



City Administrator & Staff Update

2025.02.07

Budget Meeting: Wednesday, February 12th, Noon at City Hall

- **Streetscape:** Councilmember Young, DPW Director Williams and myself spent the afternoon with three IISC U of Iowa engineering students walking the first three blocks of Broadway to the Fire Station, one block of Wheeler Street on either side of Broadway as well as the rear parking areas, green space, etc. Looking for ways to improve the infrastructure (streets, water, sewer, curb and gutter, storm water, sidewalks), lighting, beautify the downtown, consider placemaking and take into account our annual July 4th Festivities.
- **Paint Iowa Beautiful:** I submitted a grant for primer paint for the “alley” to prep for the mural, etc. Also reviewing the Community Foundation grant opportunities.
- **Master Gardeners:** Spent Tuesday evening talking to the Master at the ISU Extension Office discussing IISC, trails, and our greens efforts – stormwater, trail enhancements, micro prairies/natives, for the trail and City Hall, the installation of 400 prairie plants at Pat Kline Park, the Pollinator Park, and potential future opportunities. Encourage volunteer opportunities, adopt the park programs (or smaller sections), and our website text and email Notify Me service.
- **IGHCP:** Attended the IGHCP (Health Insurance Group/Pool) educational sessions and annual board meeting in Johnston this past Thursday and Friday.
- **SEIRPC:** STBG and TAP Funding - This is just a reminder about the STBG and TAP applications being due at the end of February. I’ve had several people inquire about this in the last week or two. So in case you didn’t catch my original e-mail from early January, or did not bookmark the link, I’m forwarding the original message and attachment. The applications are available at the top of this page: <https://www.seirpc.com/transportation>. For those applying for STBG, please review the bullet points below, before getting started on the online application. Thanks, Jarred Lassiter, Senior Planner, Southeast Iowa Regional Planning Commission
 - TAP funding can be utilized for trails.
- **Articles of Interest:**
 - Want Safer Streets – Cover Them in Art: https://www.bluezones.com/2025/01/want-safer-streets-cover-them-in-art/?mc_cid=ab93059dce&mc_eid=a740363553
 - The Link Between Bikeability and Health: https://www.bluezones.com/2022/07/the-link-between-bikeability-and-health/?mc_cid=ab93059dce&mc_eid=a740363553

IT (Newberry)

- Still waiting on power supplies for the storage array.
- Chase, Brad, Joel, and I ran Ethernet cables to all doors in preparation for installing the door access system.
- Conducting research for the council's budget planning.
- Installed a replacement hard drive in the CCTV system.
- Set up and installed Chase's computer down at the streets department.

Police/Fire (Logan)

- Currently in the class for International Association for Property and Evidence class. Very good class and our Evidence Room is in pretty good shape. Have a few issues I would like to discuss w/ you when we get back.
- Firefighters started getting their annual physicals this week. They have until March 31st to get their physical.
- I had 5 of the 10 applicants for Police Officer position pass onto the next step. I will be proctoring the Written test late next week.
- Currently in the 1st week of the 12-hour shifts for Officers with no complaints. I will continue to monitor the situation and see if I need to tweak anything.

Building (Crooks)

Building

1. Two permits were issued this week. One for a residential alteration and one sign permit.
2. Review was completed on two commercial projects. One was approved and one is waiting for additional information.
3. A site inspection was completed with ongoing issues on a commercial project. Additional follow up is needed.

Code Enforcement

1. Six new nuisance notices were mailed out.
2. Follow up was completed on outstanding nuisance cases. Most were closed and two houses were tagged for abatement.

Rental

1. Seven rental units were inspected on Layne Drive
2. Repairs were completed on a recent rental inspection on E. Wheeler St. and a rental permit was issued.

Misc

1. Completed review of construction projects near underground natural gas pipeline
2. Visited two businesses about completing new business licenses

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
- Service trucks and squad cars
- Sign maintenance
- Building maintenance and clean up
- Haul brush and grass
- Patch
- Clean baskets at our south lift station
- Take down dead tree (114 Summer)
- Haul sand
- Haul gravel

Projects

- Local boring has finished putting watermain in the ground. They will be doing pressure testing on the line and be taking water samples out of the line before moving forward with hooking people's services up to the new line.
- Running cabling for the new door system at City Hall.
- Met with IISC Students to walk the first three blocks of Broadway Street and the intersection of Wheler and Broadway along with the rear green space and parking areas.

Additional Items/Upcoming Items of Interest

- Cole signed up to take his grade 2 in water distribution
- Jacob has signed up for his grade 2 in wastewater treatment
- Tyler has started and doing well
- Gregg and I had a meeting with alliant and will setting up another with some of their engineers for further discussion

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.



Monthly Nuisance Report

01/01/2025 - 01/31/2025

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
1/14/2025	113 RAMSEY ST	UNDERWOOD LANCE	Nuisance Violation	Remove the brush pile from the property	Active
1/14/2025	3422 W MT PLEASANT ST	BUHMEYER DAVID A & BONNIE J	Nuisance Violation	Remove all discarded junk appliances	Closed
1/14/2025	3222 W MT PLEASANT ST	GUERNSEY NICHOLAS A	Nuisance Violation	Remove all piles of scrap wood and appliances	Closed
1/14/2025	306 E PENNINGTON ST	JORDAN JULIE D	Nuisance Violation	Remove the junk in front of the house	Active
1/8/2025	322 SWAN ST	COOPER PROPERTY MANAGEMENT LLC	Nuisance Violation	Remove the brush pile from the front yard	Closed
1/8/2025	410 E LONGMEADOW DR	COMMUNITY DEVELOPMENT GROUP LLC SERIES V	Zoning Code	Remove the vehicle parked in the front yard to a proper off street parking location	Closed
1/8/2025	413 NEVA PL	WHALEN JAMES G & WHALEN WILLIAM M	Zoning Code	Remove the vehicle from the front yard to a proper off street parking location	Closed

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
1/8/2025	305 RAMSEY ST	DICKENS RACHEL & WILLIAM	Zoning Code	Remove the vehicle parked in the back yard to a proper off street parking location	Closed
1/8/2025	302 SUMMER ST	SMITH SHARON L & MILLER DUSTIN T	Nuisance Violation	Remove the junk by the garage from the property	Active
1/8/2025	321 RAMSEY ST	STEFFENSMEIER WILLIAM J	Nuisance Violation	Remove the brush pile from the property	Closed
1/8/2025	410 SUMMER ST	SIEFKEN LISA M	Nuisance Violation	Remove all dead brush from the property	Active
1/8/2025	405 LEFFLER ST	SLEMMER GALE A & JEREMY D & PAULK	Nuisance Violation	Remove the dead brush from the property	Closed

Total Records: 12

2/6/2025



Monthly Permit Report

01/01/2025 - 01/31/2025

Permit Date	Permit Type	Site Address	Residential/Commercial	Description	Main Status	Total Fees
1/30/2025	Temporary (Signs Only)	550 S. Gear Ave	Commercial	Temporary Vendor - Westland Mall	Approved	\$50.00
1/29/2025	Alteration	1221 S. Gear Ave	Commercial	Relocation of doors in X-ray department, addition of injection space, enlarging rest room and CT 2 treatment room	Waiting Payment	\$732.10
1/28/2025	Alteration	701 E Pennington St Unit D	Commercial	Repair of upper walking deck	Approved	\$242.00
1/27/2025	Roof	326 West Burlington Ave.	Residential	Shingle Replacement	Approved	\$25.00
1/24/2025	Building		Industrial	The proposed project is a 40' x 170' mini-storage unit containing 38 individual units that are 10' x 20' in size. The building will run parallel with the north property line. The north side of the building will be 30 feet south of the north property line; and the west side (short end) of the building will be 30 feet east of the west property line. These are estimates and can possibly be adjusted. The builder states that we can shorten the building by 10-foot increments if necessary to fit regulations and property boundaries. There will be fill dirt and levelling necessary for the building as well as the driveway entrance to improve visibility for vehicles entering/exiting the property.	Needs Additional Info	\$4,045.20
1/16/2025	Roof	301 Ruthella Dr.	Residential	Remove/replace roof	Approved	
1/16/2025	Roof	537 Spring St	Residential	Remove /replace roof	Approved	
1/15/2025	Roof	221 Schwartz St	Residential	Small shingle repairs. Likely to replace two sheets of rotted sheathing.	Approved	\$0.00
1/14/2025	Building	403 W Division St.	Commercial	Set 12'x20' precast structure to house equipment for fiber to the home	Approved	\$214.67
1/3/2025	Alteration	313 Ruthella Dr	Residential	Remove replace drywall in one bedroom that is damaged mud tape primer and paint	Approved	\$69.38

1/3/2025	Siding	313 Ruthella Dr	Residential	Remove replace damaged soffit and Fashia and Remove replace siding on back of house only a part of a section that was damaged	Approved	\$25.00
						\$5,403.35

Total Records: 11

2/6/2025