



## City Administrator & Staff Update

2024.12.06

- **Budget:** We are reviewing departmental budget requests in preparation for our review of the entire budget. One critical component we are waiting is valuations for the coming year. Hopefully we will have those mid-December.
- **Kiwanis:** I am speaking to Kiwanis tomorrow at noon to provide a “city update”. Apparently, WB hasn’t attended for quite some time. Hopefully we can do something annually like Burlington has done.
- **IISC:**
  - Engineering Presentations: These presentations will be held in town for each of the engineering projects. Second week or mid-December likely – In town
  - Trailhead Park Committee & IISC Student Meeting
  - Public Art: Students are looking to do a mural and light component in one of Burlington’s alleyways. May be an opportunity for us to add a component (light component in WB. Perhaps a small mural or selfie location (perhaps a “WB” with a cool background, etc.). Check out this Iowa City Artist’s work:  
<https://www.alihval.com/public-art> and Instagram:  
<https://www.instagram.com/alihval/>.
  - Bi-Weekly call agenda attached. Focused on engineering projects report out (date) and Art in the Alley in Burlington (and potential opportunity for WB).
- **Artwork:** Elizabeth Pappas will be able to place some artwork at City Hall in the coming week or so. Open to other suggested locations we can showcase. These are the Richard Beckman watercolors from their recently acquired collection. Could also be local artists looking to showcase their work.
- **Comp and Zoning:** We will be looking to coordinate a public meeting (open house) for the comp plan likely in February – either on its own or tied to event where residents may already be attending to increase participation.
- **Sewer Jetting:** Home venting and the method by which laterals hook up to the main seem to be two key factors for home that have “blow ups” during the annual sewer jetting. Chase has been speaking with other sewer departments, contractors, etc. and one vendor will be down next week to review our settings on the jet vac. We plan to put a flier together with information for residents and mail it to those addresses we are aware of.
  - Here is some additional information:
    - Toilets can "blow up" during sewer jetting because the high-pressure water jet used to clean the main sewer line can create a sudden pressure change in

the pipes, forcing air back up through the plumbing system if the house's sewer vents are not adequate, causing water to be pushed out of the toilet bowl; essentially, the air displaced by the jetting has nowhere to escape except through the toilet due to insufficient ventilation.

- Key points about this phenomenon:
  - Pressure fluctuations:
    - The jetting process can create sudden changes in pressure within the sewer line, which can affect the connected house plumbing.
  - Inadequate ventilation:
    - If the house's sewer vent pipes are blocked or not properly designed, the displaced air from the jetting has no escape route and can push water out of the toilet.
  - "Blowback":
    - This is the term used to describe the situation where water or air is forced back up through plumbing fixtures due to pressure changes during sewer cleaning.
  - What to do if your toilet blows up during sewer jetting:
    - Contact the sewer cleaning company:
    - Inform them that you are experiencing "blowback" and ask them to adjust their cleaning procedure to minimize the pressure fluctuations.
    - Check your vents:
    - Consider having a plumber inspect your sewer vent pipes to ensure they are properly functioning and not blocked.
- **TSIP:** TSIP recommendations attached. Beaverdale and Mt. Pleasant didn't make the list of recommendations. Plan to try again for these safety dollars but may look at adding some additional signal or safety projects (i.e. pedestrian crossings).
- **Grant Opportunity:** The application period is open through December 31, 2024, for the 2025 Iowa Small City Work Zone Sign Package Program. This Iowa DOT funded program is free for cities with less than 10,000 in population and is designed to make work zones safer in our smaller communities for workers, residents and road users. It is anticipated that 10 winning cities will be selected by the advisory committee in early January.
  - The goal of this Iowa DOT funded program is to provide an avenue for smaller cities, less than 10,000 population, to be able to obtain a basic work zone sign package that is in compliance with the 2009 MUTCD and to make their work zones safer for operations personnel and motorists. It is currently proposed that the materials to be included in the package will be the following:
    - One Lane Road Ahead Signs
    - Road Work Ahead Signs
    - Be Prepared to Stop Signs
    - Type III Barricades

- 28" Traffic Cones
- Class 2 Safety Vests
- Sign Stands
- 42-inch Channelizers
- More information and link to the application can be found at:  
<https://iowaltap.iastate.edu/iowa-ltap-work-zone-sign-package-program/>

### **IT (Newberry)**

- This week, my primary focus has been preparing for the fiscal year 2025/2026 budget. I am in the process of finalizing my budget request report, with most figures already included and awaiting a few remaining quotes to complete it.
- Today, I installed the Ethernet cable for the computer in the new squad car, set up the drives in the video system for the new police unit, and ensured the computer is fully operational. Additionally, the iPads ordered on Monday for the City Council have arrived. I plan to start provisioning them tomorrow, aiming to distribute them to the council next week.
- Lastly, I ordered a replacement printer for the Streets Department to address the issues with their current unit. It is expected to arrive next week. I should be able to install it contingent on balancing my schedule with ongoing budget preparations.

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

- Working through one radio issue on the new squad car, should have it up and running hopefully next week.
- Went out to SCC and assisted with the Hot Chocolate Bar. Fun activity for the College Kids as they are getting ready for exams.
- We will be reposting the Officer vacancy this coming Monday which will push us to the May Academy at the earliest. Planning to reach out to Iowa community colleges with law enforcement programs as well.
- Justin has been working on the Communication Room at the Fire Department. He got everything stripped out of the room, repainted the walls, and got the new flooring down. He was able to rerun some speaker and antenna wires through some conduit that was in the walls to make it look better. He has been doing some small engine maintenance on chainsaws and working on other vehicle maintenance. That is what he has been working on this week. SOPs are a priority going forward.
- Will be out on Friday evening with the Mariane Corp for Toy's for Tots. We will be heading to Walmart around 7:30PM to do some shopping.

### **Building (Crooks)**

#### **Building**

1. Two building permits were received and have been approved.
2. A second site inspection was conducted at Alice Place. They are wanting to get the drywall decking installed on the third floor and they had some items to get resolved

after last week. They have passed state electrical inspections, plumbing, and are finishing HVAC for third floor/attic. They will start installing the drywall this week.

#### Code Enforcement

1. Two new nuisance notices were mailed out.
2. Completed follow up on outstanding nuisances. Four cases were closed with compliance. Four properties were tagged for abatement.

#### Misc.

1. Completed site inspection for accessory building on Spring Street
2. Spoke to property owner regarding letter for trees
3. Attended zoom meeting for zoning code updates
4. Set up final inspection for last apartment building at Nexus Development
5. Completed review of the file for an ongoing nuisance issue to decide next steps

Attachments: Nuisance Report – November 2024 and Permit Summary November 2024

#### **Finance (Moore)**

This week, I have been diligently focusing on the budget. Below are the key updates and progress made:

1. **Budget Updates and Documentation:**
  - Updated all necessary spreadsheets to reflect the most recent data.
  - Began organizing all documentation and handouts to ensure seamless access and review.
2. **Departmental Budget Reviews:**
  - Held meetings with all department heads to discuss their budgets in detail.
  - Initiated the process of identifying and implementing budget cuts where necessary to align with financial goals.
3. Please let me know if you would like additional details or if there is anything specific you would like me to prioritize further.

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

##### **Streets**

- Water and sewer labs

##### **Utilities**

- Lift station rounds
- Clean lift stations
- Locates (05)

##### **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

- Street sweep
- Pick up leaf bags
- Finished Jetting sewers
- Start getting trucks ready for snow
- T.V problem sewer lines
- Patched holes in alley
- Snow cleanup

### **Projects**

- Spring street water main bid closed November 14

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

- Jacob has signed up to take his grade 2 wastewater test
- Cole is signed up for grade 1 water distribution test
- Bryan from municipal pipe and tool is coming down December 9th to go over our flows and nozzles on our jet truck to ensure that we are running everything at the right pressures when jetting sewers.

### **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.

Sample Artwork Ali Hval:

- <https://www.alihval.com/public-art>
- <https://www.instagram.com/alihval/>



**West Burlington/Burlington/IISC Meeting Agenda 12.05.24 @ 9:30am**

Zoom: <https://uiowa.zoom.us/j/95122975357?pwd=KBNSBLObdALcTUmhsvvOOgLZFjxHWq.1>

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**I. GENERAL PARTNERSHIP**

*Points to consider: Administrative issues; Contractual issues; Guidelines & Procedures*

**II. PROJECT UPDATES**

*Points to consider: Weekly progress; Questions/thoughts from students & faculty; Questions/ thoughts from community partners; Upcoming milestones & calendar items; Upcoming visits; Public engagement*

1. [Transportation & Land Use – Planning & Sustainable Development](#)
  - a. Faculty Instructors: Steve Spears, Bo Kapatsila
  - b. Project Leads: Melanie Young, Therese Lees, Gregg Mandsager, Nick MacGregor, Angela Andon, Eric Tysland
2. [Arts, Culture & Wayfinding Master Plan - Planning & Sustainable Development](#)
  - a. Faculty Instructor: Travis Kraus
  - b. Project Leads: Melanie Young, Gregg Mandsager, Elizabeth Pappas, Amy Moyner
3. [Shared Services Study – Public Affairs](#)
  - a. Faculty Instructors: Travis Kraus, Phuong Nguyen
  - b. Project Leads: Ron Teater, John Johnson, Gregg Mandsager, Chad Bird, Nick MacGregor
  - c. Students hope to give presentation 12/11@ 10am
4. Public Art
  - a. Good conversation Tuesday with Elizabeth, Amy, Tammy and UI artist Ali Hval. Enthusiasm for activating the alleyway by the Capital, maybe with interactive elements for the installation. Hoping to have another piece “in conversation” with the design in WB.
5. Burlington Community Risk Assessment – GIS
  - a. Faculty Instructor: Adam Skibbe
  - b. Project Leads: Austin Roelfs
6. [WB Subdivision – Civil & Environmental Engineering](#)
  - a. Faculty Instructor: Paul Hanley
  - b. Project Leads: Andy Crouner, Therese Lees, Gregg Mandsager
  - c. Final presentation time?
7. [WB Trails – Civil & Environmental Engineering](#)
  - a. Faculty Instructor: Paul Hanley
  - b. Project Leads: Ringo Covert, Therese Lees, Gregg Mandsager
  - c. Final presentation time?
8. [WB Luers Park Stormwater Design - Civil & Environmental Engineering](#)

- a. Faculty Instructor: Craig Just
- b. Project Leads: Ringo Covert, Therese Lees, Chase Williams
- c. Final presentation time?

9. [WB Prairie](#)

- a. Faculty Instructor: Mike Fallon
- b. Project Leads: Gregg Mandsager, Toby Krell
- c. Good media coverage

10. WB GIS - ICIGO

- a. Faculty Instructor: Adam Skibbe
- b. Project Leads: Gregg Mandsager

11. WB Trailhead - Planning

- a. Faculty Advisor: Travis Kraus
- b. Project Leads: Gregg Mandsager & Committee
- c. Meetings are scheduled

12. Burlington Park and Recreation Facility – Civil & Environmental Engineering

- a. Faculty Instructor: tbd
- b. Project Leads:

13. Burlington – Crapo Park Amphitheater Evaluation and Rehab – Civil & Environmental Engineering

- a. Faculty Instructor: tbd
- b. Project Leads:

14. Burlington – South Riverfront – brownfield redesign into a park with water access – Civil & Environmental Engineering

- a. Faculty Instructor: tbd
- b. Project Leads:

15. Burlington – Brownfield and building repurpose existing abandoned industrial buildings – Civil & Environmental Engineering

- a. Faculty Instructor: tbd
- b. Project Leads:

### III. PROJECT DEVELOPMENT

*Points to consider: Scope of work; Relevance to course objectives; Meeting requests; Status updates*

- 1. WB Downtown Street Improvements (also the location of our Fourth of July Festival)

### IV. PROMOTION/EVENTS

*Points to consider: Press Releases; Social Media; Legislator engagement; Events*

- 1. Final Event – May 8<sup>th</sup> with Iowa Arts Council

### V. OTHER MATTERS

FY 2026 Traffic Safety Improvement Program

Site-Specific Projects Recommended for Award

Project Name	Sponsor	Total Project Cost	Requested Amount	Recommended Amount
IA 57 & Union Rd – roundabout	City of Cedar Falls	\$1,796,900	\$500,000	\$500,000
Kimberly Rd & 36th St – install directional median	City of Davenport	\$150,000	\$150,000	\$150,000
N 15th St – lane conversion	City of Fort Dodge	\$5,981,000	\$500,000	\$500,000
Dace/Leech Ave – lane conversion	City of Sioux City	\$91,804	\$91,804	\$91,804
US 30 & Durham Ave – reduced conflict intersection	City of State Center	\$2,000,000	\$500,000	\$500,000
H43 – shoulders, center and edge rumbles, safety edge	Jefferson County	\$4,856,325	\$500,000	\$500,000
Ellis Rd & Covington Rd – roundabout	Linn County & City of Cedar Falls	\$1,655,027	\$500,000	\$500,000
US 69 & 13th St – left turn lanes, protected left turn phase	City of Ames	\$2,785,000	\$500,000	\$500,000
W 1st St – lane conversion	City of Ankeny	\$9,464,000	\$500,000	\$500,000
Heartland & Commerce – roundabout	City of Coralville	\$1,258,000	\$500,000	\$500,000
19th St – lane conversion, shared use path, install barrier	City of Des Moines	\$2,100,000	\$500,000	\$500,000
W55 – shoulders, safety edge, center & edge rumble	Henry County	\$3,129,179	\$500,000	\$500,000
3 curves – paved shoulders, 6" markings, shoulder rumble	Humboldt County	\$345,654	\$345,654	\$345,654
110th St – paved shoulders, center & edge rumbles, safety edge	Jefferson County	\$2,604,323	\$222,986	\$222,986
P53 – lane widening, paved shoulders, 6" markings, safety edge	Madison & Dallas Counties	\$432,300	\$432,300	\$432,300
13 intersections – destination lighting	Marion County	\$231,000	\$231,000	\$80,000
W45 – paved shoulders, center & edge rumbles, safety edge	Buchanan County	\$3,612,000	\$500,000	\$400,000
US 65 & Grant – left turn lanes and realignment	City of Bondurant	\$3,682,970	\$500,000	\$400,000
Elmore Ave & 46th St – traffic signal	City of Davenport	\$300,000	\$300,000	\$200,000
W51 – paved shoulders, shoulder rumbles, safety edge	Fayette County	\$4,323,090	\$500,000	\$300,000

\$7,622,744



FY 2026 Traffic Safety Improvement Program

Traffic Control Devices Recommended for Award

Project Name	Sponsor	Total Project Cost	Requested Amount	Recommended Amount
Each of 4 major approaches to Unionville – speed feedback signs	Appanoose County	\$15,000	\$14,184	\$14,184
Each of 3 major approaches to Andrew – speed feedback signs	City of Andrew	\$15,000	\$15,000	\$5,000
Each of 3 major approaches to Delmar – speed feedback signs	City of Delmar	\$15,000	\$15,000	\$5,000
	City of Elgin	\$9,731	\$9,731	\$9,731
Portable temporary traffic signals	Jackson, Cedar, & Jones Counties	\$60,300	\$60,300	\$50,000
Portable temporary traffic signals	Lee County	\$65,000	\$65,000	\$50,000
Portable temporary traffic signals	Story & Boone Counties	\$60,000	\$60,000	\$50,000
4 intersections – upgrade signal lenses & add retroreflective sheeting	City of Sioux City	\$31,581	\$31,581	\$31,581
F12 & Z36 – solar flashing beacons	Clinton County	\$8,260	\$8,260	\$8,260
27 locations – flashing yellow arrow & add retroreflective sheeting	City of Des Moines	\$350,000	\$294,600	\$147,300
J20 & S Hoover St – speed feedback signs	Henry County	\$31,092	\$10,962	\$9,000
Sign Replacement Program	Local Systems Bureau	\$200,000	\$200,000	\$100,000
3 intersections – solar flashing beacons	Marion County	\$10,000	\$10,000	\$10,000
East St & Fulton St – solar flashing beacons	City of Grand Mound	\$8,260	\$8,260	\$8,260

\$498,316

FY 2026 Traffic Safety Improvement Program

Studies & Outreach Recommended for Award

Traffic Safety Research Program			\$500,000	\$500,000

# Monthly Nuisance Report

11/01/2024 - 11/30/2024

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
11/26/2024	421 WEST BURLINGTON AVE	RICHMOND JE LESSA	Nuisance Violation	Remove the trailer and the junk from the front yard	Active
11/26/2024	118 W WHEELER ST	JPN ASSET MANAGEMENT LLC	Building Code	Obtain a permit for the new siding	Active
11/25/2024	401 SUMMER ST	WILLIAMS DANIEL & KATHRYN	Nuisance Violation	Remove junk fence and furniture from property	Active
11/25/2024	105 BALLARD ST	COYLE DOUGLAS A & JUDY L & BRUHL JULIE K	Nuisance Violation	Remove the trash bags from the property	Active
11/25/2024	322 BALLARD ST	THORNTON JAMES H	Zoning Code	Remove the vehicle to a proper parking location	Closed
11/14/2024	601 LEFFLER ST	BREUER JEFFREY R	Nuisance Violation	Remove dead tree limb hanging by the garage	Active
11/13/2024	625 BRENTWOOD DR	BUECHEL MICHAEL J	Zoning Code	Remove the vehicle to a proper parking location	Closed
11/7/2024	603 SWAN ST	GERST ADAM J	Nuisance Violation	Cut & trim all tall grass & weeds and remove all dead brush in the yard	Closed
11/7/2024	421 RAMSEY ST	WU YANLING & XIAN GUOWEI	Nuisance Violation	Remove dead tree trunk pieces laying in the yard	Active
11/6/2024	313 RUTHELLA	HONG SUNG KIL & BOK IM	Nuisance Violation	Provide update on	Closed

	DR			repairs from storm damage	
11/6/2024	314 COTTAGE GROVE AVE	ENGEL PAUL S & ELIZABETH ANN	Nuisance Violation	Remove the vehicle to a proper parking location	Closed
11/6/2024	105 WINTER ST		Building Code	Obtain proper permits	Closed

**Total Records: 12**

**12/4/2024**



## Monthly Permit Report

11/01/2024 - 11/30/2024

Permit Date	Permit Type	Site Address	Residential/Commercial	Description	Main Status	Total Fees
11/27/2024	Alteration	313 Ruthella Dr	Residential	Remove / Replace Roof at above location as well as fix rafters a tree hit / storm damage	Waiting Payment	\$97.66
11/27/2024	Fence	401 Summer St	Residential	Existing Privacy Fence blew down from storm damage will rebuild the exact same way no new changes	Waiting Payment	\$25.00
11/26/2024	Roof	601 Swan St	Residential	Rubber roof over lay	Approved	\$0.00
11/26/2024	Accessory Structure	426 E. Longmeadow St.	Residential	8x10 Accessory Bldg	Needs Additional Info	
11/25/2024	Alteration	324 W Agency Road	Commercial	Replacing fire sprinkler systems with dry under greenhouse and tire area	Pending Approval	
11/25/2024	Roof	118 Swan St	Residential	Installing metal roof over existing shingle roof	Approved	\$0.00
11/24/2024	Roof	513 Layne Dr.	Residential	Remove shingles from flat roof over front porch & Install rolled roof	Approved	\$0.00
11/23/2024	Roof	113 Sprina	Residential	Remove 3	Annroved	\$0.00

		St		layers of old roof. Replace with new rolled roofing.		
11/14/2024	Temporary (Signs Only)	550 S. Gear Ave	Commercial	Temporary Vendor - Westland Mall	Approved	\$50.00
11/13/2024	Driveway	700 Meadow St.	Residential	New Driveway and concrete slab - Will have dollar estimate soon the cost is a guess	Needs Additional Info	
11/12/2024	Decks/Patios/Porch Coverings	537 Spring St.	Residential	Add 6x12 deck to front door	Approved	\$25.00
11/12/2024	Roof	113 Spring St.	Residential	Replace metal roof of front porch with EPDM rubber roof	Approved	\$0.00
11/11/2024	Roof	526 Broadway	Residential	Tear off and replace asphalt shingles	Approved	\$0.00
11/11/2024	Alteration	105 Winter St.	Commercial	Bathroom walls and studio wall added and repaired.	Approved	\$31.40
11/7/2024	Other	502 Kimberly Dr, West Burlington, IA 52655	Residential	Installing roof mounted solar	Approved	\$590.00
11/5/2024	Alteration	628 Melville Ave	Residential	Removal of 2 skylights from back room	Approved	\$30.00
11/5/2024	Roof	1100 Derek Lincoln Dr.	Commercial	New metal roof	Approved	\$500.00
11/5/2024	Alteration	1100 Derek Lincoln Dr	Commercial	Added 2 overhead garage doors and interior partition walls	Approved	\$81.00
11/5/2024	Alteration	309 E. Agency Rd	Commercial	Addition of front window, added internal separation	Approved	\$109.00

				walls, added 3 - 9x7 garage doors to convert to storage units		
11/5/2024	Roof	422 E Wheeler St	Residential	Complete tear off of roof. New shingles and flashing installed. Decking as necessary. Everything brought up to code and installed to manufacturers standards.	Approved	\$0.00
11/1/2024	Sign	130 N. Beaverdale Rd	Commercial	Vinyl banner on side of building	Waiting Payment	\$100.00
						<b>\$1,639.06</b>

**Total Records: 21**

**12/4/2024**