- Sign agreement giving credits to Trees Forever
- Work with Trees Forever, as the project operator, to map all trees planted, document survival at key intervals, and to sell carbon credits.

### **Trees Forever will:**

- Submit the following documentation to City Forest Credits:
  - Application for Carbon Project
  - Project Design Document, including quantification documents
  - Confirmation of credit ownership
  - Declaration of planting documents
  - Project Implementation Agreement with City Forest Credits; 26-year agreement for planting
  - Status reports to confirm continued eligibility and no significant tree or forest loss
    - Annual report for planting, using information supplied by the community or collected by Trees Forever
- Answer any questions from Third-Party Verifier, with input as needed from the community
- Trees Forever receives and sells the credits, pays the fees, and remits the balance of money from the credit sale to the community.

## Memorandum

**To:** City of West Burlington

**Date:** July 28, 2022

**From:** Snyder & Associates

**RE:** Monthly Engineers' Report

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### **CITY PROJECTS**

#### **South Lift Station Replacement (118.0596.08)**

The City acted at the July 6 council meeting to accept the project and to release the final payment less the calculation of \$26,000 in disincentives. The City has been pressed on the matter of the charges toward disincentive days by a supplier to the General Contractor. We have documentation on hand in case actionable disputes arise. Our services on this project are considered complete unless requested further by the City.

#### **Luers Park (118.0856.08)**

*No new update* - The contractor, Fye Excavating, returned to complete the Change Order #2 additional requests and punch list items. The actual quantity of additional flexamat installed was 47 sq yds, which was 11 sq yards more than what had been previously approved by change order. The unit price for this material was \$88, making an additional \$968 in construction completed that needs to be accounted for via a change order. Snyder & Associates would like to review the final construction completion with City staff in the very near future prior to issuing any final recommendations. *(Waiting for Fye Excavating to schedule review)*

#### **Water Tower and Booster Station (119.0905.08)**

During the past month the contractor, Boomerang Corp., has been working expeditiously to get water main installations completed. They have also expressed that they are planning to get all the remaining items completed on or before the August 6, 2022, contract completion date. Currently, the tower is mostly completed and waiting for hydrostatic pressure testing, which is waiting on the final installation of source water via the water main construction.

A change order request has been submitted which authorized Boomerang to swap the stormwater materials beneath Washington Street to an HDPE product to allow for a more economical, yet longer, bore length to avoid utility conflicts along the proposed alignment.

#### **WWTP Nutrient Reduction (on-going assistance)**

We continue to work with Rod to try other operational changes to positively influent TP reduction in wastewater treatment plant effluent. *New - The DNR has asked for a schedule of when TP*

*optimization will be completed by the City. This is something we plan to review with City staff prior to issuing a response.*

**West Lift Station Force Main – Design Concept (Planning Effort)**

*No new update - A professional services agreement was prepared for the City in September 2021 for consideration of a design concept report for future replacement of the existing 24-inch force main. This is something Snyder & Associates is willing to execute to better prepare the City in planning and budgeting for this main prior to imminent needs.*

**Gear Avenue Trail (Planning Effort)**

*No new update - We have been actively working with the City and SEIRPC in the pursuit of funding and have assisted with exhibits and drawings in support of a State Recreational Trail grant application. We have also coordinated with the Iowa DOT District 5 planner toward a letter of support since the trail will occupy the Iowa DOT US Highway 34 right of way.*





