



City Administrator & Staff Update

2025.03.07

Calendar: Upcoming Meetings

Comp Plan

- March 13: P&Z public hearing, recommendation to council
- April 2: City Council review and adoption

Zoning:

- March 13th: P&Z Meeting (Council invited) Zoning and Subdivision Review with Bolton & Menk, and P&Z may set their public hearing.
- Council: Council action to follow P&Z public hearing and recommendation
- **ImOn:** We are receiving weekly if not more updates from ImOn's install team (Telcom) and they have requested locates for nearly one third of the town.
- **Surfinternet:** A second company is interested in bringing fiber to town, but with ImOn here they are reviewing the matter.
- **TAP:** Our Agency Street trail application was submitted last Friday. Please see the updated numbers provided at the council meeting. I was glad to see what Bolton & Menk's professional opinion was as to the worth of the students' work.
- **Local Artist:** We have a local WB grad that is looking to install mayflies. Perhaps just a couple locations as we will be working with the Art Center to come up with our own stencils for WB – grasses, butterfly, dragonfly, etc. Looking forward to having some student artwork on the Fourth of July as well.
- **Logos:** Attached are some sample "logos" not necessarily to replace our official logo but to use around town, various locations, social media, etc. Something a little more modern and flexible along with a "WB" version.
- **Trailhead:** The student put together a summary for the trailhead park discussions following their three preliminary designs. We then provided any missing or additional feedback and they will be bringing forth a final design next.
- **Budget:** The budget PowerPoint is complete. We will be simply taking all of the official steps toward adoption next.
- **Work Session: Date TBD**
 - Walmart Entrance/Exit
 - School no left turn at drop off site
 - Logo concepts (Attached)

- Capital projects, Urban Renewal Plan and TIF GO Bond
- Noise ordinance (Sample attached)
- **Trail:** Punch list is being reviewed. IDOT will be down next week to walk the site and then we should be able to close the project out. Yet to see and review final pay app.

IT (Newberry)

- Completed setup of the new storage array and began transferring data. Looking ahead, it may be beneficial to purchase additional hard drives for it in the next fiscal year.
- Deployed an on-premise log server for testing.
- Updated Linux instances and resolved an issue with the Intrusion Detection System.
- Repaired the Mobile Data Terminal for Squad 06.
- Attempted to repair the Wi-Fi scanner, but it appears to be beyond repair. We may need to purchase a replacement.
- Progress continues on the City of West Burlington's website content, with efforts focused on refining information and ensuring accuracy.
- No major cybersecurity incidents to report this week. Systems remain secure, with continuous monitoring in place.

Police/Fire (Logan)

- I am in the final stages of the hiring process for the Police Department. I'm going to be administering the MMPI to the two remaining candidates. I have ordered their MMPI's, I will receive the confirmation emails on that next week. It typically takes several days for the state to process them.
- Started the FF1 class last night and had a great turnout.
- Went down to Snowbull and the West Burlington Police Department will receive approximately \$1500.00 for the K-9. I went down last night, and all 3 Des Moines County Departments were recognized. That is one of the events that I have never attended and really enjoyed myself. It was a really good show, and it was great to see the Auditorium was packed. They will be out later today to present the check to the City.
- We have a reserve officer in Police Department that is in his final stages of training and should be out in uniform by the end of April.

Building (Crooks)

Building

1. Four new building permit applications were received and are in various stages of review.
2. A plumbing inspection was completed on the first floor of the Alice Place project.
3. Completed site inspection at Caspian Village on an ongoing project.

Code Enforcement

1. Five new nuisance notices were mailed out with one already being closed.
2. Follow up was completed on outstanding nuisances.

Rental

1. Research was completed on a rental complex with a letter mailed to the owner and the property posted.
2. I have been working with a property owner on rental requirements for a recently purchased property.

Miscellaneous

1. Research was completed on a zoning issue, and I am working with the County Assessor's office to figure out the next steps.

City Clerk (Fry)

- See attached logos for discussion.

Finance (Moore)

- Worked on the PowerPoint presentation.
- Traveled to Solon, IA, with Katie last Thursday for a City Finance Workshop. It was a very beneficial meeting for both of us.
- Worked on the side letter of agreement between the city and the police department.
- Met today with Denise Ballard from World Insurance to review the FY 25/26 health insurance renewal.
- Addressed various other tasks as requested.

Public Works (Williams)

Streets

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates (53)

Other Activities

- Parks and Broadway Street trash and recycling
- Service trucks and squad cars
- Sign maintenance
- Building maintenance and clean up
- Street sweep
- Water break (500 Broadway)
- Haul patch
- Read water meters
- Clean up watermain breaks
- Repair a break on air relief valve on force main
- Repaint dunk dank for 4th of July
- Service zero turn mowers
- Replace signs/post around mall frontage road

- Haul sand

Projects

- Local Boring passed both of their bacteria tests. They also passed their pressure test. They will be starting to hook up water services now.

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 passed his cdl test
- Greg and I along with Tim from Dave Bessine met with alliant about power outages and discussed the problems we have had at our south lift station. Alliant will be looking more into helping find solutions.
- West Burlington Ave will be closed March 17 for around a month for the Dot to do bridge work on 34
- West Burlington school would like to donate lights from their softball field for our ball diamonds. I am looking into what it would take to make that possible.

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

02/01/2025 - 02/28/2025

Case Date	Parcel Address	Land Owner / Landlord Name	Violation Type	Correction Required	Main Status
2/27/2025	105 BALLARD ST	COYLE DOUGLAS A & JUDY L & BRUHL JULIE K	Nuisance Violation	Remove the trash bags from the property	Active
2/27/2025	401 VERNON ST	SUNAR RAMKRISHNA & SUNAR RABINA	Zoning Code	Remove the vehicle to a proper parking location	Active
2/27/2025	710 MELVILLE AVE	BICH HUYNH NGA THI & TRUONG KHANH HAU	Zoning Code	Remove the vehicle to a proper parking location	Closed
2/20/2025	704 MEADOW ST	SCHENK NICHOLAS	Zoning Code	Remove the truck to a proper parking location	Closed
2/5/2025	306 WEST BURLINGTON AVE	BEARD RICKY PAUL	Zoning Code	Remove the vehicle to a proper parking location	Closed
2/5/2025	406 COTTAGE GROVE AVE	BEEBEE SHERRILL	Zoning Code	Remove the vehicle to a proper parking location	Closed
2/5/2025	402 COTTAGE GROVE AVE	GERST AUDREY J	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
2/5/2025	401 COTTAGE GROVE AVE	SILENT CREEK LLC	Nuisance Violation	Remove the brush piles from the property	Closed
2/5/2025	301 BALLARD ST	CLINE NANCY J	Nuisance Violation	Remove the junk tractors	Active
2/5/2025	510 BROADWAY ST	KETCHUM TIMOTHY E	Nuisance Violation	Remove all brush piled in front yard	Closed

Total Records: 10

3/6/2025



Monthly Permit Report

02/02/2025 - 02/28/2025

Permit Date	Permit Type	Site Address	Residential/Commercial	Description	Main Status	Total Fees
2/25/2025	Addition	215 N Summer St	Industrial	Infilling between main building and truck shop (west side) to create another truck bay. Will demo connector building.	Approved	\$1,355.45
2/19/2025	Sign	4117 W Mt Pleasant St West Burlington, IA 52655	Commercial	6x8 Sign on pole. Top of sign would be roughly 16' off the ground. Attachment shows 4x8, actual sign is 6x8	Approved	\$100.00
2/4/2025	Alteration	221 Schwartz St.	Residential	Demo and replace two non-load bearing exterior walls between original house and a garage addition. Walls suffered years of water leaks, significant rot was found, and needs redone. This renovation wasn't planned, but needs to be done. Total cost to be determined, but guessing \$2,000.	Approved	\$37.00
						\$1,492.45

Total Records: 3

3/6/2025