



## City Administrator & Staff Update

2024.10.04

### Trail Ribbon Cutting: 10/25 at 9am. Coffee provided from Dame Fine Coffee.

- **Stormwater Meeting:** Chase, Mike and I met with the County Conservation Commission, County Engineer, and County Board representatives this past Monday to review the stormwater issues/challenges – photos, current and next steps.
- **Student Projects:** Met with the subdivision team, Stormwater, Prairie and Arts teams this week. The prairie team will be here Saturday to review their top three sites.
- **Airport:** The airport has a potential paver project for their parking lot. We reviewed our success, cleaning, and the vehicles we use to maintain the pavers. They may wish to work with us on the maintenance, but I did confirm Burlington has a similar machine that would work as well.
- **Manufactures Lunch:** Chad and I will be there to support our local manufactures and to answer a few panel questions.
- **Zoning:** Considering relocating the sign code with the zoning update...remove as separate chapter (especially given the number of constitutional issues raised nationwide over the past several years). As well as address best practices as we are throughout zoning code, but also newer sign types. It may be good to encourage ground signage versus pole where applicable but needs more thought and discussion. More to discuss.
- **CVB:** Hotel feasibility Study summary attached.
- **Cooperation:** See the attached paint truck which we plan to demo with Burlington to see if it would work and save costs for our striping and painting operations. Potential to pay back in the short term and not have to contract out of any of our striping.
- **Pool:** The pool season bonuses are attached.

### IT (Newberry)

- This week I have been working on getting these computers from Dell Deployed. So far, I have deployed to the Fire Department and Police Department. I can not deploy Angies Computer yet as these shipped with the latest version of Windows 11 that just came out and it breaks Incode (Now called ERP Pro) which is our finance software. I contacted Tyler and they are in the Root Analysis phase of what broke it, so they do not have an anticipated release date yet, but they are actively working on it. I still must deploy to the street shop then I will have this year's computers deployed.
- Moreover, I also published the Police Department Job to our new website and it is ready for posting to social media. This week I also had more training on my new Helpdesk

Software. I will have this every week until December. Once I am trained on it I will require tickets be submitted before I will work on an item so we can track fixes better so a year from now if the same thing happens I have documentation to see how I fixed it. Not to mention I can do workflows that will automatically fix some problems without my intervention for a faster fix. For instance, if the email doesn't work for Tyler like it does sometimes I can restart the service automatically that usually fixes that problem. The software automatically detects problems as well and submits tickets to fix issues such as if it detects performance issues or running out of hard drive space.

- Additionally, I ran wires in the new interview room this week for the camera system. It looks like I should have that room completed for IT next week. I am waiting on Fire Caulk that Mark says I need to meet building code for drilling a hole through the outside wall.
- If you have any questions or comments, please let me know.

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

- On Thursday, September 26, 2024, the West Burlington Police Department conducted special traffic project. The project took place from 11 am to 11pm. During the project officers stopped a total of 15 vehicles. Officer issued 27 traffic warnings, three traffic citations and arrested one person for an arrest warrant and one person for driving while barred.
- Opening up applications, the last one washed out in the MMPI so we will need to retest. Application to test will close on October 24<sup>th</sup> with testing on November 2nd.
- Radio project is still moving forward, waiting on equipment to arrive at DESCOM. Still looking around December 1<sup>st</sup> to go live with the new radios.
- Friday, Nov 1<sup>st</sup> is the Grand Reopening for the remodel at Walmart. Management would like city personal to be part of the ribbon cutting. I will send out more information but looking at around 0900.

### **Building (Crooks) – See attachments**

Here are my weekly updates. For various reasons, I don't believe I submitted any updates for the month of September, so this update will be September to today. It has been a busy few weeks. I have attached building permit summaries and nuisance reports for the months of August and September.

### **Building**

- a. 19 permits were issued in August and 21 issued in September for various projects.
- b. Numerous phone conversations and emails exchanged with residents regarding requirements for residential and commercial projects.
- c. Final inspections were completed for the new Casey's Store. A temporary Occupancy permit was issued to allow them to open, however repairs to the sidewalk need to be completed to comply with ADA.
- d. Site inspections were completed on the Alice Place project. Additional code review was completed for questions by the contractor.

- e. Site inspections were completed on parts of the Walmart remodel project.
- f. Completed a code review for revisions to the Walmart remodel project.
- g. Completed final inspection at Nexus Development on the 5<sup>th</sup> building.
- h. Completed site inspection at Menard's Self Storage for storm damage to roof.
- i. Completed site inspection at Caspian Village Apartment on elevated walking paths.
- j. Completed code review for commercial remodel in a Suite at 411 W. Agency Rd.
- k. Completed code review for new track storage / restroom/ concession stand at SCC
- l. Completed code review for patio / fire pit at SCC Millennium Hall
- m. Completed code review for commercial addition to UPS Distribution building

#### Code Enforcement

- a. 25 nuisance notices were issued in August and 33 were issued in September. Follow up is ongoing with those and many have been closed.
- b. Completed follow up on outstanding nuisance issues and mailed final abatement letters to 2 property owners. Much progress had been made, but work had slowed.

#### Licenses

- a. Several mobile food licenses have been issued or have updated locations within the past month
- b. A temporary business license was issued for an estate Jewelry buy at AmericInn.

#### Rental

- a. A rental inspection was completed at 101 Ballard St.
- b. Rental inspections were completed on 4 units at Nexus Development on Layne Dr.
- c. Spoke with rental tenant regarding complaint.

#### Misc.

- a. Met with property owner on Leffler with questions regarding residential projects and converting to a rental
- b. Will be starting a push around town looking at low hanging tree limbs over streets and sidewalks. Residents will be receiving notices for trimming.
- c. Have discovered new businesses in WB that did not obtain business licenses and will be reaching out to them.

#### Finance (Moore)

- I wanted to provide a brief update on my current progress and ongoing tasks for this week:
- I have started working on the TIF rebate process for Campus Community Developers, initiating the preparation of the Annual TIF reports, which are due by November 30th.
- I have been updating and reviewing various projects to ensure that all information is up-to-date and accurate. Additionally, I am ensuring that all reimbursements have been filed appropriately.
- In preparation for the installation of a new desktop computer, I have been organizing and preparing the necessary materials to facilitate a smooth transition.
- Please let me know if there are any additional tasks or if further clarification is needed.

## **Public Works (Williams)**

### Streets

- Water and sewer labs

### Utilities

- Lift station rounds
- Clean lift stations
- Locates (#19)

### 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 Broken branches all through town
- Hauled brush
- Dirt work around new hydrant by Caseys
- Put rock in east side of trail
- Starting to winterize pool
- Dirt work west side of trail
- Tv sewers
- Sidewalk replacement on 200 block of Ballard
- Hauled salt
- Dug up and fixed valve box on Ballard/Pennington

### Projects

- There are a few things left with Casey's sidewalk that need changed to make ADA compliant
- Caseys has a few small changes that need addressed with their sewer tie in before the project is finished
- Final walk through for trail was last week there are some small things they are working on

### Additional Items/Upcoming Items of Interest

- I have a list of trees in our right of way that have been damaged by storm that we will be working on taking down

### 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.

# Case Report

08/01/2024 - 08/31/2024

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
8/29/2024	701 E PENNINGTON ST	CASPIAN VILLAGE BY SJ LLC	Building Code	Provide engineer report of structural stability of elevated walking surfaces	Active
8/8/2024	321 PRAIRIE ST	BROEG DANIEL E & PATRICIA K	Zoning Code	Remove the truck from the yard	Closed
8/7/2024	522 MELVILLE AVE	DUNCAN LARRY A & NORMA	Nuisance Violation	Cut & trim the tree limb over the sidewalk	Closed
8/7/2024	321 VERNON ST	LEVINS MATTHEW J & JENNIFER L	Nuisance Violation	Trim tree branches above the sidewalk	Closed
8/7/2024	322 VERNON ST	BRUST THOMAS P & MARY LEE	Nuisance Violation	Trim tree branches away from sidewalk	Closed
8/7/2024	322 SPRING ST	KUHLJUERGEN JARED W & MOLLY B	Nuisance Violation	Trim the tree branches over the sidewalk	Closed
8/7/2024	401 SUMMER ST	WILLIAMS DANIEL & KATHRYN	Nuisance Violation	Cut tall grass & weeds, trim tree & bushes away from the sidewalks	Closed
8/7/2024	321 SUMMER ST	WINTERS NATHANAEAL VERNON	Nuisance Violation	Cut & trim tall grass & weeds, Trim the tree over the trees & sidewalk	Closed
8/7/2024	322 SUMMER ST	WILKERSON ROBERT WAYNE	Nuisance Violation	Trim tree limbs over the street &	Active

				sidewalk, Cut & trim tall weeds behind the garage	
8/7/2024	321 RAMSEY ST	STEFFENSMEIER WILLIAM J	Nuisance Violation	Trim the tree branches over the street and sidewalk	Closed
8/7/2024	322 RAMSEY ST	MONROE WILLIAM R	Nuisance Violation	Trim the tree hanging over the street & sidewalk	Closed
8/7/2024	322 LEFFLER ST	HINGST CAROLYN K	Nuisance Violation	Trim the tree limbs over the street	Closed
8/7/2024	320 BROADWAY ST	WEBB DONALD R & SHARON K	Nuisance Violation	Trim the tree hanging over the street & sidewalk	Closed
8/7/2024	317 SWAN ST	PEEBLER RAYMOND & MICHELLE R LIFE ESTATE	Nuisance Violation	Trim the tree limbs away from sidewalk	Closed
8/7/2024	322 BALLARD ST	THORNTON JAMES H	Nuisance Violation	Trim the tree limbs over the sidewalk	Closed
8/7/2024	317 WINTER ST	MILLER CHRISTINA & NILES TODD	Nuisance Violation	Cut & trim tree limb over sidewalk	Closed
8/7/2024	206 WEST BURLINGTON AVE	PEREZ MARTIN & ANNA B	Nuisance Violation	Cut & trim tall grass & weeds, Trim tree limb over sidewalk	Active
8/7/2024	218 WEST BURLINGTON AVE	WADDELL LESTER D & JOSETTE W	Nuisance Violation	Trim tree limbs over sidewalk	Active
8/5/2024	308 KIMBERLY DR	MENNEN BRICE & GRACE	Nuisance Violation	Cut & trim tall weeds around the property	Closed
8/5/2024	302 LEFFLER ST	JAMESON THOMAS	Nuisance Violation	Cut/Trim all tall grass & weeds, Remove brush piles, Remove iunk	Active

				pallets	
8/5/2024	217 LEFFLER ST	SANDBERG WANDA L REVOCABLE TRUST	Nuisance Violation	Cut all tall grass & weeds, Remove the junk vehicle	Closed
8/5/2024	213 LEFFLER ST	WEST BURLINGTON BW LLC	Nuisance Violation	Remove the brush pile and cut/trim tall grass & weeds	Closed
8/5/2024	402 E GLASGOW ST	SCOTT ANTHONY D & JOANNA L	Nuisance Violation	Cut & trim tall grass & weeds, remove the brush pile	Closed
8/5/2024	NOT AVAILABLE		Nuisance Violation	Cut tall grass & weeds around properties	Closed
8/5/2024	421 WEST BURLINGTON AVE	RICHMOND JE LESSA	Nuisance Violation	Cut tall grass & weeds and remove the junk in front of garage	Active

Total Records: 25

10/3/2024

# Case Report

09/01/2024 - 09/30/2024

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
9/16/2024	405 LEFFLER ST	SLEMMER GALE A & JEREMY D & PAULK	Nuisance Violation	Cut tall weeds and remove the junk	Active
9/16/2024	429 E MT PLEASANT ST	HARRELL LEAH R	Nuisance Violation	Remove brush pile and cut weeds by garage	Active
9/12/2024	603 SWAN ST		Nuisance Violation	Cut & trim tall grass & weeds	Active
9/12/2024	516 BROADWAY ST	LUCAS RANDY M & VICKIE D	Nuisance Violation	Cut tall weeds and remove the brush pile	Active
9/12/2024	520 BROADWAY ST	REID KYLE & SUSAN	Nuisance Violation	Remove the metal and brush piles	Active
9/12/2024	421 WEST BURLINGTON AVE	RICHMOND JE LESSA	Nuisance Violation	Repair unsafe bldg, Remove all junk	Active
9/10/2024	702 LEFFLER ST	HOWE JASON A	Nuisance Violation	Cut & trim all tall weeds around the property	Active
9/10/2024	302 SUMMER ST	SMITH SHARON L & MILLER DUSTIN T	Nuisance Violation	Remove the junk sitting by the garage	Active
9/10/2024	601 LEFFLER ST	BREUER JEFFREY R	Nuisance Violation	Remove the dead tree limb from the tree in the back yard	Active
9/4/2024	206 SUMMER ST	ELLIS RONALD A	Nuisance Violation	Cut & trim tall grass & weeds	Active



Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
9/4/2024	401 SUMMER ST	WILLIAMS DANIEL & KATHRYN	Nuisance Violation	Repair or replaced the damaged wood fence	Active
9/4/2024	218 SCHWARTZ ST	WRIGHT RONALD W	Nuisance Violation	Repair or remove structure	Active
9/4/2024	410 E VAN WEISS BLVD	NEWBERRY WILLIAM O & BROOKE A	Nuisance Violation	Cut & trim weeds and remove brush piles	Active
9/4/2024	629 BRENTWOOD DR	MARTIN BRUCE C & SUSAN L	Zoning Code	The vehicle shall be parked in a proper off street parking location	Active
9/16/2024	430 E WHEELER ST	HAMILTON MARIA EUNICE & BRIAN DEWAYNE	Nuisance Violation	Remove all brush piles and cut tall weeds	Closed
9/16/2024	202 SWAN ST	MALATEK JENNIFER A	Nuisance Violation	Cut & trim tall grass & weeds	Closed
9/12/2024	1212 BROADWAY ST	SCOTT JAMES R & BARBARA Y	Zoning Code	Remove all Fin signs	Closed
9/11/2024	NOT AVAILABLE	WHITEACRE A PARTNERSHIP	Nuisance Violation	Cut and maintain tall grass & weeds	Closed
9/10/2024	1050 S GEAR AVE	BRST LLC	Nuisance Violation	Remove the Junk & junk metal piles	Closed
9/10/2024	410 RAMSEY ST	BOWLING TAYLOR	Nuisance Violation	Cut & trim all tall grass & weeds around the property	Closed
9/4/2024	409 E GLASGOW ST	DAVIS MELANIE R	Zoning Code	Remove the vehicle to a proper parking location	Closed

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
9/4/2024	405 E GLASGOW ST	STONE CURTIS J & TIMOTHY J	Zoning Code	Remove the vehicle to a proper parking location	Closed
9/4/2024	318 SUMMER ST	EADS JAMES T	Nuisance Violation	Cut & trim tall grass & weeds	Closed
9/4/2024	402 SPRING ST	SCHULTE MATTHEW & FINCH STACY	Nuisance Violation	Cut & trim tall weeds	Closed
9/4/2024	520 RAMSEY ST	WAGLER DELPHIA B TRUST	Nuisance Violation	Cut & trim the tall grass & weeds	Closed
9/4/2024	114 SWAN ST	TRANTER NATHANIEL & IVY	Nuisance Violation	Cut & trim tall grass & weeds	Closed
9/4/2024	118 SWAN ST	MCVEY REBECCA TRUST	Nuisance Violation	Cut & trim tall grass & weeds	Closed
9/4/2024	414 E LONGMEADOW DR	OLIVER RENTAL PROPERTIES LLC	Nuisance Violation	Cut & trim tall grass & weeds	Closed
9/4/2024	618 BRANDLI DR		Nuisance Violation	Cut & trim tall grass & weeds, remove brush	Closed
9/4/2024	618 BRENTWOOD DR	STEELE WESTLY D	Zoning Code	Remove the vehicle to a proper off street parking location	Closed
9/4/2024	505 WEST AIRE DR	MELLINGER JOEL R	Nuisance Violation	Cut tall grass & weeds and remove all brush piles	Closed
9/4/2024	909 BROADWAY ST	SCHNACK TERRY A	Nuisance Violation	Mow & cut tall grass & weeds	Closed
9/12/2024	421 WEST BURLINGTON AVE	RICHMOND JE LESSA	Nuisance Violation		Pending





## Permit Report Summary

08/01/2024 - 08/31/2024

Permit Date	Permit Type	Site Address	Residential/Commercial	Description	Main Status	Total Fees
8/29/2024	Alteration	922 W. Agency Rd	Commercial	Demo, Clean up and repair Storm Damage	Waiting Payment	\$373.00
8/29/2024	Alteration	614 W. Agency Rd	Commercial	Demo, Clean-up and repair storm damage	Waiting Payment	\$373.00
8/27/2024	Building		Commercial	Wanting to build a storage area to cover cars roughly 28 by 65 feet	Closed	
8/27/2024	Demolition	420 W. Mt. Pleasant Street	Commercial	Demolition of rectory on property	Approved	
8/27/2024	Decks/Patios/Porch Coverings	318 Spring St.	Residential	Remove 12x22 wood deck and replace with 5x9 wood stoop	Waiting Payment	\$25.00
8/25/2024	Fence	305 Ramsey St.	Residential	building a privacy fence around the southern part of the property	Approved	\$25.00
8/16/2024	Alteration	700 Swan St. Ant	Commercial	Install flooring.	Pending Anproval	

		725, West Burlington, IA 52655		trim, paint walls, doors & trim. Install countertop and refinish cabinets, drywall repairs.		
8/15/2024	Parking Lot	611 W Van Weiss Blvd, West Burlington, IA 52655	Commercial	parking lot repairs, remove damaged concrete, install Steel wire mesh and pour	Approved	\$1,026.00
8/14/2024	Driveway	537 Spring St.	Residential	New Concrete Driveway	Approved	\$25.00
8/14/2024	Alteration	718 N Gear Ave	Residential	Enclosing Existing Carport	Approved	\$40.50
8/13/2024	Decks/Patios/Porch Coverings	401 E. Glasgow St.	Residential	Replace boards on existing deck	Approved	\$25.00
8/8/2024	Decks/Patios/Porch Coverings	545 Ramsey St.	Commercial	Widen concrete pad (patio) underneath the solar canopy.	Approved	
8/7/2024	Alteration	700 Swan St, Apt 735, West Burlington, IA, 52655	Commercial	Install flooring, trim, paint walls, doors & trim. Install countertop and refinish cabinets, drywall repairs.	Approved	\$121.00
8/7/2024	Alteration	700 Swan St, Apt 725, West Burlington, IA 52655	Commercial	Install flooring, trim, paint walls, doors & trim. Install countertop and refinish	Approved	\$121.00

				cabinets, drywall repairs.		
8/7/2024	Alteration	700 Swan St, Apt. 713, West Burlington, IA, 52655	Commercial	Install flooring, trim, paint walls, doors & trim. Install countertop and refinish cabinets, drywall repairs.	Approved	\$121.00
8/7/2024	Alteration	700 Swan St, Apt 731, West Burlington, IA 52655	Commercial	Install flooring, trim, paint walls, doors & trim. Install countertop and refinish cabinets, drywall repairs.	Approved	\$121.00
8/7/2024	Alteration	700 Swan St Apt 717, West Burlington, IA, 52655	Commercial	Install flooring, trim, paint walls, doors & trim. Install countertop and refinish cabinets, drywall repairs	Approved	\$121.00
8/8/2024	Building	718 N. Gear Ave.	Residential	Accessory Garage	Approved	\$326.75
8/5/2024	Decks/Patios/Porch Coverings	304 W. Division St.	Commercial	Installing five concrete pads to support outdoor air- conditioning units around the existing building.	Approved	\$25.00
						<b>\$2,869.25</b>



## Permit Report Summary

09/01/2024 - 09/30/2024

Permit Date	Permit Type	Site Address	Residential/Commercial	Description	Main Status	Total Fees
9/30/2024	Roof	4000 W MT PLEASANT ST	Commercial	Replace roof on back parts shed	Waiting Payment	\$250.00
9/30/2024	Parking Lot	4000 W MT PLEASANT ST	Commercial	concrete gravel area in front of the shop	Needs Additional Info	\$220.93
9/30/2024	Decks/Patios/Porch Coverings	514 Spring St.	Residential	Ramp on front of house	Approved	\$25.00
9/30/2024	Roof	426 E. Wheeler St	Residential	New sheeting and shingles	Approved	\$75.00
9/23/2024	Parking Lot	1307 BROADWAY ST, WEST BURLINGTON, IA 52655	Commercial	Extend existing parking lot an additional 50'x95'	Approved	\$286.57
9/20/2024	Roof	1307 Broaadway ST	Commercial	Replace shingle roof with metal roof, replace gutters, add Ice rail guards	Approved	\$250.00
9/19/2024	Alteration	412 Spring St	Residential	Repair & replace roofing and 5 rafters due to storm damage	Approved	\$96.50
9/18/2024	Alteration	410 Leffler St	Residential	Adding a 36 inch door	Approved	\$31.40

				where window currently is off back of house from kitchen		
9/18/2024	Decks/Patios/Porch Coverings	Kimberly Dr	Residential	Adding 12'x9' wood deck on the NE corner of the house	Approved	\$25.00
9/18/2024	Building	1500 W Agency Road	Commercial	New Storage Building / Restroom / Future Concession Stand	Waiting Payment	\$2,175.40
9/18/2024	Fence	410 Leffler St	Residential	Putting up 6' vinyl privacy fence in backyard	Approved	\$25.00
9/11/2024	Roof	422 Swan St	Residential	the house and garage will have the old roof taken off and a new roof installed	Approved	\$0.00
9/9/2024	Accessory Structure	605 Melville Ave	Residential	New Storage Shed	Approved	\$25.00
9/9/2024	Demolition	605 Melville Ave.	Residential	Demo existing accessory Bldg	Approved	
9/9/2024	Roof	530 Broadway St.	Residential	Tear off old shingles and replace with new shingles	Approved	\$25.00
9/5/2024	Siding	106 W Van Weiss Bldv	Residential	Siding for shed	Approved	\$25.00
9/4/2024	Addition	2514 W Mt. Pleasant St	Commercial	Modular addition to an existing distribution center / Parking Lot Addition	Pending Approval	\$2,805.34
9/4/2024	Alteration	739 Swan St, West Burlington.	Commercial	Foundation repair - Bldg 739 - to	Approved	\$128.00



		IA, 52655		repair some concrete sections. Excavate 3Ft away from the building all around it and it would be 3ft deep.		
9/4/2024	Alteration	700 Swan St, Apt 706, West Burlington, IA, 52655	Commercial	install flooring, trim, paint walls, doors & trim. Install countertop and refinish cabinets, drywall repairs	Approved	\$121.00
9/4/2024	Alteration	700 Swan St, Apt 722, West Burlington, IA, 52655	Commercial	install flooring, trim, paint walls, doors & trim. Install countertop and refinish cabinets, drywall repairs	Approved	\$121.00
9/2/2024	Fence	801 Park Pl	Residential	Install 1-2 6'X6' piece of white vinyl fence	Approved	\$25.00
						<b>\$6,736.14</b>

Total Records: 21

10/3/2024

As a component of the 2024 Partnering for the Future Campaign, the Greater Burlington Convention & Visitors Bureau commissioned a hotel feasibility study to gauge the region's capacity to support additional lodging options. In recognition of their generous support of the Partnership's vision for the future, PFF campaign investors are the first to learn of the study's summary findings.

HVS, a subsidiary of TS Worldwide, LLC, inspected the real estate and analyzed the hotel market conditions in the Burlington, Iowa, area, resulting in the following:

### Summary

The Burlington market area currently comprises limited-service hotels, with the notable void of an extended-stay hotel. While a particular brand has yet to be determined for this project, our study recommends that the proposed subject hotel will operate as a nationally branded, upper-midscale, extended-stay hotel. The descriptions in this section are largely based on our recommendations and what would be typical for a hotel of this type.

The subject of the feasibility study is a nationally branded, extended-stay lodging facility; however, final details regarding specific brand and site selection were not yet determined at the time of this report. We have recommended that the property feature 80 rooms, a breakfast dining area, 750 square feet of meeting space, an indoor pool, a fitness room, a lobby workstation, a market pantry, a guest laundry room, and an outdoor patio and barbecue area. The hotel should also contain the appropriate parking capacity and all necessary back-of-the-house space. The proposed property is forecasted to open on January 1, 2026.

### Scope of Work

The methodology used to develop this study is based on the market research and valuation techniques set forth in the textbooks authored by Hospitality Valuation Services for the American Institute of Real Estate Appraisers and the Appraisal Institute, entitled *The Valuation of Hotels and Motels*,<sup>2</sup> *Hotels, Motels and Restaurants: Valuations and Market Studies*,<sup>3</sup> *The Computerized Income Approach to Hotel/Motel Market Studies and Valuations*,<sup>4</sup> *Hotels and Motels: A Guide to Market Analysis, Investment Analysis, and Valuations*,<sup>5</sup> and *Hotels and Motels – Valuations and Market Studies*.<sup>6</sup>

1. All information was collected and analyzed by the staff of TS Worldwide, LLC. Information was supplied by the client.
2. Given that a specific site has not been selected, we made assumptions regarding the physical utility for the future operation of a hotel, as well as access, visibility, and other relevant factors.
3. We note that there are no plans for the proposed subject hotel; thus, we have made assumptions regarding the hotel's expected quality of construction, design, and layout efficiency based on prototypical hotels.
4. The surrounding economic environment, on both an area and neighborhood level, has been reviewed to identify specific hostelry-related economic and demographic trends that may have an impact on future demand for hotels.
5. Dividing the market for hotel accommodations into individual segments defines specific market characteristics for the types of travelers expected to utilize the area's hotels. The factors investigated

include purpose of visit, average length of stay, facilities and amenities required, seasonality, daily demand fluctuations, and price sensitivity.

6. An analysis of existing and proposed competition provides an indication of the current accommodated demand, along with market penetration and the degree of competitiveness. Unless noted otherwise, we have inspected the competitive lodging facilities summarized in this report.
7. Documentation for an occupancy and ADR projection is derived utilizing the build-up approach based on an analysis of lodging activity.
8. A detailed projection of income and expense made in accordance with the Uniform System of Accounts for the Lodging Industry (USALI) sets forth the anticipated economic benefits of the proposed subject property.
9. A feasibility analysis is performed, in which the total property yield that the project would generate is compared to the total property yields indicated by market surveys.

**FIGURE 1-1 CONSIDERED BRANDS**

Brand	Parent Company	Chain Scale	Royalty Fee	Marketing Fee	Total Fee
Home2 Suites by Hilton	Hilton	Upper Midscale	6.0%	3.5%	9.5%
Hyatt Studios	Hyatt Hotels Corporation	Upper Midscale	5.0%	3.0%	8.0%
TownePlace Suites by Marriott	Marriott International, Inc.	Upper Midscale	5.5%	2.0%	7.5%
Candlewood Suites	InterContinental Hotels Group (IHG)	Midscale	5.5%	2.5%	8.0%
Everhome Suites	Choice Hotels International, Inc.	Midscale	6.0%	2.5%	8.5%
LivSmart Studios by Hilton	Hilton Inc.	Midscale	6.0%	2.5%	8.5%
StudioRes by Marriott	Marriott International, Inc.	Midscale	5.0%	4.0%	9.0%
Average			5.6%	2.9%	8.4%
Median			5.5%	2.5%	8.5%
Minimum			5.0%	2.0%	7.5%
Maximum			6.0%	4.0%	9.5%

## Summary of Hotel Market Trends

Demand in this market was above typical levels in 2016 and 2017 given an influx of construction demand from the Iowa Fertilizer Co. construction project. Given the completion of the project in 2017, occupancy decreased in 2018. Additionally, the opening of the Hampton by Hilton in June 2018 contributed to the occupancy decline during this time. In 2019, occupancy increased and ADR decreased as hoteliers discounted rates in order to raise occupancy levels amidst new supply opening. In 2020, the COVID-19 pandemic affected the market, similar to the rest of the nation; however, a rebound commenced in the third quarter of 2020, with the occupancy and ADR recovery extending through 2022. Heightened inflation in 2021 and 2022 also contributed to ADR growth for this competitive set. Year-end 2023 data illustrate occupancy in the low 60s with a slight increase in ADR, supported by strong levels of demand related to youth and amateur sporting events and strong levels of commercial demand. Year-to-date 2024 data illustrate a slight improvement in occupancy and continued modest ADR growth, which can be attributed to favorable economic conditions and heightened levels of travel in this market. The overall outlook for the competitive market is optimistic given the expected influx of demand from the upcoming expansion of the Iowa Army Ammunition Plant.

**FIGURE 1-2 HISTORICAL SUPPLY AND DEMAND TRENDS**

Year	Average Daily Room Count	Available Room Nights	Change	Occupied Room Nights	Change	Occupancy	Average Rate	Change	RevPAR	Change		
2016	458	167,290	—	122,616	—	73.3 %	\$96.89	—	\$71.02	—		
2017	458	167,170	(0.1) %	108,659	(11.4) %	65.0	97.13	0.2 %	63.13	(11.1) %		
2018	498	181,936	8.8	104,011	(4.3)	57.2	101.14	4.1	57.82	(8.4)		
2019	527	192,355	5.7	112,924	8.6	58.7	100.38	(0.7)	58.93	1.9		
2020	527	192,355	0.0	80,843	(28.4)	42.0	93.74	(6.6)	39.40	(33.1)		
2021	514	187,571	(2.5)	88,420	9.4	47.1	116.64	24.4	54.98	39.6		
2022	475	173,375	(7.6)	103,077	16.6	59.5	123.32	5.7	73.32	33.3		
2023	475	173,375	0.0	109,258	6.0	63.0	123.91	0.5	78.09	6.5		
Year-to-Date Through March												
2020	527	47,430	—	21,368	—	45.1 %	\$100.19	—	\$45.14	—		
2021	527	47,430	0.0 %	17,602	(17.6) %	37.1	106.21	6.0 %	39.41	(12.7) %		
2022	475	42,750	(9.9)	20,148	14.5	47.1	121.26	14.2	57.15	45.0		
2023	475	42,750	0.0	22,599	12.2	52.9	117.78	(2.9)	62.26	8.9		
2024	475	42,750	0.0	22,909	1.4	53.6	119.55	1.5	64.06	2.9		
Average Annual Compounded Change:												
2016 – 2019			4.8 %	2016 – 2019			(2.7) %	2016 – 2019			1.2 %	(6.0) %
2016 – 2023			0.5	2016 – 2023			(1.6)	2016 – 2023			3.6	1.4
Hotels Included in Sample				Class	Competitive Status	Number of Rooms	Year Affiliated	Year Opened				
Fun City Resort Hotel				Midscale Class	Primary	133	Dec 2008	Jun 1978				
Quality Inn Burlington Near Hwy 34				Midscale Class	Primary	51	Feb 2005	May 1989				
Holiday Inn Express & Suites Burlington				Upper Midscale Class	Primary	76	Nov 1999	Jun 1990				
Fairfield Inn & Suites Burlington				Upper Midscale Class	Primary	60	Mar 1995	Mar 1995				
Comfort Suites Burlington				Upper Midscale Class	Primary	86	Jan 2005	Jan 2005				
Hampton Inn & Suites Burlington				Upper Midscale Class	Primary	69	Jun 2018	Jun 2018				
Total						475						

Source: STR

Source: STR

## Summary of Forecast Occupancy and Average Rate

Based on our analysis presented in the Projection of Occupancy and Average Rate chapter, we have chosen to use a stabilized occupancy level of 71% and a base-year rate position of \$135.00 for the proposed subject hotel, with the occupancy and average daily rate (ADR) projections summarized below.

**FIGURE 1-4 FORECAST OF OCCUPANCY AND AVERAGE RATE**

Year	Occupancy	Average Rate
2026	67 %	\$147.52
2027	73	151.94
2028	71	156.50
2029	71	161.20
2030	71	166.03
2031	71	171.01
2032	71	176.14
2033	71	181.43

### Feasibility Conclusions

The conclusion of this analysis indicates that the property would generate an 11.0% return on an estimated initial investment of \$13,700,000. The investor surveys indicate discount rates ranging from 7.9% to 15.0%; the averages of the surveys range from 10.4% to 12.5%. Based on these parameters, the calculated return of 11.0% on the project is consistent with the averages and within the range. Return requirements vary based on an individual investor's circumstances, including the cost and availability of both debt and equity capital. This analysis is intended to provide information to assist the developer in evaluating the feasibility of the proposed project.

Iowa City, IA 2022 Project Summary  
Model TS-AL120

Customer #100814  
Project #TS524  
Work Order #638601  
Global Shop Order #0026386  
Summary Author: CIB  
Truck Delivery Date: 12/27/2022

This document change dates:

**Initial:** 8/26/22

09/27/22

**Revision:** 12/6/22

Sourcewell Contract: #080521-EZL

**Performance:**

Capable of painting standard latex traffic paint with varying widths of lines from 4" to 6", and distance between the lines 0 to 4"; Unit shall be a two-man operation, designed to operate in its own lane. **Single Carriage Operation-Power system and paint supply system can support one gun carriage at a time.**

Desired striping operation speed of striper: 4-7 mph

Average mil thickness of paint desired: **15 wet mils**

Bead application rate in lbs. per gallon: **6-8 lbs./gal**

**Regulations:**

When loaded (paint, beads, operators), the unit must not exceed the manufacturer's weight rating of the vehicle at any tire or axle position. (and must be within all federal bridge limits)  
(customer has special weight requirements)

**Type of Paint Supply System: Airless w/ hydraulic powered paint pumps. Dual carriage**

**A. Chassis**

1. Current year model Isuzu 1F2; NPR HD Gas Reg 14,500# GVWR (Front GAWR 6,630#; Rear GAWR 11,020#); 132.5" WB
2. Engine: **GMPT**, 6.6 Liter, 8 cyl, 350 hp @ 4,500 rpm, 425 #/ft torque @ 3,800 rpm.
3. Transmission: Model 6L90-E Hydra-Matic; 6 speed automatic with lock-up converter, overdrive
4. Front axle: 6,830#
  - a. Suspension: **6830#**; Semi-elliptical tapered/multi-leaf springs with shock absorbers & stabilizer bar
  - b. Tires: 225/70R 19.5G (14 ply) All season tread
5. Rear Axle: 14550#; Ratio: 4.3:1

## Cascade Project Summary

- a. Suspension: 12,900#; Semi-elliptical main & auxiliary multi-leaf springs with shock absorbers
- b. Tires: 225/70R 19.5G (14 ply) All season tread
- 6. Misc:
  - a. Air Conditioning.
    - i. 170 amp Alternator.
    - ii. single 750 CCA battery.
    - iii. 38 gallons fuel tank mounted between frame rails behind rear axle.
    - iv. dual circuit vacuum assisted hydraulic with disc brakes front & drum rear, 4-channel anti-lock brake system.
    - v. mechanical transmission mounted parking brake.
    - vi. power windows & door locks.
    - vii. cruise control
    - viii. suspension driver's seat.
    - ix. AM/FM/CD radio with aux input, USB port & Bluetooth
    - x. fire extinguisher & triangle kit mounted in rear organizer.
    - xi. 12v power outlet.
    - xii. (2) sets of ignition keys
- 7. Isuzu doesn't offer low speed engine control on this NPR HD chassis
- 8. Color:
  - a. Chassis-Paint code #729 Arc White; white w/equipment painted to match chassis
  - b. Equipment-Body painted to match the cab & chassis; underside of deck painted white also; front guide & gun carriages powder coated black as well as misc. brackets

### **B. Structural**

- 1. Deck-Aluminum deck
  - a. 88" wide x 178" deck
  - b. 8" risers
  - c. 4" long sills-aluminum structural channel
  - d. 3" cross members-aluminum structural channel
  - e. 3/16" smooth aluminum deck with formed rolled rub rail and traction strips on walking surfaces.
  - f. Railing at front of deck
- 2. Railings- 32"H square aluminum tube railings with mid-rail at rear operator's positions; welded to deck; rails with black vinyl padding on railing at operator seats; 42"H side railings with mid-rail with opening each side; two safety chains per side to close off openings
- 3. Aluminum canopy over operator area.
- 4. Misc-
  - a. Toolboxes-None-To be provided & installed by customer
  - b. (2) Ladders-32" steel fold up ladders installed in front of operator seats; chrome grab handle on each side of ladder entrance
  - c. Removable aluminum rear fenders w/alum. guard forward & rear

## Cascade Project Summary

- d. 88" wide bumper w/staircase steps, non-slip surface on each step; approx. 15" to 16" ground clearance with approx. 18" to top of bottom step; chrome grab handles-one each side; right side handrail at staircase steps
- e. OP seats-(2) AL120 "boat" seats with armrests mounted on stands
- f. Fire extinguishers-
  - i. 5# ordered with chassis
  - ii. One 10# for the deck area located in the operator area to left of right OP seat
- g. (2) Cup holders-provide a cup holder at each OP station, to be shipped loose for operators to install
- 5. Outrigger- 053-A420-00 2-tube (1 per carriage) outrigger with UHMW interface pads.
- 6. Carriages-Medium Duty carriage design with one 4.10x3.50-4 tire in swivel
  - a. In front of rear tires
  - b. Two medium duty carriages
  - c. Pneumatic lift switch in timer box
  - d. Auto-hold transport brackets
  - e. Left gun carriage - 2 dual plumbed  
Y/W Y/W  
G G
  - f. Right gun carriage layout – 2 dual plumbed  
Y/W Y/W  
G G
- 7. Front guide-6'-10' extension powder coated black; pneumatic lift; standard tire (4.10x3.50-4, grease-able bearings) with swivel; pneumatic lift switch in chassis cab Console

### **C. Auxiliary Engine**

- 1. Honda 22 hp gas engine
- 2. Controls located at engine
- 3. Misc:
  - a. AL120 (7) gallon CARB fuel tank-Honda requires a separate fuel tank, can't draw fuel from chassis fuel tank
  - b. Separate battery-Honda doesn't allow tying into chassis batteries, must be separate electrical system

### **D. Air Supply System**

- 1. Air compressor
  - a. K35 Rol-Air air compressor with cooler, 30 displacement cfm @ 100 PSI
- 2. Pneumatic functions-carriage lift cylinders w/down pressure; line guide lift cylinder; pressurize bead tank & air solenoids
- 3. Misc.-12 gal air tank; LaMan extractor/dryer with auto drain; M310 air solenoids



4. **Bead tank air regulator & gauge at top of bead tank**
5. **Down pressure air regulator -fixed pressure type.**
6. **NO air jets**-the size of the air compressors don't provide enough flow for air jets
7. **NO air take off's**

**E. Bead System**

1. 750# Bead tank with three 2" sight glasses facing to the rear 90° toward rear deck edge
2. (4) Bead Guns-Graco Model 238-338
3. Miscellaneous-screen in neck of bead tank
4. Vacuum Bead Loading using shop air compressor (At least 60 CFM) using 1" jet pump & muffler
5. 3/4" polyspring bead hoses
6. Bead load hose with king nipple.

**F. Hydraulic System**

1. Pressure compensated rotary piston hydraulic pump with standby (bypass) mode. Danfoss K-frame 45 cc pump. Gates 3/3Vx475 Power Band V-belt
2. Hydraulic functions-HP paint pumps; outriggers (cylinders & steering sectors)
3. Misc-12 gallon AL120 hydraulic oil reservoir
4. By-pass solenoid on pump for easy start for auxiliary engine. Bypass switch located on side of electrical box.
5. Hydraulic system pressure control in operator area. Controls both pumps and steering pressure.

**G. Paint Supply System**

1. Paint Supply-
  - a. 120gal tank; 60gal yellow; 60gal white. 10ga 304 SS
  - b. (2) dipsticks
  - c. (2) pressure vents
  - d. No Agitators
  - e. NO GRAPHITE COATING. 12-6-22 per email.
2. Paint transfer-HP pumps used for paint loading
  - a. Paint Load Hoses-(2) 2" ID x 12' with stinger
  - b. (2) Stand tubes load hose storage
3. (2) LP Paint Filters-(1) per pump-2" SS "Y" strainers with 1/8" holes at inlet of HP paint pump
4. (2) HP Paint Pumps-Titan/Specflo Model 989-120 (441-315) (8.6 GPM) "**plated pumps**"
  - a. (2) HP **plated** filters-(1) per HP paint pump; 651420-40 ARO 1/2" ports with 40 mesh SS screens as provided on the standard AL120
  - b. Bleeder/recirculation lines-Standard-1/2" ID HP nylon lined with plated 1/2" ID NPT female swivel ends plumbed to the tanks

- c. Storage tube provided for ea. suction tube
- 5. (4) Paint guns-Graco Model 238-377 dual plumbed with XHD443 tips
- 6. (8) HP Paint Hoses-HP nylon lined 3/8"ID NPT female swivel ends, plated steel ends
- 7. Surge Protection-(2) HP/SS ASME surge chamber-one per color
- 8. **No Garden hose flush ports**

## **H. Electrical System**

- 1. Gun controller-
  - a. One Model SC-12 Skip Timer. Wiring at each operator position. Timer to be moved back & forth depending upon which gun carriage is being used;
  - b. Four gun timer box with carriage lift switch
  - c. **Switches for paint gun actuators in timer box**
  - d. Junction box near left operator station with manual thumb trigger
  - e. Driveline magnet wrap with sensor
- 2. Console-
  - a. Chassis Cab Control Console provided in the chassis cab for controls for paint striping body-Power Switch; Line Guide Lift Switch, Strobe Light Switch for main strobe light system, & Strobe Light Switch for carriage strobes
- 3. Misc.-
  - a. LED deck lighting-(2) recessed corner clearance lights at rear corners; (3) recessed rear lights in the middle of the platform; LED S/T/T with LED back up lights; rear license plate holder with light
  - b. Hoffman electrical box mounted on top of the deck for main electrical center
    - i. Hydraulic bypass switch mounted on side of Hoffman box.
  - c. Main power switch in chassis cab
  - d. Color coded wires; circuit protection; corrugated split loom & shrink tubing provided as required for protection
- 4. Strobe Light System-
  - a. Main system-(2) Whelen L41AP amber LED 360° strobes at front of truck-one each front corner of deck; (2) Whelen amber LED 70A02FAR-one at each rear corner of deck; main system controlled with one on/off switch in chassis cab control box
  - b. Carriages-one 180° amber LED strobe light Whelen Model LINV2A for each carriage; one switch in chassis cab control box
- 5. 2 lights in operator area, one over each seat area with red/white option.
- 6. Whelen TAC850 arrow stick mounted on the rear under the canopy w/ a controller in the chassis cab.
- 7. Intercom System-David Clark U3800 hardwired system
  - a. (1) U3800 master station in chassis cab & (1) U3801 & (1) U3802 remote boxes at rear operator station
  - b. **(2) Headsets** with (1) H3492 single & (1) H3432 dual; (3) headset storage hooks-(1) in chassis cab & (2) at rear operator station

## **I. Miscellaneous**

## Cascade Project Summary

1. Shipping method:

☐ Deliver by EZ Liner driver      ☒ Best Way      ☐ Customer pickup  
Via Low boy trailer

2. Operator training-(1) consecutive days approx.

a. Date: TBD

b. \_\_\_\_\_ is contact for training. Phone: Email:

c. Training data:

i. How many gallons per year do you anticipate this truck applying:

ii. Paint manufacturer:

iii. General maintenance done by paint crew:

iv. Paint crew experience:

v. Please indicate the markings you wish to paint with this truck:

☐ Turn Lanes    ☐ False islands    ☐ RR crossings    ☐ Stop Bars    ☐ Freeways    ☐ Exit Ramps  
☐ 2 Lane Roads    ☐ 4 Lane Divided Highways    ☐ Switchbacks/Mountainous roadways    ☐ Radii  
☐ Airport Markings    ☐ Roundabouts    ☐ Turn Arrow Marks    ☐ Bike Paths    ☐ Other [Type text]  
vi. How many employees will be attending the training?

3. Manuals:

a. Chassis manuals to be provided.

b. Striper manuals-Two complete sets of manuals-operators, technical, repair parts lists, schematics

c. 2 flash drives

4. Warranty

a. The manufacturer will guarantee all parts against defective material and workmanship for a period of one year after date of delivery and acceptance subject to the terms and conditions in the Manufacturer's Standard Warranty."

b. Local Authorized service center Warranty items on the paint striping body need to be through Darren Huisman. He is the first contact before any work is done.

5. Bid Bond: none listed

6. Performance Bond: none listed

7. Penalty: None listed

8. Delivery address-as list on PO

City of Iowa City, Equipment Division

1200 S Riverside Dr

Iowa City, IA 52246

a. Contact for delivery as listed on PO:

Brock Holub

[bholub@iowa-city.org](mailto:bholub@iowa-city.org)

319-356-5482

9. Documentation @ Delivery-copy of PO, MSO, invoice, and manuals

10. Trade-in: None

11. Chassis MSO address-as listed on PO

See delivery address

## 2024 Pool Season

Position	Employee Name	Total Hours for the Season	Average Hours per week
Lifeguard	ANDERSON, BAILEY	122.25	10.19
Lifeguard	NEWBERRY, KATELYNN	133.25	11.10
Lifeguard	CONN. MILEY	144	12.00
Lifeguard	NEWBERRY, KILEY	193	16.08
Lifeguard	MASON, AMAIYA	198.5	16.54
Lifeguard	ANDERSON, ADDISON	237	19.75
Lifeguard	JOHNSON, MARLEY	237	19.75
Concessions	TUCKER, KLAYTON	75	6.25
Concessions	JOHNSON, MADISON	77.75	6.48
Concessions	HESTER, CARTER	80.5	6.71
Concessions	BENZ, LILLIAN	82.25	6.85
Concessions	ROBINSON, GRACIANNE	91.5	7.63
Concessions	CARRUTHERS, ELIZABETH	95.75	7.98
Concessions	GUTIERREZ, AIDEN	102.5	8.54
Concessions	DUERINGER, MAKAYLA	111.75	9.31
Concessions	YAEGER, KAY'LYNN	112	9.33
Concessions	ARMSTRONG, LYDIA	124.25	10.35
Concessions	BENZ, KELLY	127.5	10.63
		<hr/>	
		2345.75	
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