



City Administrator & Staff Update

2025.06.13

- **IISC:** Travis Krauss - Hi all! I'm happy to share with you the final deliverables for the Arts & Culture Plan, which you can access here: <https://iisc.uiowa.edu/projects/west-burlington-burlington-arts-and-culture-plan>. One of the graduate students has stuck with the project and is finalizing a StoryMap, which will also be ready to share soon. You can see all the IISC projects from the last year here: <https://iisc.uiowa.edu/partners/west-burlington-burlington> Thanks for your all your guidance and efforts working with the graduate students on the arts and culture planning project. I know they had a very positive experience working on it. PS... you'll be seeing one of the team members often. Joey accepted a position with SEIRPC.
- **IISC Projects – Final Deliverables:** You can use the link above or I have already downloaded everything if you would like a Dropbox or Google link or USB copy.
- **Prairie Workday:** The Prairie workday at Pat Kline is being moved to Tuesday or Wednesday of next week if you are interested in attending. Professor Mike Fallon and Sam Hollingsworth from Prairie Roots along with volunteers from our Master Gardeners will be joining us.
- **Banners:** With a few tweaks, the banners are going up downtown. We are looking at getting the same rods with the rounded tips for the lower brackets as well.
- **RV Park:** Met with the developer of the RV park to review their current plans. Things are coming along nicely, and they are submitting their permit to proceed. Likely down in stages (the number of RV parking sites). There are several amenities on site as well.
- **GIS:** Austin at Des Moines County GIS is in the process of adding our 24 new layers to the back and front end as appropriate.
- **Garage Sale Map:** Map attached and the QR code will be ready 6/12/25.
- **Article:** Preparing an article for submission to the Iowa League magazine regarding our native planting efforts.
- **Housing:** The tax credit application is submitted, and I will be working to include numerous projects in the urban renewal plan update for the new GO TIF Bond and this housing project, etc. Just a reminder, that just because it is in the plan doesn't mean that you will be doing a project. However, to do a project, it must be in the URP. So, I like to include as much as possible to save time and legal expenses.

IT (Newberry)

- Gregg and I decided to use existing equipment from the fire department to create a building-to-building wireless bridge. This will allow us to bring the last camera at the pool online without purchasing new hardware. The bridge devices are already configured and ready for deployment. I'm currently waiting on brackets to arrive before mounting them.
- On Monday, we conducted a site survey at the pool and decided to switch internet and phone service to Mediacom due to cost savings and reliability. This option is more cost-effective than putting Windstream on vacation mode every year. Mediacom has a PED on-site, which will make installation straightforward. The contract is month-to-month with a five-year price lock, and while there's a \$150 install fee, that cost will be recouped over the summer alone.
- Ed has been provisioned in our system for his return to work on the 22nd. We're excited to have him back with the Police Department. I'll be coming in on the 22nd to help ensure his first day goes smoothly.
- The switch in the server room that splits internet between routers has been replaced. This was equipment purchased prior to my trip to Des Moines.

Police/Fire (Logan)

- I went by 517 Melville Ave and spoke with them reference to chickens on their property. I advised them they need to fill out paperwork and come to a council meeting. I will follow up with it next week if they do not stop in.
- I have 8 applicants that stated the will be taking the Police Test on Saturday.
- National Night out is on Tuesday, August 5, 2025, from 6:00-800 PM, between the Port of Burlington and Memorial Auditorium. Both the Fire and Police Department will be participating in this community event.
- Rifle qualifications will be next week.
- Animal Control Board: Meeting is scheduled for

Building (Crooks)

Building

1. Ten permits have been issued for various items.
2. A framing inspection was completed on office alteration at SEIRMC
3. A framing inspection was completed on an alteration to the X-Ray at SEIRMC

Code Enforcement

1. Twelve new nuisance notices were mailed out, mostly for tall grass & weeds
2. Follow up was completed on outstanding notices with most all of them being closed

Rental

1. Two rental inspections completed on single family homes
2. Follow up completed on violations for recent rental inspections
3. Still working on the Meadow Street apartment inspection

License

1. Two new business licenses were issued

Misc.

1. Attended a zoom meeting with planners for a proposed commercial project
2. Attended Coffee & Conversation at the Bean Counter
3. Attended a meeting on the proposed RV Park
4. Met with several residents, both on site and at city hall, to talk about proposed projects

Finance (Moore)

- I attended the Municipal Professional Academy in Ames from Monday through Wednesday this week. It was a valuable opportunity to engage with peers and gain insights into best practices in municipal finance and administration.
- Last week, I worked on evaluating the sewer 110% revenue requirements to ensure we are on track to meet compliance thresholds. I also conducted research into historical project records and prior work related to the pool in response to the recent leak, to support next steps in assessing and addressing the issue.

Public Works (Williams)**Streets**

- Water and sewer labs

Utilities

- Lift station rounds
- Clean lift stations
- Locates (20)

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
- Planting along the trail
- Planting at city hall
- Clean Pat Klien bathrooms
- Water plants
- Fixed and put up WB sign at the truck stop
- Rock shoulders
- All day safety class for chainsaw training

Projects

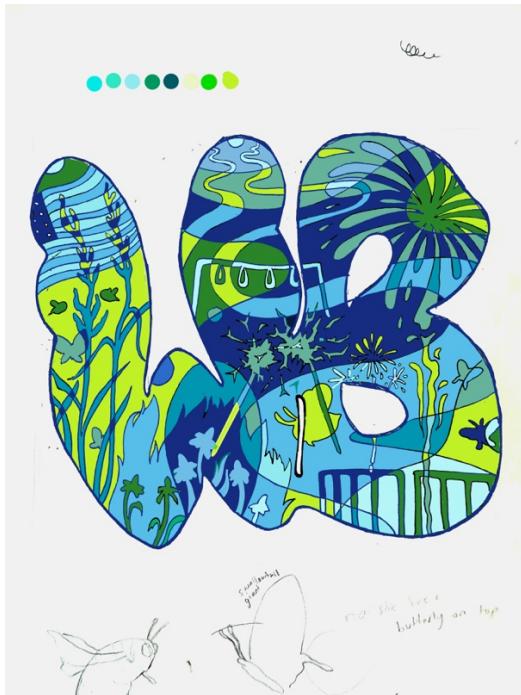
- ImOn will be back to finish up some concrete patching and fix an ally they dug up
- CDB poured back concrete areas on Friday
- Hartco with Medicom still needs to come back and pour back some sidewalks they have cored out
- Alice place is getting their driveway ready to pour and will be pouring a short section of sidewalk to meet our sidewalk on Van Weiss
- The Dot said they will be opening West Burlington Ave June9-11

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 ordered a new pool pump. That pump is what drains the pool
- MVP came to pool to pull another pump that was leaking and will be repairing it
- We had Acco down at the pool all day Monday locating and pressurizing lines. We have put a camera down every line that we can get to and have found 2 breaks in the pipe. Millard's are taking out the pool deck in the sections that were located and will be trying to locate the broken pipe. Once those 2 areas are fixed, we will pressure test the line to make sure we don't have another leak somewhere else that we couldn't see on the camera. We won't have a date for opening till we have pressured tested the line once the 2 lines are fixed to ensure there aren't other leaks.
 - FB has additional videos and photos regarding the leak.
 - Work on the pipe repairs began Thursday. The pipe will be pressurized and tested before fixing what they believe to be break #2.

Mural: Here are the color schemes for the mural...fireworks will be improved upon color decision. **#1 came out on top with the committee.** I'll ask Ali to move forward with work on the firework improvements. Plan is to have it ready for the 4th of July as long as I get this to her asap.

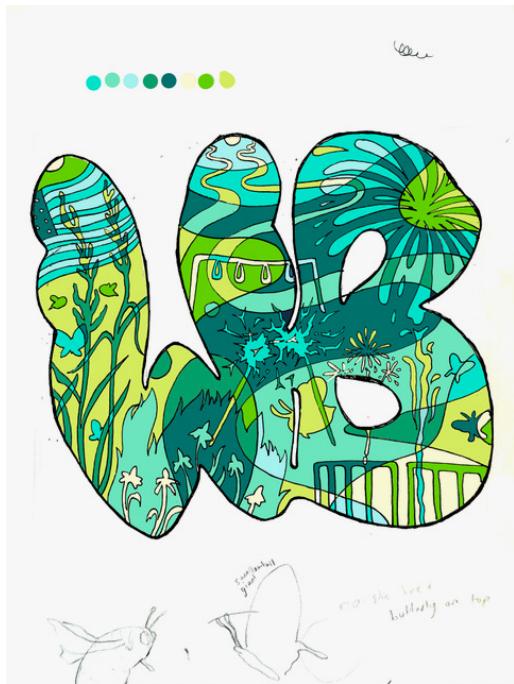
#1



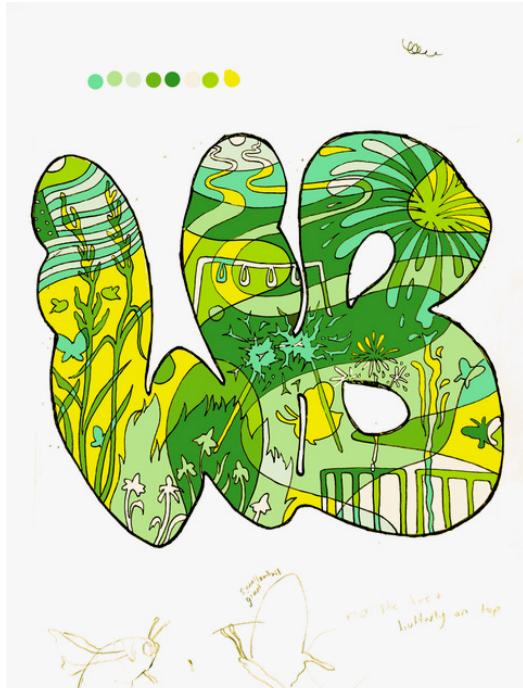
#2



#3



#4



West Burlington City-Wide Garage Sale Saturday, June 14th

