



City Administrator & Staff Update

2025.07.25

- **Joint Meeting Date:** August 12. 4:30PM. Location: Greater Burlington Partnership.
- **Alice Place:** Walked through Alice place this week with Mark and Jesse. Quite a bit of work still left. State electrical inspector passed the third floor only; however, they still have a significant amount of life/sire safety work to complete before they can occupy any apartments. They are working to be ready for a July 30 inspection. Another walk through was conducted Thursday to review remaining items with the general contractor.
- **Pool:** Live remote broadcast at the pool July 30th at 1pm. Let me know if you'd like to do one of the interviews. Music, games and prizes!!
- **Droppett Recycling:** Droppett (Can/bottle redemption) would like to set up a site in West Burlington. Meeting to discuss locations and get more information next week.
- **Dog Days of Summer (Humane Society):** Dog Days of Summer coming up on August 16th from 10am-2pm.
- **Greater Burlington Leadership Program:** Keegan was selected to participate in the 2025-26 Leadership Class: Attached are a copy of the sessions.
- **URP:** Working to update URP project and rebate agreement sheets for our Bond Counsel.
- **Vacations & Conferences:**
 - Vacations
 - 10/8 to 10/13
 - 11/6 to 11/16
 - Conferences
 - Downtown Conference 8/5 to 8/6 - Muscatine
 - IEDA Housing Conference 9/2 to 9/3 - Cedar Rapids
 - Iowa League of Cities 9/17 to 9/19 - Des Moines
 - ICMA 10/24 to 10/29

Building (Crooks)

- On site at Alice Place with Chief Logan Multiple times this week and last. That made serious progress as of July 24th and we hope to have the temporary CO for the building by July 30th.
- Working with a local rental complex that doesn't have an active license to rent and is in substantial disrepair. It is not likely given the safety and health issues that the building will be able to be occupied until all repairs have been completed.

Building

- 1. Three new permit applications received and reviewed
- 2. Completed two site inspections at Alice Place

Code Enforcement

- 1. Ten new nuisance notices were mailed out
- 2. Follow up was completed on outstanding nuisances with many being closed.
- 3. Abated a nuisance in 100 block of Ramsey St.

Rental

- 1. Completed rental inspection for single family home at 609 Brandli
- 2. Spoke to property owner with questions on rental inspections
- 3. Completed follow up on Meadow Street Apartments

Misc.

- 1. Attended meeting with developer on residential development
- 2. Attended Board of Adjustment meeting
- 3. Spoke to several residents regarding possible projects

Finance (Moore)

It's been a full and productive week. Here's a summary of what I've been working on:

- Completed and submitted the annual workers' compensation audit, which involved a detailed review and compilation of documentation.
- Ran all necessary reports for the auditor—this required considerable time to ensure accuracy and completeness.
- Spent a significant amount of time gathering and organizing materials for the Council, including preparing an overview of ClearGov and outlining its potential value to the City.
- Also handled a range of other tasks as they arose throughout the week to support departmental operations.

IT (Newberry)

- Troubleshooting ongoing issues with the Remote Desktop Server.
- Received a large batch of new computers.
- Completed setup of Keegan's new computer and deployed it.
- Installed required applications on Kelly's new computer, pending time to complete the swap.
- Responded to generator failure over the weekend:
 - Worked Saturday to bring systems back online.
 - Assisted with generator repairs to ensure future functionality.
 - Reset breakers at the pool on Saturday following the power outage.
 - Installed server updates during system recovery process

Police/Fire (Logan)

- Walked through Alice Place a few times this week. I did a static test on the sprinkler system and passed today. Spoke with Permar the fire alarm company and they told me it will probably be next week when they can come in and finish the Fire Alarm.

- National Night out being held down at the Port of Burlington on August 5th from 6-8 PM.
- Discussed electric scooters with Jesse and LaTron. Looking to educate these kids first that are running around on electric scooters that are not following the rules of the road. Afraid someone will get hurt - Gregg

Public Works (Mesecher)

Streets

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates

Other Activities

- Parks and Broadway Street trash and recycling
- Service trucks and equipment
- Building maintenance and clean up
- Haul brush and grass
- Work at pool
- Cut concrete and form on Leffler and Swan
- Pour sidewalk on Leffler and Swan
- Mow city properties
- Mow medians



Greater Burlington Leadership Class Schedule 2025-2026

- **Opening Session:**
 - September 17 & 18: (8 AM - 5 PM)
- **Economic Development Session:**
 - October 22 (8 AM - 5 PM)
- **Arts, Culture & Tourism Session:**
 - November 19 (8 AM - 5 PM)
- **Healthcare Session:**
 - December 10 (8 AM - 5 PM)
- **Education Session:**
 - January 14 (8 AM - 5 PM)
- **Government Session:**
 - February 4 & 5 (Southeast Iowa Days in Des Moines)
- **Public Safety Session:**
 - March 4 (8 AM - 5 PM)
- **Environment Session:**
 - April 15 (8 AM - 5 PM)
- **Graduation Session:**
 - May 13 (8 AM - 5 PM)