



## City Administrator & Staff Update

2024.09.06

- **Joint Work Session with Burlington:** See attached Agenda. Monday, September 23, 2024, at 4:30 p.m. at SCC.
- **Sunset:** I have asked Synder for an engineering services agreement to gather additional information or perhaps preliminary engineering for the project. We will discuss best next steps and get a cost estimate to do so.
- **Website:** The website should go live on Tuesday. We will still have some content to create. Check out the notify me section for email and text notifications. If you have any ideas for additions, please let me know. This site should work well and is much more user friendly and flexible.
- **REC:** I wanted to let you know our attorney is still reviewing the Ordinance, I am going to follow up to see how long he anticipates it will be before he has it back to us. Once I get that back, I will get it sent to you along with the NDA mentioned in the agreement. When that is executed, I can share with you the list of addresses impacted. Following my review of addresses I received from our mapping tech, there are 40 accounts within the city boundary line. Stephanie Miene, Economic Development Director, Eastern Iowa Light and Power Cooperative
- **IISC Meetings:**
  - Tuesday – Subdivision
  - Thursday: @ U of I – GIS, Prairie, and Guest Speaker
  - Friday: Trail, Art and Culture, Stormwater
- **Trail Park Notes:** See attached. The next meeting is on the 9<sup>th</sup> of September.
- **FOG:** FYI...a couple FOG programs. North Liberty has another one that I will review. We have a FOG section under our code, but it could use some minor improvements and address permitting, inspections, etc.
  - <https://www.cityofdubuque.org/2096/Fats-Oils-and-Grease-FOG-Program>
  - <https://muscatineiowa.gov/230/Fats-Oils-Grease-FOG>
- **Humane Society:** Humane Society thank you letter attached.
- **Zoning Steering Committee:**
  - Zoning Steering Committee
    - Gregg Mandsager, City Administrator, [mandsager@WestBurlington.org](mailto:mandsager@WestBurlington.org)
    - Kelly Fry, City Clerk, [fryk@westburlington.org](mailto:fryk@westburlington.org)
    - Mark Crooks, Building Inspector, Code Enforcement, [crooksm@westburlingtoniowa.gov](mailto:crooksm@westburlingtoniowa.gov)

- Andy Crowner, City Council, Real Estate [crownera@WestBurlington.org](mailto:crownera@WestBurlington.org)
- Ringo Covert, City Council, Former P&Z, Retired PD, [covertr@westburlington.org](mailto:covertr@westburlington.org)
- Karen Dewey, P&Z Chair, [dewster452655@yahoo.com](mailto:dewster452655@yahoo.com)
- **Iowa league of Cities Weekly:** We were featured in the Iowa “League Weekly” newsletter!

## **CITIES IN THE NEWS:**

Burlington/West Burlington | [Communities of West Burlington and Burlington Partner with IISC](#)

Davenport | [Davenport release new renderings on \\$24M Main Street Landing project](#)

Kalona | [Trees, streets, and chickens: Kalona Council gets 'er done](#)

Red Oak | [Kotter ready to move into administrator role in Red Oak](#)

## **IT (Newberry)**

- This week, I've made significant progress in preparing the website for its planned launch on the 10th. I've been reorganizing pages and adding essential content to ensure everything is in place. Notably, we've added contact forms for departments and personnel, as well as keywords and descriptions on various pages to enhance our SEO rankings. I believe the new website will be well-received, especially with the wealth of information available.
- We've integrated more services, including Burlington Urban Services for bus schedules, library details, airport information, election details, and more. If anyone thinks of additional community services we might have overlooked, please let me know.
- Last week, we also used the drone to capture new photos for the website. If there are any other attractions, you'd like us to showcase, just say the word, and I'll ensure we get those images. I'm especially excited to capture Pollinator Park in bloom in the coming years.
- Looking ahead, I hope the new computers arrive next week so I can begin installations across the various departments. If you have any questions or suggestions, don't hesitate to reach out.

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

- Inspection at Menards Self Storage was completed on Wednesday, and they allowed the tenants in to look through their units.
- Will be going to Ankeny next week to pick up the Squad Car that was approved last night.
- Looking through some other applications we received when we did the Fire Testing last month.

## **Building (Crooks)**

### **Building**

1. Eight permits have been submitted with seven being approved and one in review

2. A final Certificate of Occupancy inspection was completed on the new SCC Game Room
3. A site inspection was completed with PW Director Williams on the concrete approach to Casey's
4. A requested inspection was completed on Casey's in preparation for a final. Several items remain incomplete, and another inspection will have to be completed next week.

#### Code Enforcement

1. 18 new nuisance notices have been mailed out, most for tall grass & weeds.
2. Follow up was completed on outstanding nuisance cases

#### Misc.

1. Attended a meeting at Menards storage on storm damage repairs
2. Completed a zoom meeting with iWorQ
3. Attended a meeting with a citizen on his property regarding storm damage repairs/concerns
4. Completed code review for proposed parking lot enhancements for commercial property
5. Took and documented complaint from rental tenant on landlord issue

#### Finance (Moore)

- This week, I spent a bit of time going through some old files, reorganizing them, and scanning important documents.
- I worked with the Des Moines County Treasurer's Office, getting all the property at the mall tax abated.
- I also did other items as requested.

#### Public Works (Williams)

##### Streets

- Water and sewer labs

##### Utilities

- Lift station rounds
- Clean lift stations
- Locates (#15)

##### Other Activities

- Parks and Broadway Street trash and recycling
- Mowing parks and medians
- Service trucks and squad cars
- Sign maintenance
- Building maintenance and clean up
- Job training
- Haul brush and grass
- Sprayed weeds
- Cleaned brush
- Trimmed trees

- Hauled brush

### **Projects**

- We will be doing two bacteria tests on Casey's water line this week

### **Additional Items/Upcoming Items of Interest**

- Pro line is in town and painting the streets

### **Summary**

- The new VFD is in the south lift station and running. Working with alliant and Dave Bessine to come up with a solution for a fix to this ongoing problem.
- Pro line has finished, and all the street painting is done.
- Four Seasons didn't pass their original bacteria test for Caseys. They flushed the line and started the first of 2 bacteria tests on Tuesday.

des moines county  
**HUMANE SOCIETY**

August 26, 2024

City of West Burlington  
122 Broadway  
West Burlington, IA 52655

Thank you so much for allowing and supporting the Des Moines County Humane Society's "Dog Days of Summer" event at the park this past Saturday.

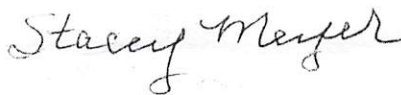
Your crew that set up and tore down the fencing you allowed us to use was a lifesaver, and we truly appreciate the work they put into making this event possible and work out so well for us.

For a first-time event, we had 85 dogs enjoying the splash pad. We hope the City of West Burlington is willing to allow us to hold this event again in 2025.

If you have any feedback for us, please let us know.

Again, thank you so much!

Sincerely,



Stacey Meyer  
Board of Director / Board Secretary



PO BOX 822, BURLINGTON, IA 52601



319.753.8389



JOINT SPECIAL BURLINGTON CITY COUNCIL  
WORK SESSION WITH  
CITY OF WEST BURLINGTON CITY COUNCIL

Monday, September 23, 2024 at 4:30 p.m.

Southeastern Community College  
1500 W. Agency Road, West Burlington, IA 52655

A. DISCUSSION ITEMS:

- 1) City of West Burlington Overview – city manager
- 2) City of Burlington Overview – city manager
- 3) General discussion of items of mutual interest – elected officials

## West Burlington Trailhead and Park Committee

July 9 at 9 am

### Meeting Minutes

Met at City Hall

Present: Kelly Fry, John Johnson, Dennis Lee, Greg Mandsager, Melanie Young, Kim Rector

Following is a recap of items discussed on July 9<sup>th</sup>.

- discussed meeting from May 30 and reviewed ideas.
- reviewed DOT traffic counts for Gear and Hi. 34. Available on DOT website.
- still interested in incorporating beams removed from the temple. Beams are 36' and can be cut down.
- confirmed desire to incorporate prairie grass/natives flowers to address drainage area/low spot. Concern to keep it looking good and easy to maintain.
- want cost of filling in ditch with 55+ or Casey's dirt per council meeting July 17. Gregg to make some calls.
- desire to incorporate signage that informs WB residents of happenings in town. How can this be made to look good? Complimenting SCC digital sign was discussed. John J to research with Ritters. Confirmed priority is for readability by GEAR traffic and only secondary for Highway 34 due to traffic counts.
- want safety signage for trail like led stops signs on the trail or glow in the dark aggregate.
- consensus to avoid putting a post or barrier on the trail. (These just get ran or walked or driven into by runners, walkers, strollers and bikers!)
- desire for single, simple adult swing in park.
- consensus that we don't want a playground that would present as safety problem as this park is small and surrounded by fast moving traffic on 3 sides.
- desire for shelter to be prep for a walk or ride or small picnic. Could shelter be over trail? This would make it unique!
- want bike repair station.
- want water. No bathrooms.

### Follow up actions:

1. Gregg to confirm what U of I students will do. Ideally they will design a layout and park with our committee's input.
2. John J and Gregg to contact Ritters, Nespers, SCC and or Sherwood to get a sign proposal or details.
3. Gregg to talk to Casey's and 55+ community for dirt cost and option.
4. Dennis to follow up with Rectory contacts to confirm timing and direction with rocks.
5. All-look at other parks/trailheads to solidify what is out there and could work in this park/trailhead.
6. Next Meeting-likely narrow down focus of park. It can't be everything to everyone. What are we trying to accomplish with this park/trailhead?
7. Next meeting on site at park on September 9 at 9 am.