



City Administrator & Staff Update

2024.10.25

- **GIS:** The GIS team at the University of Iowa is looking for ideas for potential GIS layers we could add to our GIS system. If you have ideas, please share!!
- **Prairie:** The Prairie planting last Saturday was a huge success, the University, students, professor, and program are all excited to have been able to work on the project. Now we wait for spring! Our DPW staff (Chase, Joel, Jacob, Cole) all did a fantastic job in prep and working to get this accomplished!
- **Lead Service Line Inventory:** Please see the following: I want to recognize Katie for taking on this service line inventory report in-house. I spoke with two city clerks from similar size communities and they both hired engineering firms (over \$15,000) to handle this inventory report. Katie and Troy have worked over a year gathering this information and Katie has spent an enormous amount of time putting all this information together to satisfy the DNR requirements (not an easy task). She has done this while also handling her normal workload with very little overtime. Katie really does a wonderful job for the city and has an amazing working relationship with our public works department that makes it so much easier to accomplish these projects. She has put in a lot of time and effort and I know it has been stressful. I didn't realize other communities were hiring engineering firms to tackle this. This is just another way Katie has been such an amazing asset to the city. She supports absolutely every department in some way. Congrats Katie - Gregg
- **SEIRPC:** I have submitted our Force main and Stormwater Projects for the Regional priority projects below.
 - The Southeast Iowa Regional Planning Commission (SEIRPC) seeks to collect priority regional projects (<https://bit.ly/SoutheastIowaRPP2025>) from cities, counties, and other eligible entities that plan to apply for federal Community Funded Projects (formally known as 'earmarks') or nationally competitive discretionary grant funds (like RAISE, INFRA, BIP, Reconnecting Communities, etc.). Projects will be reviewed by the SEIRPC board with a simple process and designated or not as "regionally significant". The "regionally significant" projects will then be listed in an appendix to the Southeast Iowa Region Transportation & Development Plan 2055. A project will then have a designation as "regionally significant", and will be included in a regional planning document, which can provide additional justification and support to increase its chances of funding by the federal government. Community Funded Projects and nationally competitive grants are typically used to fund the following:
 - Water and sewer infrastructure, including treatment facilities

- Highways and other major streets and roadways
- Multi-use trails
- Demolition of large, derelict buildings
- Construction of new buildings for public entities
- Airport infrastructure
- Railroad infrastructure including bridges and spur lines
- Intermodal port infrastructure
- Broadband infrastructure
- **Placemaking:** Burlington's Placemaking 2004 Study. FYI. Sense of place or placemaking is a key feature for our community as we focus on growth, housing, economic development and quality of life. A factor being considering in the Transportation and Land Use Plan student group as well. This is Burlington's study from 2004.
[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.burlingtoniowa.org%2fDocumentCenter%2fView%2f4478%2fBurlington Placemaking Action Plan 2021%3fbid%3d%3d&c=E,1,iKWt0BubleQTjWgqj_ov29fE9yIAEB76qwVB5i8cl5v_1hnV_M5oTuG1o4nr_76jM6DNK9u3bnX2SLPqTfHNOz3Eab2m0EeE8giecC-D-glg0ibcowd7&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.burlingtoniowa.org%2fDocumentCenter%2fView%2f4478%2fBurlington%20Placemaking%20Action%20Plan%202021%3fbid%3d%3d&c=E,1,iKWt0BubleQTjWgqj_ov29fE9yIAEB76qwVB5i8cl5v_1hnV_M5oTuG1o4nr_76jM6DNK9u3bnX2SLPqTfHNOz3Eab2m0EeE8giecC-D-glg0ibcowd7&typo=1)
- **Trails:** Voucher 14 attached. Per Snyder: We have Voucher 14 ready for approval at the next City Council meeting. I understand that Shawn and Chase reviewed the site on Wednesday and wanted to give the grass another week to establish. All other punch list work has been observed to be completed. Please let me know if there are any items that you have concerns about. The only work remaining on the project includes removal of sediment control devices once the grass seed is accepted. Remaining work on the semi-final voucher should be approximately \$1,500. The project total will be approximately \$1,584,000 compared to the original contract price of \$1,491,777. I believe this should also answer the remaining questions from the Council. I don't plan to attend the next meeting for review and approval of the Voucher and our Supplemental Agreement for Construction Services. Please let me know if there is anything else that you would like to review ahead of the meeting.

IT (Newberry)

- This week, we received Mark's new Surface Pro. We are working on getting it set up. We ordered a case for it, which should arrive tomorrow. All the necessary software has been installed, so we're just waiting on the case to put it into service.
- Additionally, I deployed .NET Framework 8, which is required for Motorola Flex for a future update in December. That task is complete. I also sent out an email to gather quotes for VMware pricing, as it is expected to increase significantly this year. I made an estimate in the budget, hoping I allocated enough in that line item.
- Due to an update, I had to reconfigure the camera system because permissions were reset, giving users full access to everything on the cameras. This could have caused issues later, so I resolved it.

- I haven't been able to deploy Angie's computer yet because Tyler has not updated the Incode or ERP software to work with Windows 11 24H2. Hopefully, they release an update next week.

Building (Crooks)

Building

- Two building permits were issued this week. One for an accessory structure and one for a driveway.
- Four Inspections and four Re-inspections were conducted on alterations to apartments at 700 Swan St.
- Review was completed on a commercial property for alterations without any permits.
- An above ceiling inspection was completed at SCC Safe Room project
- A plumbing inspection was completed at Walmart project
- Final inspection was completed for the sidewalk at the new Casey's Store. This now meets ADA requirements. A final Certificate of Occupancy was issued.

Code Enforcement

- One new notice was sent out to a property for work without a permit.
- Follow up was completed for outstanding nuisances with most all closed out

Licenses

- Two mobile food vendors added locations to their licenses

Misc.

- Reviewed and discussed city code requirements for proposed projects with residents

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
- Haul brush and grass
- Sprayed weeds
- Hauled brush
- Street sweep
- Starting to winterize pool

- Dirt work west side of trail
- Water grass along trail
- Replace hydrant (Agency)
- Flushing hydrants all through town
- Dig up and fix valve box
- Mulch Prairie Garden
- Water Prairie Garden
- Pick up leaf bags
- Fix and oil broken hydrants
- Shoulder work

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

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
- Working with the university of Iowa they will be planting a prairie in a section of Pat Klein Park October 19
- We will start our yearly jetting sewers next week

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.
- The prairie has been planted at Pat Klein Park



211 N. Gear Avenue, Suite 100
West Burlington, Iowa 52655

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Fax: 319.754.4763
Website: www.seirpc.com

October 18, 2024

RE: Regional priority projects seeking nationally competitive federal funds

Dear Southeast Iowa Cities, Counties, and Partners:

The Southeast Iowa Regional Planning Commission (SEIRPC) seeks to collect priority regional projects from cities, counties, and other eligible entities that plan to apply for federal Community Funded Projects (formally known as 'earmarks') or nationally competitive discretionary grant funds (like RAISE, INFRA, BIP, Reconnecting Communities, etc.).

Projects will be reviewed by the SEIRPC board with a simple process and designated or not as "regionally significant". The "regionally significant" projects will then be listed in an appendix to the Southeast Iowa Region Transportation & Development Plan 2055. A project will then have a designation as "regionally significant", and will be included in a regional planning document, which can provide additional justification and support to increase its chances of funding by the federal government.

Community Funded Projects and nationally competitive grants are typically used to fund the following:

- Water and sewer infrastructure, including treatment facilities
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What is Regionally Significant?

- For water and sewer infrastructure, all submissions to upgrade facilities and systems to current regulatory standards, or perform major maintenance, and which are either
 - A. Ready to begin construction in FY2026,
 - B. Listed on the Intended Use Plan through the State Revolving Loan Fund, or
 - C. Under a current Compliance Schedule with the DNR.
- For construction or renovation of public buildings (public health, workforce training, educational, public safety, emergency response), all buildings are regionally significant.
- For transportation projects, any road that has a Federal Functional Classification (FFC) of Collector or above, a bridge serving a collector or above, a traffic control project serving a Collector or Arterial, or a multi-use trail of one mile or longer, or that connects portions of an existing multi-mile trail.
- For all other projects at board discretion.

Process/Timeline

The process will recur annually in October. Communities or counties that wish to keep projects on the list will be asked to review the prior submittal and make updates to the scope or cost.

October: Send notification to cities and counties of regional priority project process and online application questionnaire.

December 1: Receive submitted questionnaires back from cities and counties

Mid-December: SEIRPC board reviews project submittals and selects which ones to designate as “regionally significant” or not

January: SEIRPC staff includes all regionally significant projects in an appendix added to the Southeast Iowa Region Transportation & Development Plan 2055, and sends applicants notification of their inclusion in the annual list of projects.

February: SEIRPC staff will contact applicants of regionally significant projects to inquire about interest in applying for Community Funded Projects or other nationally competitive discretionary grant programs.

Application

Complete applications online at: <https://bit.ly/SoutheastIowaRPP2025>



If you have any questions, please contact me (319-753-4310 or mnorris@seirpc.com) or Zach James, Assistant Director (319-753-4313 or zjames@seirpc.com).

Thank you,

A handwritten signature in blue ink that reads "Mike Norris".

Mike Norris
Executive Director

APPLICATION FOR PARTIAL PAYMENT NO. 14

PROJECT: DES MOINES - TAP-U-8255(611)-8I-29 - GEAR AVENUE TRAIL EXTENSION PROJECT - PHASE 2

OWNER: CITY OF WEST BURLINGTON
CONTRACTOR: JONES CONTRACTING CORP
ADDRESS: PO BOX 156 WEST POINT, IA 52656

DATE: 10/18/2024

PAYMENT PERIOD: 8/27/2024
to 10/16/2024

1. CONTRACT SUMMARY:

Original Contract Amount: \$ 1,491,777.00
Net Change by Change Order: \$ 128,122.31
Contract Amount to Date: \$ 1,619,899.31

CONTRACT PERIOD: TOTAL WORKING DAYS

Contract Late Start Date: May 20, 2024

Original Contract Time: 70 Working Days

2. WORK SUMMARY:

Total Work Performed to Date: \$ 1,582,398.71
Retainage: 3% (\$30,000 max.) \$30,000.00
Total Earned Less Retainage: \$1,552,398.71
Less Previous Applications for Payment: \$ 1,423,761.99
AMOUNT DUE THIS APPLICATION: \$128,636.72

Added by Change Order: 21

Contract Time to Date: 91

Time Used to Date: 86

Contract Time Remaining: 5

3. CONTRACTOR'S CERTIFICATION:

The undersigned CONTRACTOR certifies that:

(1) all previous progress payments received from OWNER on account of Work done under the contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with the Work covered by prior Applications for Payment; and

(2) title to all materials and equipment incorporated in said Work or otherwise listed in or covered by the application for Payment are free and clear of all liens, claims, security interests, and encumbrances

Jones Contracting Corp.
CONTRACTOR

By Jennifer Wilcox DATE: 10/25/2024

4. ENGINEER'S APPROVAL:

Payment of the above AMOUNT DUE THIS APPLICATION is recommended:

Snyder & Associates, Inc.
ENGINEER

By Dax DATE: 10/25/2024

5. OWNER'S APPROVAL

OWNER

By _____ DATE: _____

6. DETAILED ESTIMATE OF WORK COMPLETED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS				COMPLETED WORK					
		PLAN QTY.	UNIT	UNIT COST	COST TOTAL	QTY. THIS PERIOD	CO #	COST THIS PERIOD	QTY. TO DATE	CO #	COST TOTAL
10.	CLEARING AND GRUBBING	57.6	UNIT	\$131.25	\$7,560.00			\$0.00	57.6		\$7,560.00
20.	EMBANKMENT-IN-PLACE	3,766	CY	\$16.30	\$61,385.80			\$0.00	3,766		\$61,385.80
30.	TOPSOIL, STRIP, SALVAGE AND SPREAD	2,420	CY	\$8.70	\$21,054.00	180		\$1,566.00	2,420		\$21,054.00
40.	GRANULAR SUBBASE	2,047	SY	\$13.70	\$28,043.90			\$0.00	38.9		\$532.93
50.	SHOULDER FINISHING, EARTH	44.73	STA	\$436.00	\$19,502.28			\$0.00	44.73		\$19,502.28
60.	STANDARD OR SLIP FORM PORTLAND CEMENT CONCRETE PAVEMENT, CLASS C, CLASS 3 DURABILITY, 8 IN.	53	SY	\$120.25	\$6,373.25			\$0.00	45.95		\$5,525.49
70.	HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, NO SPECIAL FRICTION REQUIREMENT	222	TON	\$291.00	\$64,602.00			\$0.00	222.0		\$64,602.00
80.	HOT MIX ASPHALT PAVEMENT SAMPLES	1	LS	\$525.00	\$525.00	1		\$525.00	1		\$525.00
90.	REMOVALS, AS PER PLAN	1	LS	\$179,300.00	\$179,300.00			\$0.00	1		\$179,300.00
100.	STRUCTURAL CONCRETE (BRIDGE)	111.1	CY	\$1,265.00	\$140,541.50			\$0.00	121.0		\$153,065.00
110.	REINFORCING STEEL, EPOXY COATED	21,103	LB	\$3.45	\$72,805.35			\$0.00	21,103		\$72,805.35
120.	REINFORCING STEEL, STAINLESS STEEL	6,784	LB	\$8.80	\$59,699.20			\$0.00	6,784		\$59,699.20
130.	CONCRETE BARRIER, REINFORCED, SEPARATION	313.2	LF	\$159.50	\$49,955.40			\$0.00	313.2		\$49,955.40
140.	STRUCTURAL STEEL PEDESTRIAN HAND RAILING	291.3	LF	\$94.20	\$27,440.46			\$0.00	292.3		\$27,534.66
150.	APRONS, CONCRETE, 24 IN. DIA	2	EACH	\$1,643.25	\$3,286.50			\$0.00	2		\$3,286.50
160.	CULVERT, 2000D CONCRETE ENTRANCE PIPE, 24 IN. DIA.	56	LF	\$105.00	\$5,880.00			\$0.00	56		\$5,880.00
170.	INTAKE, SW-501, TOP ONLY	1	EACH	\$2,793.00	\$2,793.00			\$0.00	1		\$2,793.00
180.	INTAKE, SW-505	1	EACH	\$8,646.75	\$8,646.75			\$0.00	1		\$8,646.75
190.	STORM SEWER GRAVITY MAIN TRENCHED, REINFORCED CONCRETE PIPE (RCP), 2000D (CLASS III), 15 IN.	10	LF	\$320.25	\$3,202.50			\$0.00	15		\$4,803.75
200.	REMOVE STORM SEWER PIPE LESS THAN OR EQUAL TO 36 IN.	4	LF	\$367.50	\$1,470.00			\$0.00	9		\$3,307.50
210.	STEEL BEAM GUARDRAIL BARRIER TRANSITION SECTION, BA-201	1	EACH	\$4,095.00	\$4,095.00			\$0.00	1		\$4,095.00
220.	STEEL BEAM GUARDRAIL END ANCHOR, BOLTED	1	EACH	\$472.50	\$472.50			\$0.00	1		\$472.50
230.	STEEL BEAM GUARDRAIL TANGENT END TERMINAL, BA-205	1	EACH	\$4,095.00	\$4,095.00			\$0.00	1		\$4,095.00
240.	REMOVAL OF PAVEMENT	2,173	SY	\$19.00	\$41,287.00			\$0.00	2,164		\$41,116.00
250.	REMOVAL OF INTAKES AND UTILITY ACCESSSES	2	EACH	\$1,732.50	\$3,465.00			\$0.00	2		\$3,465.00
260.	RECREATIONAL TRAIL, PORTLAND CEMENT CONCRETE, 6 IN	1,477	SY	\$68.50	\$101,174.50			\$0.00	1,484.7		\$101,701.95
270.	SPECIAL COMPACTION OF SUBGRADE FOR RECREATIONAL TRAIL	13.13	STA	\$499.00	\$6,551.87			\$0.00	13.13		\$6,551.87
280.	REMOVAL OF SIDEWALK	406	SY	\$10.50	\$4,263.00			\$0.00	406.0		\$4,263.00
290.	DETECTABLE WARNINGS	157	SF	\$65.00	\$10,205.00			\$0.00	142		\$9,230.00
300.	CURB AND GUTTER, P.C. CONCRETE, 2.0 FT.	4,224	LF	\$47.25	\$199,584.00	89		\$4,205.25	4,226		\$199,678.50
310.	FENCE, CHAIN LINK, VINYL COATED	325	LF	\$131.25	\$42,656.25	325		\$42,656.25	325		\$42,656.25
320.	HANDHOLES AND JUNCTION BOXES	3	EACH	\$3,675.00	\$11,025.00			\$0.00	3		\$11,025.00
330.	REMOVE AND REINSTALL SIGN AS PER PLAN	7	EACH	\$467.50	\$3,272.50	7		\$3,272.50	7		\$3,272.50
340.	CONSTRUCTION SURVEY	1	LS	\$10,000.00	\$10,000.00			\$0.00	1		\$10,000.00
350.	PAINTED PAVEMENT MARKINGS, DURABLE	25.04	STA	\$341.25	\$8,544.90	36.60		\$12,489.75	36.60		\$12,489.75
360.	PAVEMENT MARKINGS REMOVED	42.12	STA	\$157.50	\$6,633.90			\$0.00	17.12		\$2,696.40
370.	GROOVES CUT FOR PAVEMENT MARKINGS	25.04	STA	\$183.75	\$4,601.10			\$0.00	36.60		\$6,725.25
380.	TEMPORARY BARRIER RAIL, CONCRETE	300.00	LF	\$27.30	\$8,190.00			\$0.00	300.0		\$8,190.00
390.	TRAFFIC CONTROL	1	LS	\$24,200.00	\$24,200.00	0.50		\$12,100.00	1		\$24,200.00
400.	MOBILIZATION	1	LS	\$133,200.35	\$133,200.35			\$0.00	1		\$133,200.35
410.	TRENCH COMPACTION TESTING	1	LS	\$3,150.00	\$3,150.00			\$0.00	1		\$3,150.00
420.	DRILL AND EPOXY GROUT DOWELS	1,763	EACH	\$9.90	\$17,453.70			\$0.00	1,763		\$17,453.70
430.	CONDUIT, 2 IN. DIA., GALVANIZED RIGID STEEL	293	LF	\$42.00	\$12,306.00			\$0.00	293		\$12,306.00
440.	MULCHING	2.25	ACRE	\$790.00	\$1,777.50			\$0.00	0		\$0.00
450.	MULCHING, BONDED FIBER MATRIX	2.25	ACRE	\$3,308.00	\$7,443.00	0.36		\$1,190.88	2.43		\$8,038.44
460.	NATIVE GRASS SEEDING	0.12	ACRE	\$1,575.00	\$189.00			\$0.00	0		\$0.00
470.	SEEDING AND FERTILIZING (URBAN)	2.13	ACRE	\$2,258.00	\$4,809.54	0.42		\$948.36	2.43		\$5,486.94
480.	STABILIZING CROP - SEEDING AND FERTILIZING (URBAN)	2.25	ACRE	\$473.00	\$1,064.25			\$0.00	0.08		\$28.38
490.	TURF REINFORCEMENT MAT, TYPE 2	750	SQ	\$46.50	\$34,875.00			\$0.00	0		\$0.00
500.	SILT FENCE	2,830	LF	\$1.90	\$5,377.00			\$0.00	1,391		\$2,585.90
510.	REMOVAL OF SILT FENCE OR SILT FENCE FOR DITCH CHECKS	2,830	LF	\$0.55	\$1,556.50			\$0.00	296		\$162.80
520.	MAINTENANCE OF SILT FENCE OR SILT FENCE FOR DITCH CHECK	1,415	LF	\$1.05	\$1,485.75			\$0.00	25		\$26.25
530.	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE, 12 IN. DIA.	930	LF	\$3.15	\$2,929.50			\$0.00	356		\$1,121.40
540.	REMOVAL OF PERIMETER AND SLOPE OR DITCH CHECK SEDIMENT CONTROL DEVICE	930	LF	\$1.05	\$976.50			\$0.00	75		\$78.75
550.	MOBILIZATIONS, EROSION CONTROL	4	EACH	\$600.00	\$2,400.00	1		\$600.00	7		\$4,200.00
560.	MOBILIZATIONS, EMERGENCY EROSION CONTROL	2	EACH	\$1,200.00	\$2,400.00			\$0.00	0		\$0.00
		TOTAL ORIGINAL CONTRACT = \$ 1,491,777.00						\$79,553.99	\$1,435,527.49		
CHANGE ORDER SUMMARY:											
CO 01											
20.	EMBANKMENT-IN-PLACE	-583	CY	\$16.30	(\$9,502.90)			\$0.00	-583		(\$9,502.90)
70.	HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, NO SPECIAL FRICTION REQUIREMENT	-222	TON	\$291.00	(\$64,602.00)			\$0.00	-222		(\$64,602.00)
420.	DRILL AND EPOXY GROUT DOWELS	-1,763	EACH	\$9.90	(\$17,453.70)			\$0.00	-1,763		(\$17,453.70)
8001.	PAVEMENT SCARIFICATION	2,014	SY	\$12.32	\$24,812.48			\$0.00	2,014		\$24,812.48
8002.	ASPHALT BINDER, PG 58-28S, STANDARD TRAFFIC	14	TON	\$627.72	\$8,788.08			\$0.00	17.00		10,671.24
8003.	MOBILIZATION, SCARIFICATION EQUIPMENT	1	LS	\$1,650.00	\$1,650.00			\$0.00	1		1,650.00
8004.	REMOVAL OF FENCE, CHAIN LINK	30	LF	\$55.00	\$1,650.00	15		\$825.00	30		1,650.00

8005.	REMOVAL OF CONCRETE	1	LS	\$40,045.50	\$40,045.50		\$0.00	1	40,045.50
8006.	EXCAVATION, CLASS 10, ROADWAY AND BORROW	583	CY	\$29.13	\$16,982.79	533	\$15,526.29	583	16,982.79
8007.	MANHOLE ADJUSTMENT, MAJOR	1	EACH	\$2,475.00	\$2,475.00		\$0.00	1	2,475.00
8008.	CONCRETE REPAIR	9.5	SF	\$289.75	\$2,752.63		\$0.00	9.5	2,752.63
8009.	HOT MIX ASPHALT STANDARD TRAFFIC, SURFACE COURSE, 1/2 IN. MIX, NO SPECIAL FRICTION REQUIREMENT	222	TON	\$216.71	\$48,109.62		\$0.00	300.74	65,173.37
8010.	DRILL AND EPOXY GROUT DOWELS	1,763	EACH	\$11.19	\$19,727.97		\$0.00	1,763	19,727.97
CO 02									
8011.	SLOPE PROTECTION, WOOD EXCELSIOR MAT	750	SQ	\$19.80	\$14,850.00	27	\$534.60	740	14,652.00
8012.	CURB AND GUTTER, P.C. CONCRETE, AS PER PLAN, 11 INCH	60	LF	\$94.00	\$5,640.00		\$0.00	60	5,640.00
CO 03									
8013.	PCC BASE	156	SY	\$206.39	\$32,196.84	156	\$32,196.84	156	32,196.84
		TOTAL CHANGE ORDERS =				\$128,122.31	\$49,082.73	\$ 146,871.22	
		TOTAL CONTRACT							
		& CHANGE ORDERS				\$1,619,899.31	\$128,636.72	\$1,582,398.71	