



## City Administrator & Staff Update

2024.06.28

- **DPW:** Congratulations to DPW Director Mike Brissey for his 28 years of service to the community. We can't thank him enough for the time, effort and commitment he has made to the city of West Burlington. We wish him the best of luck! Also, congratulations to Interim DPW Director Chase Williams.
- **Biking:** 2024 Best Places to Bike - Check out the attached article and the Peopleforbikes.org website to see how WB scored! <https://cityratings.peopleforbikes.org>
- **Grants:** We are working on or have submitted the following grants.
  - DOD: Mt. Pleasant Street Project
  - DOT/RISE: Looking at potential given the 150 FT jobs at the IAAAP.
  - BRIC: Stormwater Phase 2 taking recommendations to 60% design.
  - STBG: Mt. Pleasant Street Phases 3&4. Board action in July.
  - TSIP/Signals: Meeting with SEIRPC to see about submitting for a TSIP grant for the signal improvements (and cameras) at Mt. Pleasant and Beavertdale.
- **Housing Iowa Conference:** September 4-6, 2024, Iowa Events Center, Des Moines, IA. Link: [housingiowaconference.com](https://housingiowaconference.com).
- **Trail Project:** We have met on site with the contractor twice, met with our inspector and engineer this past Thursday and are documenting our requested changes/corrections/improvements.
- **Audit:** On site audit work began this past Wednesday and will continue onsite in early August.
- **Payroll:** We have identified an issue with Police and DPW payroll. Apparently, around 2016 the decision was made to incorporate certification or education pay into the employee's hourly rate for overtime. We cannot say for sure why this happened or why it was interpreted in this manner, but it is incorrect. These rates should be paid out monthly as a separate line item on the employee's payroll. I do not see that we can go back to 2016 to revisit this issue or attempt to collect these overpayments given they relied on the interpretation at the time. That said, I have worked with Angie to ensure that going forward we will ensure that OT pay does not include the certification or education pay. We have one employee that has been paid for a certification that he no longer has and that item we intend to collect on as we should have been notified when the certification lapsed.

### **IT (Newberry)**

This week, in addition to my normal IT tasks, we have transferred ownership of Mike's IT assets to Chase. Next week, I will finish sunsetting Mike's accounts and will disable them tomorrow before EOB. I have a certification coming up in July, and I need to start studying. Next week, I will start prepping for that. This week, Lisco also upgraded our equipment, and the speed should reflect that change now as well. I came in last Saturday to help Katie get ready for her trip and ensure that she can facilitate the rate change successfully while she was away. Additionally, the items Jesse sent me have been posted to the website for the new officer as well. I also set up some conditional access rules and implemented more restrictive DLP for data leakage of PII to better align with our security goals and to automatically encrypt emails if any sensitive information is detected. If you have any questions, feel free to reach out.

### **Police/Fire (Logan)**

2024.06.19

- Missy just turned in her resignation letter with her last day of work is June 29, 2024. She was offered a Civilian job with Burlington Police Department.
- Did some joint training with IAAAP out at Beckman's towing with car execration class. We also had Med Force Helicopter out for some additional training.
- Will be participating in a GTSB Joint Agency operation tomorrow in the area. We will be out from 1800-2200 working several different spots.
- I will be having a Department meeting on Monday to discuss the pay issue with degrees. Angie will be helping me on this one since she understands what is going on.
- I will be in Galena next Tuesday – Thursday for the SSA Class for Flex.
- I will be then off on Friday next week with last day of PTO.

2024.06.28

- I sent Brad and Angie the updated material to get the Job Posting, posted onto the Facebook and City Website. I will also get a flyer hung up on the Bulletin Board.
- Generator update for the fire department, unfortunately it will not be installed this current fiscal year. I ordered it several months ago and the manufacturer date keep getting pushed back. Looking mid-July to early August before it will be installed.
- Sgt. Melssen received word on the Cops Grant, we will continue to apply for this. He has some corrections to make on it and resubmit it by Thursday at Midnight.
- West Burlington Firefighters Association is getting ready for the pancake breakfast on July 4<sup>th</sup>.
- Des Moines County Sheriff's Department will be using the Fire Department on Wednesday, Thursday, and Friday. They will be using the apparatus bay to install equipment in all the squad cars. They have used it in the past and works well for them with no issues beforehand.
- Radio project is still moving forward, and still looking at November for completion of that project.

- Unit 5 has been totaled out by the insurance company and Angie has been very helpful with getting things processed with them. Looking at options in replacing the vehicle. I have attached a quote that I received from Missouri State Patrol on squad car pricing. For vehicles that are approximately 5 years old with 50-65,000 miles, pricing is still high. Just wanted to share with what I have received.

### **Building (Crooks) – nuisances, permits, samples**

#### **Building**

- 5 permits have been issued in the past 2 weeks. Four for fences and one for a sign
- Completed three site inspections at Alice Place for footings and foundation walls.
- Completed a site inspection at Casey's for framing.
- Completed above ceiling inspection for 12-plex at Nexus Apartments.
- Completed a site inspection at SCC Safe Room
- Walmart project is gearing up to start. All permits have been obtained.

#### **Code Enforcement**

- 53 notices for nuisance violations have been mailed out to date for June, most have been sent out in past 2 weeks. Most violations are for tall grass & weeds, but others include dangerous tree limbs, cars parked in yards, and junk on properties.
- Completed follow up to outstanding nuisance issues. Most have complied, but some properties will be moving to abatement.
  - I have been working with the property owner at 201 Shady Lane on multiple junk vehicles in the yard. Progress is being made and several vehicles have been hauled off. Work is continuing to clean up the property.

#### **Licenses**

- 10 new licenses have been issued in last 2 weeks, mostly mobile food vendors for an event at Walmart.

#### **Miscellaneous**

- Inspections for the firework tent at Westland Mall is complete and they are open. This was delayed due to the theft last weekend.
- Several applications have been submitted online in iWorQ for business license and building permits. I have received several positive comments on the ease of the process.

### **Public Works (Williams)**

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- mowing
- Locates
- Service trucks and Squad cars.
- OSHA training
- Sign maintenance
- Backhoe training

- Building maintenance and clean up
- Street sweeping
- Dirt work
- Working with SCC on INI around fairgrounds. All drains and gutters in and around the fairgrounds are tied into sanitary sewers. Meeting on 6-27-24
- Trail project moving along. Working with issues with contractor
- Working on 4<sup>th</sup> of July
- Patching streets
- Mulching parks
- Dying sewers and working on I&I Stormwater issues at SCC
- Repairing picnic tables in parks
- Job training





## Burlington Rotary Club - Annual TOUCH A TRUCK Event

Saturday, August 24 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: Ed Mansheim 319-750-8587 or Joanna Schneden 319-759-6411



\_\_\_\_\_ YES, sign us up as an event sponsors. \$750, includes display entry, company logo on all promotions, and a large banner at event.

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

Business Name \_\_\_\_\_

Authorized by \_\_\_\_\_

Day-of-event Contact Person \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Registration Deadline: August 1

Checks payable to: Burlington Rotary Club. PO Box 684, Burlington, IA 52601



































# Case Report

6/1/2024 - 6/27/2024

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
6/27/2024	921 BROADWAY ST	BOSS VENDING INC	Nuisance Violation	Remove the junk vehicle from the property	Active
6/27/2024	638 BROADWAY ST	MCINTOSH STEVEN CURTIS	Nuisance Violation	Cut & trim tall grass & weeds, Remove dead tree trunk	Active
6/27/2024	630 BROADWAY ST	PARSONS RONALD E & LINDA E	Nuisance Violation	Cut & trim the tall grass & weeds	Active
6/26/2024	114 SWAN ST	TRANTER NATHANIEL & IVY	Nuisance Violation	Cut & trim the tall grass & weeds	Active
6/25/2024	322 VERNON ST		Nuisance Violation	Cut & remove hanging tree limbs	Active
6/25/2024	314 PRAIRIE ST		Nuisance Violation	Cut & trim tall grass & weeds and cut tree branch on roof	Active
6/25/2024	310 PRAIRIE ST		Nuisance Violation	Cut & trim tall weeds on north side of house and cut tree branch over sidewalk	Active
6/25/2024	306 PRAIRIE ST		Nuisance Violation	Cut & trim tall weeds	Active
6/25/2024	302 PRAIRIE ST		Nuisance Violation	Cut & trim tall grass & weeds	Active
6/25/2024	402 COTTAGE GROVE AVE		Zoning Code	Remove the vehicle to a proper off street parking location	Active

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
6/25/2024			Nuisance Violation	Cut & trim tall grass & weeds	Active
6/24/2024	202 SWAN ST		Nuisance Violation	Cut. & trim tall grass & weeds	Active
6/24/2024	205 SWAN ST		Nuisance Violation	Obtain permit for trees planted in the city right of way	Active
6/24/2024	302 SWAN ST		Nuisance Violation	Cut & trim tree branch out of street	Active
6/24/2024	909 BROADWAY ST		Nuisance Violation	Cut & trim the tall grass & weeds	Closed
6/24/2024	418 E VAN WEISS BLVD		Nuisance Violation	Cut & trim tall grass & weeds	Active
6/24/2024	410 E VAN WEISS BLVD		Nuisance Violation	Cut & trim tall grass & weeds	Active
6/24/2024	630 RAMSEY ST		Zoning Code	Remove the vehicle to proper parking location	Active
6/24/2024	614 RAMSEY ST		Zoning Code	Remove the vehicle to proper parking location	Closed
6/24/2024	606 RAMSEY ST		Zoning Code	Remove the vehicle to proper parking location	Active
6/24/2024	501 SUMMER ST		Nuisance Violation	Cut and trim tall grass & weeds and remove brush piles	Active

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
6/24/2024	421 RAMSEY ST		Nuisance Violation	Cut & trim tall grass & weeds, remove dead tree material	Active
6/24/2024	302 SUMMER ST		Nuisance Violation	Remove the brush pile and junk from property, cut tall grass & weeds	Active
6/24/2024	306 SUMMER ST		Nuisance Violation	Remove the brush pile	Active
6/24/2024	322 SUMMER ST		Nuisance Violation	Cut & trim tall grass & weeds and remove brush piles	Active
6/24/2024	401 SUMMER ST		Nuisance Violation	Cut & trim tall grass & weeds	Closed
6/24/2024	405 W MT PLEASANT ST		Nuisance Violation	Remove all junk from property and provide written plan for repair of property	Active
6/24/2024	525 LAYNE DR		Nuisance Violation	Cut & trim tall grass & weeds	Closed
6/24/2024	548 LAYNE DR		Nuisance Violation	Cut & trim tall grass & weeds	Active
6/24/2024	1615 W MT PLEASANT ST		Nuisance Violation	Cut & trim tall grass & weeds	Active
6/24/2024	1616 W MT PLEASANT ST	WITTKAMP RODNEY A TRUSTEE	Nuisance Violation	Cut & trim tall grass & weeds	Active
6/24/2024	1320 W MT PLEASANT ST		Nuisance Violation	Cut & trim tall grass & weeds	Active

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
6/24/2024	305 SPRING ST	BROWN WARDELL	Building Code	Obtain permit for deck	Active
6/20/2024	410 RAMSEY ST		Nuisance Violation	Cut & trim tall grass & weeds	Active
6/20/2024	409 LEFFLER ST		Nuisance Violation	Cut tall grass & weeds and remove junk from property	Closed
6/20/2024	405 LEFFLER ST	SLEMMER GALE A & JEREMY D & PAULK	Nuisance Violation	Cut & trim tall grass & weeds	Active
6/20/2024	215 W MT PLEASANT ST	WEST BURLINGTON BW LLC & COMMUNITY DEVELOPMENT GROUP LLC	Nuisance Violation	Cut & trim tall grass & weeds	Closed
6/20/2024	209 W MT PLEASANT ST	WALKER JEREMIAH J & CHASITY C	Nuisance Violation	Cut & trim tall grass & weeds and remove inoperable vehicles	Active
6/20/2024	109 RAMSEY ST		Nuisance Violation	Cut & trim tall grass & weeds	Closed
6/20/2024	117 RAMSEY ST		Nuisance Violation	Cut & trim tall grass & weeds and remove junk from alley	Active
6/20/2024	112 RAMSEY ST		Nuisance Violation	Cut & trim tall grass & weeds	Closed
6/20/2024	113 LEFFLER ST		Nuisance Violation	Cut & trim tall grass & weeds and remove or repair junk vehicle	Active
6/20/2024	210 RAMSEY ST		Nuisance Violation	Cut & trim tall grass & weeds	Closed

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
6/20/2024	322 MELVILLE AVE	GERST ADAM J & HELLYER DESTINY S	Nuisance Violation	Cut & trim tall grass & weeds	Active
6/20/2024	401 VERNON ST	SUNAR RAMKRISHNA & SUNAR RABINA	Nuisance Violation	Cut & trim tall grass & weeds	Closed
6/20/2024	417 VERNON ST	BRADY CHRISTOPHE R G AKA BRADY CHRISTOPHE R GEORGE	Nuisance Violation	Cut tall grass & weeds	Active
6/13/2024	421 WEST BURLINGTON AVE	RICHMOND JE LESSA	Nuisance Violation	Remove furniture from front yard	Closed
6/13/2024	326 WEST BURLINGTON AVE	BLOCK JANE E TRUST	Nuisance Violation	Cut & trim tall grass & weeds	Active
6/13/2024	524 LEFFLER ST	HIGDON STANLEY C	Nuisance Violation	Cut & trim tall grass & weeds	Active
6/13/2024	527 LEFFLER ST	HIGDON STANLEY C	Nuisance Violation	Cut & remove damaged tree	Closed
6/11/2024	205 SWAN ST	MURPHY JEFFREY D & TESSA L	Nuisance Violation	Cut & trim tall grass & weeds, and remove all junk from around property	Active
6/10/2024	NOT AVAILABLE		Nuisance Violation	Cut tall grass & weeds	Closed
6/7/2024	418 SWAN ST	TWILLIE MARCUS T & AMANDA	Nuisance Violation	Cut & trim all tall grass & weeds and remove the junk at the alley	Active

Total Records: 53

6/27/2024



6/1/2024 - 6/27/2024

Permit Date	Permit Type	Site Address	Residential / Commercial	Description	Main Status	Total Fees
6/27/2024	Fence	117 Summer Street	Residential	Replace existing vinyl fence with wood fence	Waiting Payment	\$25.00
6/24/2024	Fence	212 Broadway St.	Residential	Fencing of south property space	Approved	\$25.00
6/19/2024	Sign	1500 West Agency Road	Commercial	Custom Double Post and Panel Aluminum Sign	Approved	\$100.00
6/18/2024	Fence	409 E Glasgow St	Residential	New fence	Approved	\$25.00
6/12/2024	Fence	308 Kimberly Dr.	Residential	New privacy fence	Approved	\$25.00
6/11/2024	Sign	324 W. Agency Rd	Commercial	New Signage	Approved	\$1,200.00
6/9/2024	Siding	210 Ballard St.	Residential	Remove existing siding and replace with new	Approved	\$25.00
6/8/2024	Fence	205 Cottage Grove Ave	Residential	Currently has chain fence but will be changing it to privacy fence	Approved	\$25.00
6/7/2024	Roof	414 Broadway St.	Residential	Garage roof replacement	Approved	\$0.00



# Permit Report Summary

Permit Date	Permit Type	Site Address	Residential / Commercial	Description	Main Status	Total Fees
6/4/2024	Roof	545 Ramsey St	Commercial	Tear off and install new roof on the elementary media center & office areas.	Approved	\$250.00
6/4/2024	Driveway	210 N GEAR AVE	Residential	Replace driveway & sidewalk	Approved	\$50.00
						<b>\$1,750.00</b>

**Total Records: 11**

**6/27/2024**