



City Administrator & Staff Update

2025.06.27

- **Mural:** Ali will be here Monday to start painting! I added a FB post touching on the IISC program, the mural process and what art adds to a community.
- **SRT:** SEIRPC will be submitting the State Rec Trail (SRT) grant for the Agency Street Trail and then the federal grant when it opens.
- **Bolton and Menk: I met with Bolton & Menk Wednesday to discuss upcoming projects and timing. Here is a brief list:**
 - Mt. Pleasant Street engineering and construction management. STBG funding, DOD grant application going in today or Monday.
 - Agency Street preliminary design and final design. Agency Street intersection improvements and Gear Avenue crossing.
 - 24" Force main project – sample RFP/Qs. Also asked Shive and Snyder.
 - Stormwater Master Plan: Final copy next week and scheduling presentation. Working to get the HMGP grant in lieu of the BRIC grant that was cancelled.
 - Trailhead Park preliminary estimates. Something I can use for grant applications.
 - Downtown Streetscape preliminary estimates.
 - Homeland Security Grants – Iowa for stormwater.
 - Lake restoration grants for review and discussion with County Conservation to help with our stormwater issues.
- **URP:** I am working through the TIF worksheets to include our projects and potential TIF agreements in the next URP amendment and in prep for a 2016 TIF Go Bond.
- **Vacation:** Family Reunion Friday- Monday, returning Monday. Planning to get here in time to see Ali working on the mural. Partial days 7/2 and 7/3, but in town and available. I will be checking in as well on the July 4th Set up. Family arrives on the 3rd. This is my parents first time here for the July 4th Celebration!
- **DOD:** Working with SEIRPC, whose is also coordinating with the IAAAP on the DOD grant for the Mt. Pleasant Street Project.
- **VA Utility Easement** – The best route for a portion of the VA utilities is off the access road to the east of the Veterans Memorial on the north portion of our lift station. We have reviewed and see no issues with this access point, and it works better overall from a design point. On this coming agenda. ***See attached.***
- **Airport:** "I wanted to send you a personal invitation to come help us welcome Contour Airlines to our community. It has been a long and anxious process to reach our goal of

attaining jet service back to our airport. Along with welcoming the new airline, we are proud to have the ribbon cutting for the new business hangar that has been completed. **The ribbon cuttings for both will take place in the new hangar – at 2:00pm on July 1st.** Hope to see all of you there!” *Sara Sandburg, Airport Director, Southeast Iowa Regional Airport*

- **Iowa League:** “I have a brief update on the Open Meetings/Open Records training requirement that was imposed under HF706 in that we are waiting for the Iowa Public Information Board (IPIB) to announce its guidance on how the training requirement will be managed. The bill requires IPIB to offer training and to provide certificates of completion; it also allows IPIB to approve other entities (such as the League) to provide training. We understand there are questions about this new requirement as it relates to which officials must take the training - this is also something IPIB will have to determine. League staff met with IPIB a few weeks ago and the training will be required of new elected officials AND new appointed officials on boards/commissions that are considered governmental bodies (such as library boards, planning & zoning commissions, park boards, etc.). IPIB did not believe it would be required of previously elected/appointed officials that are currently in office - but it may not be a bad idea to have those folks go through it as well, to be safe. A few other notes about the training requirement (which others may have already posted, my apologies if so):
 - The training must be completed within 90 days of the official taking the oath of office or assuming the duties of the office
 - The training cannot be less than 1 hour, and not more than 2 hours
 - At least one IPIB training is required to be free of charge
 - Each governmental body must maintain (and make available for public access) a certificate of completion for each member (*this is also something that we must get IPIB guidance on*)
 - IPIB has indicated they plan to offer a free training (likely virtual) every 90 days, but again, we must wait for them to provide specific details on that and everything else. The League will likely also provide training, but we need to first see IPIB's guidance and work with them on being an approved trainer.

As always, we will quickly disseminate any pertinent information via League Weekly and our website along with ClerkNet. I hope this helps a little, despite it not being much of an update. Let us know of any questions. Thanks! Mickey Shields, Deputy Director, Iowa League of Cities.

- **LED Signs:** Sherwood's - please see links below for the videos showing the 6 and 10 mm signs. These videos were taken from 20 feet away with no zoom. We can also schedule a demo trailer to come show everyone if that would help. Let me know if you have any questions. Thanks, and have a great day.

[Virtual Demo 10mm 120x240 4' x 8'.mp4](#)

[Virtual Demo 6.67mm 180x336 4' x 8'.mp4](#)

- **IISC:** Press Release, WB in the news and StoryMap
 - IISC: *Attached* is a press release announcing that the public can access the final products from our 2024-25 partnership. Please let me know if you have any changes you'd like to have made. Also, if you'd prefer that I add quotes from each of you in lieu of the one from Elizabeth that's currently there, just send me your quote and I'll work it in.
 - West Burlington in the news...
Check out the two articles on our recent partnership with IISC and to go more in-depth on the projects with the link below to our StoryMap!

University of Iowa Iowa Initiative for Sustainable Communities Newsletter:

<https://apps.its.uiowa.edu/dispatch/messages/view/490f6b4c-18d7-4b69-8ece-5e314c1d2ca8>

StoryMap

<https://storymaps.arcgis.com/stories/b8d63c8d384146a1aed14d686d4168ff>

Building (Crooks)

Building

1. SCC just submitted a million-dollar renovation to their facility.
2. Four new building permit applications received this week. One was denied and will be moving to the Board of Adjustment for a variance.
3. The plans submitted for the commercial alteration to Shottenkirk Automotive have been reviewed and approved.
4. Site preparations have begun at the VA Clinic on W. Division St.
5. A final inspection was completed, and Certificate of Occupancy was issued for the office space alteration at SEIRMC for the Education Department.
6. Alice place is wanting to be completed by the end of July. Progress is continuing and Jesse and I will be starting final inspection next week.
7. I have been working with a new property owner on a project on West Burlington Avenue.

Code Enforcement

1. Five new nuisance notices were mailed out this week

2. Follow up was completed on outstanding nuisance issues with several being closed. Final notices were posted on two properties. Property owners have either removed the nuisance or contacted me with a plan to do so.

Rental

1. Communicated with the property owner regarding the revoked rental permit and the steps to get the tenant evicted and the permit re-issued.

License

1. Two new licenses issued this week. One for mobile food and one new permanent business.

Misc.

1. There has been an increase in mobile food licenses issued over the past few weeks due to local businesses wanting them to set up at their locations during the week. I have been communicating with the property owners to make sure the food trucks have their licenses. The property owners have been very responsive.

Finance (Moore)

- This week, I completed the process of gathering and organizing all materials requested by the auditors ahead of their scheduled visit on Monday. The documentation includes financial records, supporting schedules, and other relevant files. All finalized materials have been uploaded to the designated Dropbox folder to ensure easy access and to facilitate an efficient audit process.
- In preparation for the upcoming 4th of July Bike Races, I began assembling participant packets, which will include race information, safety guidelines, and other necessary materials. This work is being coordinated to ensure a smooth and well-organized event.
- Additionally, I provided support for final preparations related to the community pool opening scheduled for Friday. This included assisting with operational readiness tasks and helping ensure that all necessary arrangements are in place for a successful and safe opening.

IT (Newberry)

- Trained employees on entering inventory data into Square. They just needed a quick refresher from last year.
- Added missing items and prices into Square. The system should be ready to go for the pool on Friday.
- Deployed the Unitrends backup solution, which is now backing up internal servers. The final step is to complete the Office 365 backup to fully transition to the new solution.
- Ordered a new mount for WBSquad05. The existing mount, from 2018, failed and is an older model that's no longer under warranty.
- Installed a new MDT (laptop) in Squad 08, putting it back in service.

Police/Fire (Logan)

- We have had 3 interviews this week, with one of them being a certified police officer currently. All three interviews went well; we have some follow up to perform and we will see where it leads us to.
- I've let patrol know that they need to do extra patrol on WB Ave with the lane closures on Hwy 61 with the bridge deck repair. I believe we will see and increase amount of traffic on WB Ave.
- We will begin extra patrol at the pool starting on Friday.
- I disposed all the signs that were placed behind the shed.
- Justin did an inspection on the Fireworks Tent at the mall, and they should be up and running today.
- We still have two tents that need to be inspected before they can start selling anything.

Public Works (Williams)

Streets

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates (31)

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
- Maintenance at sewer plant
- Water plants
- Spray weeds
- Dirt work (Agency)
- Clean pool
- Put up umbrellas at the pool.
- Back fill/pour concrete at pool.
- Weed flower gardens

Projects

- Im Onn will be back to finish some concrete patching and fix a ally they dug up.
- Hartco with Medicom still needs to come back and pour back some sidewalks they have cored out.

- Alice place is getting their driveway ready to pour and will be pouring a short section of sidewalk to meet our sidewalk on Van Weiss

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.
- Mvp has come down to put our pump back in the pool house. We are still waiting on the pump that runs our drainage pit.
- We started filling the pool on Saturday morning and into Sunday night. All the pumps are on and running. We have added chemicals and getting everything cleaned up to open on Friday.
- Theres a grant out that could fully fund new safety crossing arms for the railroad crossing on sunset for which I'm applying. (Applied)

Preparer: Brent Haase, 4551 S Washington St, Grand Forks, ND 58201 (701) 757-0146
Return to: RISE Companies, LLC, 801 Burns Street, Hawley, MN 56549

**TEMPORARY CONSTRUCTION EASEMENT
AND
PERMANENT SANITARY SEWER UTILITY EASEMENT**

For the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City of West Burlington, an Iowa municipal corporation whose address is 122 Broadway St, West Burlington, IA 52655 ("Grantor") hereby grants to RISE Companies, LLC, a Minnesota limited liability company whose address is 801 Burns Street, Hawley, MN 56549 ("Grantee") a Temporary Construction Easement and a Permanent Sanitary Sewer Utility Easement over the real estate more particularly described below, upon the terms and conditions set forth hereafter.

1. Temporary Construction Easement. Grantee, its agents, employees, and contractors are granted a Temporary Easement in, under, and across the Temporary Construction Easement Area as defined in the attached Exhibit A. The Temporary Construction Easement shall be for the purpose of constructing and installing a permanent underground sanitary sewer pipe. The Temporary Easement is granted for a period of twenty-four (24) months until such time as construction and installation of the sanitary sewer pipe has been completed.

2. Permanent Utility and Drainage Easement. Grantee, its successors and assigns are granted a Permanent Sanitary Sewer Utility Easement in, under, through, and across the Permanent Easement Area as described in the attached Exhibit A for the purpose of constructing, maintaining, repairing, and replacing the permanent underground sanitary sewer pipe within the Permanent Easement Area.

3. Restoration. Following completion of construction and installation of the sanitary sewer pipe, Grantee, or its agents, shall restore excavated ground as nearly as reasonably possible to its original condition

4. Indemnification. Grantee shall indemnify and hold Grantor harmless from and against any damages, injuries, claims, suits, liabilities, costs, expenses or the like, including, without limitation reasonable attorney's fees and costs (whether or not any legal proceedings are commenced) arising out of or in any way related to Grantee's use of Temporary Easement Area and the Permanent Easement Area by Grantee's agents, employees, guests, invitees, contractors or the like.

Grantee shall be solely responsible for the means and methods of the initial installation and/or construction of the sanitary sewer pipe. Grantee and its agents and contractors shall be solely responsible for the safety of persons and property during the installation and/or construction process and shall indemnify and hold Grantor harmless from any and all liability, including attorney's fees in connection therewith, resulting from the acts or omissions of Grantee.

5. Waiver. No waiver of any breach of the easement or of any rights, obligations, covenants or provisions herein shall be construed as, or constitute, a waiver of any breach or a waiver, acquiescence in, or consent to any further or succeeding breach of the same or any other such easements, rights, obligations, covenants or other provisions.

6. Covenants Run with the Land. All the terms and provisions hereof are and shall be deemed to run with the property described herein and shall burden and benefit such property as described herein and, with respect to such property, each owner, the holders or owners of any mortgage, indenture, deed of trust or deed to secure debt encumbering any of such property, any purchaser at a foreclosure sale, any other person or entity acquiring any right, title or interest in such property and their respective heirs, executors, administrators, representatives, successors and assigns.

7. Duration. The easements granted herein and all other provisions hereof shall be effective as of the date set forth below and shall remain effective for a duration of 99 years from the date of execution hereof, and shall run with the land until such time as the easements granted herein may be terminated, extended or amended by the recording of an appropriate document in the office of the County Recorder of Des Moines County, Iowa. If Iowa law shall hereafter be amended to allow easements to be effective for a period exceeding 99 years, the duration of the easement granted herein shall automatically extend for such longer period, even if perpetual.

8. Amendment. All of the terms and provisions hereof may only be amended or modified, upon the written consent of all parties hereto or their respective successors and assigns.

9. Severability. All rights, powers and remedies provided herein may be exercised only to the extent that the exercise thereof does not violate any then applicable law and shall be limited to the extent necessary to render the covenants herein valid and enforceable. If any term, provision, covenant or agreement contained herein or the application thereof to any person, entity or circumstance shall be held to be invalid, illegal or unenforceable, the validity of the remaining terms, provisions, covenants or agreements or the application of such term, provision, covenant or agreement to persons, entities or circumstances other than those to which it is held invalid or unenforceable shall not be affected thereby.

10. Binding Effect. The rights and obligations herein provided shall inure to the benefit of and be binding upon the parties hereto, their successors, and assigns.

11. Governing Law. The terms and provisions hereof shall be governed by the laws of the State of Iowa. Any court proceeding or litigation arising out of or pertaining to the easement granted herein shall be venued in Iowa state district court in Des Moines County, Iowa.

12. Entire Agreement. The terms and provisions hereof contain the entire agreement between the parties and there are no oral understandings or agreements other than those set out herein.

[Remainder intentionally blank. Signature page to follow.]

IN WITNESS WHEREOF, the parties have executed this Temporary Construction Easement and Permanent Sanitary Sewer Utility Easement as of June __, 2025.

RISE Companies, LLC

By: Eric Card
Its: Manager

STATE OF _____)
)SS
COUNTY OF _____)

This record was acknowledged before me on _____, 2025, by Eric Card, as Manager of RISE Companies, LLC, a Minnesota limited liability company.

Notary Public

(SEAL)

City of West Burlington

By: Ron Teater
Its: Mayor

Attest: _____
By: Kelly Fry
Its: City Clerk

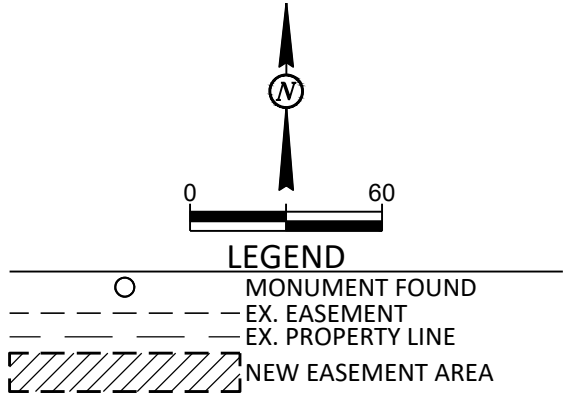
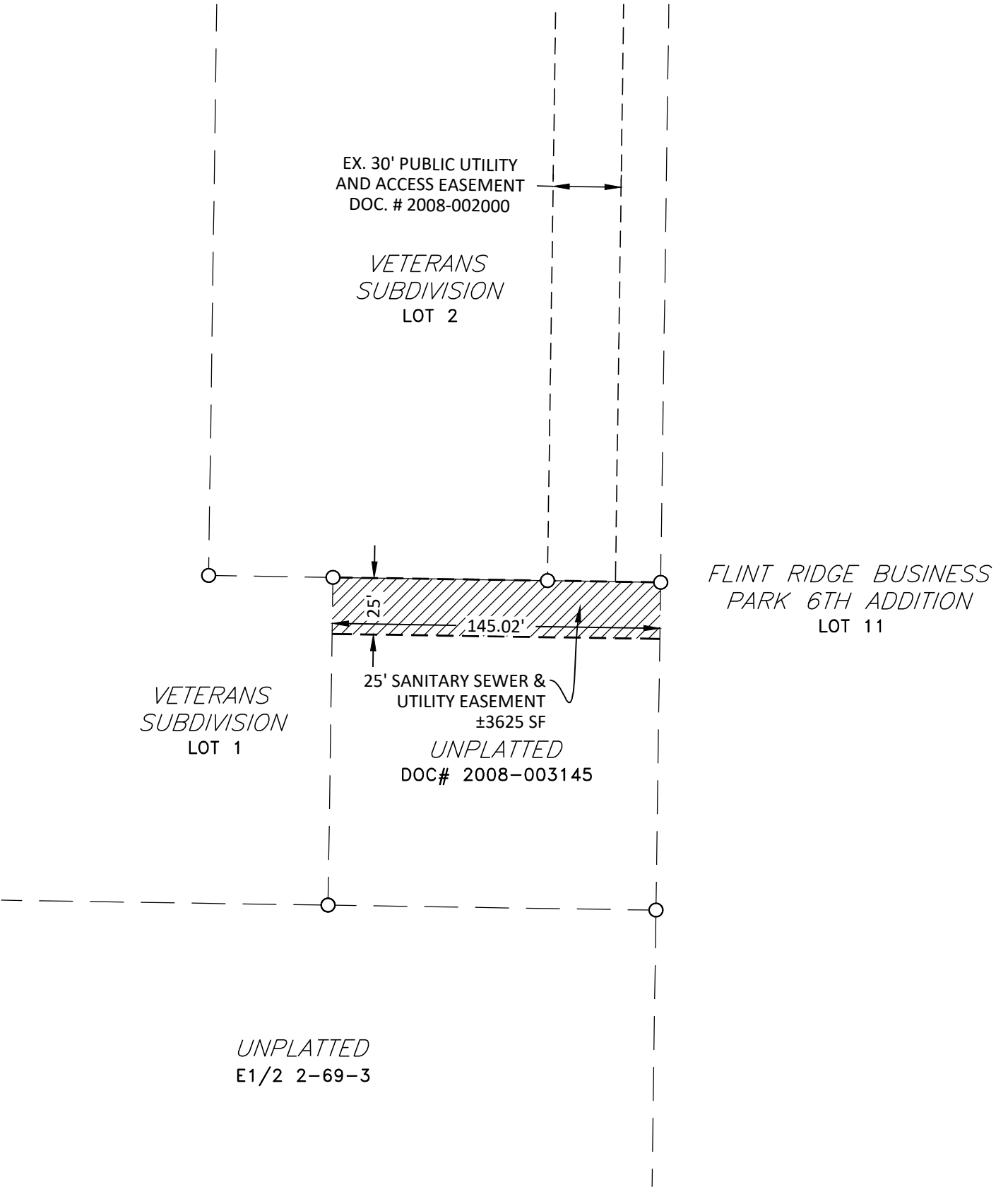
STATE OF _____)
)SS
COUNTY OF _____)

This record was acknowledged before me on _____, 2025, by Ron Teater, as Mayor, and Kelly Fry, as City Clerk, of the City of West Burlington, an Iowa municipal corporation.

Notary Public

(SEAL)

EXHIBIT A
25' SANITARY SEWER & UTILITY EASEMENT
PART OF THE EAST HALF OF SECTION 2, TOWNSHIP 69 NORTH, RANGE 3 WEST
CITY OF WEST BURLINGTON, DES MOINES COUNTY, IOWA



**PRESS RELEASE
FOR IMMEDIATE RELEASE**

June 25, 2025

University of Iowa's Initiative for Sustainable Communities shares final projects with West Burlington and Burlington officials

The work produced during the 2024-2025 partnership between the University of Iowa's Initiative for Sustainable Communities (IISC) and the Cities of West Burlington and Burlington is now available to the public. The partnership included work by nearly 90 University of Iowa students and faculty who completed 15 projects.

IISC is a program that connects Iowa communities with University of Iowa classes to produce meaningful work while providing hands-on learning experience. Graduate students and upper-level undergraduates complete professional-level capstone projects that benefit an Iowa community while preparing students for the labor force.

The work in West Burlington and Burlington included several projects focused on increased collaboration and reciprocity between the two cities. Chief among these were a shared services study, an arts and culture master plan, and a transportation plan.

Though the two cities have historically had a friendly rivalry, there is a growing interest among municipal leaders in combining efforts. "Nationwide, many neighboring cities are adopting ways of sharing services to be more efficient and cost-effective, while also improving the services they offer residents," says Travis Kraus, director of IISC and a faculty member in the School of Planning and Public Affairs. "It was great to work with two city administrators—Chad Bird of Burlington and Gregg Mandsager of West Burlington—who are setting their communities up for long term success."

Additionally, many site-specific projects were completed for each city. This included several engineering projects, such as plans for a new building to house Burlington's Parks and Recreation Department and Forestry Department, and designs for streetscaping around West Burlington's City Hall. West Burlington has seen an immediate outcome from one student-led project. Design work from a team in Civil & Environmental Engineering on a trail project led to a \$60,000 credit from a consulting firm.

The impacts of an IISC partnership can often take time to materialize as communities work to implement recommendations, but two projects came to fruition this year—a pollinator garden and a mural. Last fall, students enrolled in a prairie restoration course planted more than 400 native species in Pat Klein Park. While this spring, UI Art and Art History professor Ali Hval collaborated with community members to create a mural in an alley behind the Art Center of Burlington.

Elizabeth Pappas, executive director of the Art Center of Burlington, worked closely with Hval as well as with the team that created an arts and culture master plan. She was an enthusiastic supporter of the entire IISC partnership year, saying, "I have been so impressed with all the students and their thoughtful, thorough approach. They have been very hands-on and have truly done their research on our community and its rich history—so much so that I think I learned a thing or two I didn't know through their findings and insights."

All student-produced materials can be viewed and accessed through a StoryMap, <https://bit.ly/WBBStoryMap>.

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The Iowa Initiative for Sustainable Communities is a campus-wide, engaged learning program housed in the Graduate College at the University of Iowa. IISC invests University of Iowa faculty and student time to increase the capacity of Iowa communities and to help them plan for a sustainable future. By taking students out of the classroom and into communities to complete real-world projects, IISC accomplishes two university-wide goals: enhancing sustainability across the state and transforming teaching and learning at the University of Iowa. To view current projects and past partnerships, visit <http://iisc.uiowa.edu>.