



City Administrator & Staff Update

2025.05.16

- **WHTC:** There will be a resolution of support for a workforce housing tax credit application for 19 single family homes on the property off Pennington Street. This tax credit program requires a minimum city per unit commitment of \$1,000. The developer is seeking TIF to offset the costs of infrastructure and a \$5,000 per unit commitment which a TIF development agreement would easily support.
- **Audit Costs:**
 - Riverside (Pop. 1,000) \$17,500
 - Oelwein \$20,500
 - Nevada (State Auditor) \$27,000
 - Decorah (7,587) \$42,325
 - Peosta \$24,800
 - Hampton (4,337) \$15,000
 - Bettendorf (475,000)
 - Decorah \$42,325
 - Humboldt \$12,500
 - Independence \$29,617.50
 - Story City \$12,000
 - Sheldon \$33,000
 - Knoxville \$27,000
- **Water/Sewer:** Reminder that we have a 5pm work session next Wednesday to discuss rates. The 17.50 base rate with Sewer works, but it is a challenge to make a base rate work with a current rate structure. The costs are disproportionately increased for the middle user and decreased for the low- and high-end user. Likely need to invert the rate structure and add additional rates at 10,000, 20,000, 50,000, 100,000 200,000, and over 200,000/. Exact steps TBD. This will need to be completed at a later date. We recommend continuing with the 3.6% increase using the existing rate structure and dropping to two highest tiers.
- **Pool:** Currently we have 27 lifeguards hired. 10 certified with an additional 6 enrolled in the certification class. For the remaining 11 guards we are working to get a class scheduled.
- **Library:** The Burlington Public Library is excited to launch Our Stories Connect Us - our very first digital storytelling archive, and we would like to extend a personal invitation to you as the City Managers of Burlington and West Burlington to share your story. BPL has long been a place of connection by offering resources and providing access to new and emerging forms of information and technology, and this spring we're bringing our stories to life with a

new initiative modeled on the international Human Library Project. Video interviews will ask participants, 'what connects us?' and will encourage us all to share our stories, passions, ideas. These interviews will be recorded, cataloged and held in the Burlington Archive as well as integrated within our collection so that patrons can 'check out' a person's story. People from all walks of life and folks of all ages are encouraged to come in for an interview.

- <https://www.burlington.lib.ia.us/friends-library/our-stories>
- **Leadership Burlington:** Attended the Leadership Burlington luncheon and graduation. Appreciate their efforts in fundraising, designing and providing banners for every season. We should have the banners in the next 7-10 days.
- **City and ImOn:** Based on the pool monthly costs, I do not see the city moving forward with ImOn fiber to city facilities. Exponentially more versus residential. \$200/month for 36-month contract. Waiting to hear about other sites and hope to hear in next month. Given some additional expansion, they expect costs to be decreased once they finish their upcoming improvements.
- **DCRSWC:** He is a recent update from the DCRSWC.
 - Construction is moving forward well. We've had a few questions with DeLong and SCS regarding some of the soils and waste at our bi-weekly construction meeting. Everyone is getting along well and making good progress. This is the first week they have worked all 5 days. They were exposing the edge of liner today. They will be working on improving the base next week, so we can begin placing the clay for the liner.
 - Our boom lift is out of service. The engine blew up last week. We don't use it every day, but we will need to replace it at some point. We bought it used some years ago, according to Eric and it is probably at the end of its life. We will keep our eye out for a replacement.
 - We got our bids in for the Compactor to be delivered in July. Aljon has the low bid and is the preferred model. The price is \$990,987- which includes 5-year powertrain warranty and the new GPS system. Aljon was unable to offer a trade-in for our current machine. However, the crew would like to keep it as a backup. We will have both bids and other information at the upcoming meeting for the board to consider.
 - Carmie and I have a preliminary meeting with our Auditors next week.
 - Darven's update>>>>
 - Discussions are ongoing with SEIRMC about their OCC recycling. They are wanting to change their OCC recycling process and send the material to us, but the process may take a couple of months. We did receive 3 pallets with boxes of paper that they purged and did not need to be shredded. The Klein Center on the SEIRMC campus has been regularly bringing their recycling (plastics, paper, OCC) to us since February.
 - Working with Wemiga & Walmart warehouse in MP on receiving their OCC for recycling. Wemiga is leading this and there are several things that need to happen from Walmart corporate before this is a go. I have offered to

meet with WM warehouse management, but Lynn (Whaley) tells me he will let me know. This would easily add a semi load of OCC to our monthly totals.

- We are noticing an increase in beverage cans, glass and plastic bottles- more so on cans.
- May market update- OCC dropped \$5, plastic and aluminum are no change. Our paper is still on a price per load basis due to a collapse in the paper recycling markets due in part to a huge fire at a recycling facility in Louisiana and a smaller fire at a fiber recycling plant in February in Mason City. A reminder that we are able to accept a mixed load of office paper/envelopes and newspaper/magazines/similar and we lose load that onto a trailer. This process has almost zero labor and material cost to it.
- Next Tuesday is the Greater Burlington Partnership small business breakfast where we are a table sponsor. Thanks to Carmi's creativity, we will have some cool battery-operated lighted bottles to give away. Next Wednesday I am invited to participate in a panel discussion on service at the GBP leadership class graduation lunch.

IT (Newberry)

- Caught up on maintenance after returning from vacation.
- Received the necessary parts to complete the installation of the pool cameras; installation will proceed shortly.
- Discovered that the Unitrends quote for next year did not include Office 365 backup. This will add approximately \$1,000 to the budgeted cost, putting that line item over budget. However, the total will still be about \$2,000 less than the previous solution. The cost is approximately \$2.60 per user per month, with 37 users.

Police/Fire (Logan)

- Unfortunately, we are not participating in the Special Olympics Fundraiser at Dunkin on Friday, our location did not get picked.
- I spoke with BC Prier; he took 3 Firefighters up to the training that was held in Medapolis this past Saturday. He reported that the training was very beneficial, and everything went well.
- We were assisted by Burlington PD and DMC Sheriff's Office today, we did a search warrant at 105 Ballard, the back apartment looking for a wanted person. We located Jaron Nathan and was placed under arrest for Control of Firearm by a Felon, Interference with Official Acts with a Firearm and an escape charge out of Ottumwa.
- We did qualifications today for Handgun and Shotgun.

Building (Crooks)

5/16/25

1. Six new permits submitted, reviewed, and approved. Permits issued for an accessory building, decks/patios, & fence
2. We have started review on the new VA clinic proposed for W. Division St.

Code Enforcement

1. 14 new nuisance notices were mailed out this week. Mostly for tall grass & weeds, but also for vehicles parked in yards
2. Checked on outstanding nuisance issues and closed one.

Rental

1. Completed rental inspections on three apartment buildings on Meadow Street. I am working on inspection reports and follow up is needed.
2. Follow up on one rental inspection from last week

Licenses

1. Received applications for two new business licenses
2. Received an application for a mobile food vendor

Misc.

1. I spoke to three different project managers for engineering firms working on proposals for alterations to existing commercial properties, and a new commercial construction project. It sounds like all will be moving forward this summer.

5/9/25

- Eight new building permits have been submitted in the last week. All have been approved except one that is in review.
- I completed a final inspection on the safe room at SCC. There are three items remaining that will need to be completed before issuing a C of O. They are scheduled to be done by next week.
- I completed a framing inspection on the new pole building at 305 Dry Creek Ave.
- I spoke to property owners regarding proposed projects.

Code Enforcement

- Nine new nuisance notices were mailed out this week for a variety of issues. Mostly tall grass & weeds.
- Two outstanding nuisances were closed, and one will be moving to abatement.

Rental

- Two rental inspections were completed on single family homes. One new and one renewal.

Misc.

- I attended the IISC presentations
- I completed a review of a business license in the Mall

Finance (Moore)

- Worked on the TIF reconciliation for the auditor and addressed several follow-up questions they submitted.
- Continued tracking employee completion of open enrollment and followed up with those who haven't yet submitted.
- Attended the IISC presentation on Thursday.
- Completed a few related follow-up projects after the presentation.
- Started preliminary work on Fourth of July projects for Andy.

Public Works (Williams)

Streets

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates (77)

Other Activities

- Parks and Broadway trash and recycling
- Service trucks and squad cars
- Sign maintenance
- Building maintenance and clean up
- Work on pool
- Haul brush/grass
- Mow
- Sweep
- Pour driveway/sidewalk (Melville)
- Raise hydrant (Melville)
- Spring clean-up
- Clean up flower beds at pool

Projects

- Spring is seeded and the only thing they have left is to repair a piece of driveway.
- ImOn has started to pour back sections of streets they had to take out
- The trail has been reseeded where there are bare spots

Additional Items/Upcoming Items of Interest

- Cole is signing up to take is grade 1 water treatment
- Jacob signed up to take grade 3 wastewater test
- The pool has 1 bad pump so far and getting with MVP pump to get a price on it to replace.
- We are going to fill the pool at the end of the week