



## City Administrator & Staff Update

2022.10.07

- Beaverdale: Following the Iowa League session I called and spoke with the Beaverdale HOA board member and contact SEIRPC to inform them of the SRF funding and provided the IFA contact information. Also attached is the summary sheet from our recent follow up session discussing the immediate need to begin planning, engineering and construction of new watermain in all three HOAs.
- TIF: Maggie Burger will be delivering the TIF report on November 2nd at our council meeting.
- Cobo: See bottom of the page for a summary of the recent conversations – newest at the top.
- Evaluation: Attached is the annual CA evaluation form. Please return to me by 11/21 and I will collate in prep for the closed session.

### IT (Newberry)

This week I put cameras in the server room to monitor for people messing with the equipment. Due to being sick this week I have not accomplished as much as I would like as I was unable to attend the ICIT conference. I am filling out an audit so that we are compliant with the federal grant for CrowdStrike and the 24/7 Soc Monitoring. I have a proposal that I need for us to review on the printers to see if we want them to be replaced on lease. It is not much over what we are paying now and will give us new hardware every so many years. I recommend we go through with it if it is feasible, and Gregg doesn't find any problems with it (agreement). Also trying to implement something better for my help desk to try and get people to use it. I will check the backups today and ensure they restore and power on. If you have any other questions don't hesitate to ask.

### Police (Logan)

- Officer Schlueter was involved in a Traffic Accident with his Task Force Vehicle. The accident occurred on Division and S 5th in Burlington. He was traveling Eastbound on Division when a vehicle either ran the stop sign or pulled out onto without yielding to Officer Schlueter. Burlington completed the Accident Report, and the vehicle was towed out to Collision Center to check for extent of damage. At this time Officer Schlueter is driving a Burlington Vehicle, which was approved by Burlington City Officials.
- I will be on Vacation starting on September 30 – October 7, but I will be working now on October 5. I will be at the school and working on a Threat Assessment with the State Contractor.
- Gregg – Officer Schlueter is looking for used vehicles in the area for use as a Drug task Force car to replace the one that was recently totaled. They are paying the city over \$6,000 for the old Taurus.

## Building/Fire (Ryan)

- Nuisances: Spoke with Farm King about illegal signs. They requested documentation that they were in violation – provided same. Complaint filed to me about illegal dumping – law enforcement matter. Complaint filed about cutting fence locks – law enforcement matter. Reviewing lawns and nuisance residences that have been notified for compliance. Trying to contact a property owner that lives out of state regarding their property – no address available to contact them at.
- Building Permits and Licenses: Reviewing two commercial remodels, garage permit request and sign permit request.
- Code Review: Reviewing cellular tower request. Reviewing and replied to Menards on outdoor storage request. Gave contractors permit cost estimate for 4 projects they are bidding in town.
- Rental Inspections – None scheduled at present time
- Alcohol – None scheduled
- Fire Department
  - 5 members went to Mt Pleasant Oct 1 and 2 for training in agriculture accidents, grain bin rescue, interior fire attack and forcible entry. Were newer members and this was good training for them based on their feedback. No cost to City.
  - Monday night's training consisted of building search. Included Junior Firefighters in this – no smoke or fire was used.
  - Tuesday (4th), I taught Rehab to the County CERT team. Rehab procedures and equipment descriptions/locations.
- Week Activity for Sept 22 - 30, 2022
  - Nuisances – Sign review on Agency – within ROW and legal. Spoke with 3 property owners about illegal signs – all being removed (fin signs). Had 1 lawn mowed by contractor. Spoke with contractor over issue of tracks in ROW – the contractor will fix them. Advised 1 vendor to leave due to no license – advised how to get license but they weren't interested.
  - Building Permits and Licenses: Issued 1 burn license. Spoke with food vendor about licensing.
  - Code Review – Inspected plumbing and steel at Student Center. Inspected steel and siding at Midwest Vinyl. Inspected walls at Daycare. Code review for solar project – awaiting permit. Reviewing nuisance code and several properties for violations – preparing cases against property owners.
  - Rental Inspections – None scheduled at present time
  - Alcohol – None scheduled
  - Fire Dept:
    - Fire at Borghi – initially came in as the trash compactor on fire. Burlington Fire was 3 blocks away at time and was able to arrive first. We sent 3 apparatus. Fire was put out and no injuries reported. Building sustained minor cosmetic damage. Compactor sustained damage to some electrical components but nothing else. Deputy Chief Logan and Chief Ryan investigated the fire – cause determined to be careless discarding of smoking materials.
    - County Fire meeting covered GIS office. Also gave tour of new WB Engine 1.

### **City Clerk (fry)**

- Nagrocki townhouses: It looks like October 26th at 5:30 will work for a Board of Adjustment Hearing to consider Nagrocki's townhouses. Multi-family with more than four dwelling units are allowed as a Special Use when approved by the Board of Adjustment.
- Emergency Management: I emailed Gina Hardin to see if she could attend a Council meeting in November to give an overview of the Emergency Response process for Des Moines County and explain the City Council's role in responding to emergencies and updating the emergency response plan. She is out of the office for training but said she would be happy to meet with Council. I need to know if they want to have her come to a council meeting or if they want to hold a work session. Melanie mentioned a Work Session.
- Airport Zoning: I updated the commission after your review of the State Code. That seemed to answer the questions they had.
- CIP: Working on updating the document and entering projects. (Gregg – then I will modify to fit WB, add funding and score).
- Menards variance request: Menards is planning to ask for a variance to expand their outdoor storage onto the lot just east of their current storage facility. Outdoor storage is not permitted in that zoning district. The current storage facility was granted a special use to use the building for storage, with the stipulation that nothing is stored in the front of the building. Their request is to have outdoor storage in front of the pond.
- Library Update: Rebecca Teater would like to give a quarterly update from the library. They have hired a new director, so there have been some big changes.
- There is a Hospice Walk at the hospital this weekend. It will be on the hospital campus and in the right-of-way down Washington Rd.

### **Public Works (Brissey)**

Staff Report September 28- October 5

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates
- Service trucks and Squad cars
- Mowing Parks and city properties
- Maintenance and clean up at sewer plant
- Patching
- Working on winterizing pool
- Watering all trees that have been planted in town, sewer plant and potted seedling. Pumps in tower aren't functioning properly. Boomerang and Jetco are to be here Thursday 9-29-22. New tower not in service yet. Seeding crew for Boomerang is here working. As of 10-30-22 Tower pump offline.
- Hauling salt
- Water main repair 509 Ballard two-day job had problem finding parts.
- Air ReLeaf valve on 24" sewer force main broke looking for parts not good. We got it repaired and back in service Friday.
- Finally got Beaverdale water main leak fixed after leaking for three weeks.

## Staff Report September 21- September 28

- Water lab
- Sewer lab
- Lift station rounds
- Parks and Broadway trash and recycling
- Locates
- Service trucks and Squad cars
- Mowing Parks and city properties
- Maintenance and clean up at sewer plant
- Patching
- Working on winterizing pool
- Watering all trees that have been planted in town, sewer plant and potted seedling
- Planting 8 more trees in Pat Cline and Community Park.
- Boomerang is working on pump testing in tower, sanitizing and back tee test in tower has passed. Pumps in tower aren't functioning properly. Boomerang and Jetco are to be here Thursday 9-29-22. New tower not in service yet. Seeding crew for Boomerang is here working.
- LL Pelling company sealcoating is done.
- Hauling salt
- Water main repair 509 Ballard two-day job had problem finding parts.
- Air ReLeaf valve on 24" sewer force main broke looking for parts not good.

**Cobo: Here is a summary of the latest communications.**

Perfect, thank you Gregg.

GJM - I will review with Council tomorrow night. The ordinance process will be starting but takes three readings. Yes, the snow emergency would apply to Division, but typically the work is done early morning.

COBO - To keep you posted:

- bids are still coming in, I will close this (deadline) mid this week to be able to pick the contractor no later than early next week.
- bidders confirmed the possibility to do it before the end of the year
- tentative construction time is mid-November.

COBO - Will this work city side?

I had a quick look at city meeting minutes and looks like you are changing the snow emergency plan city-wide.

Anything specific to Division St?

Let me know if you need anything else by next council and/or me to join.

COBO - It's not firm yet, we want it done before the snow! I hope to have a final answer in one week from now.

GJM - Thanks very much and good to hear.

Do you have a timeline for construction?

Trying to review the timing for the ordinance.

COBO - Just to keep you posted, we are doing a final round of bids collection / implementation time. With multiple offers on hand, we should get the ok to proceed very soon. Everything seems moving in the right direction.

GJM - I was hoping to get a status update as we are already in September.

COBO MANAGER

Daniele Ferrari

Operations Manager

COBO USA CORPORATION

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## **DES MOINES COUNTY, IOWA**

### **Housing Listening Session with Local Major Employers.**

Hanna:Keelan Associates, P.C., a Community Planning and Research Consulting firm, based in Lincoln, Nebraska, is conducting a County-Wide "Housing Listening Session" with select major employers in the Des Moines County area. You are invited to provide input regarding local workforce housing needs in the County, which will greatly assist Southeast Iowa Regional Planning Commission in completing a County-Wide Housing Needs Assessment. **Your participation is greatly appreciated.**

## **THURSDAY, OCTOBER 13<sup>TH</sup>**

**11:00am – 12:00pm.**

**Zoom Meeting ID: 831 8964 5048**

**Passcode: 544441**

**Link:**

<https://us06web.zoom.us/j/83189645048?pwd=QjNoQ3c5V0lxa3U4TC9wUVU4b3BIQT09>



## **DES MOINES COUNTY, IOWA**

### **Housing Listening Session with Local Elected Officials.**

Hanna:Keelan Associates, P.C., a Community Planning and Research Consulting firm, based in Lincoln, Nebraska, is conducting a County-Wide "Housing Listening Session" with local elected officials in the Des Moines County area. You are invited to provide input regarding local housing needs in your Community, which will greatly assist Southeast Iowa Regional Planning Commission in completing a County-Wide Housing Needs Assessment. **Your participation is greatly appreciated.**

**THURSDAY, OCTOBER 13<sup>TH</sup>**

**2:00pm – 3:00pm.**

**Zoom Meeting ID: 853 9184 4839**

**Passcode: 912401**

**Link:**

<https://us06web.zoom.us/j/85391844839?pwd=NFBFdG5PW59EQXE3dkg5R29TRlJlDQQT09>



**Beaverdale, Westwood Hills, and Woodsman Subdivision  
Joint Meeting with City  
September 27, 2022**

**AGENDA**

**Contract Expiration Date - May 1, 2024**

**Rates for FY 22/23** - According to the water contract with the subdivisions, they will pay the same rate as West Burlington residents as follows:

Rate FY 22/23
\$30.16 – Minimum Monthly Distribution (Includes 3,000 gallons)
\$12.71 per 1,000 gallons of Water

**Escrow Accounts**

Each subdivision maintains an escrow account with the City to pay for any repairs to the water mains. As of September 26, 2022, the escrow account balances were:

Beaverdale	\$ 69,023.83
Westwood Hills	\$ 8,445.61
Woodsman	\$ 30,856.88

Subdivision	Customer Accounts	*Escrow Balance 9/1/22	Monthly Escrow Contribution	Expenses paid from Escrow In FY 22/23* (as of Sept. 1st)
Beaverdale (Includes Twin Ponds)	56 6 Total = 62	\$66,413.92	\$15 \$5 (Twin Ponds Sub)	\$28.41 (includes repairs and electric bill for meter pit)
Westwood Hills	45	\$ 7,856.73	\$10 (7/22)	\$61.12 (includes repairs and electric bill for meter pit)
Woodsman	36	\$29,997.99	\$10 (8/22)	\$61.11 (includes repairs and electric bill for meter pit)

\*Payments made to escrow accounts are placed in a separate line item for each subdivision.

**Lost Consumption FY**

The difference in usage between main meters and individual customer meters

Subdivision	FY 21/22	Charged to Escrow	Current FY 22/23 (July, Aug, Sept.)	Equivalent Charges (w/o tax)	# Of Leak
Beaverdale	716,640 Gallons	\$ 9,655.00	716,640 Gallons	\$ 4,106.73	1
Westwood Hills	52,810 Gallons	\$ 355.61	32,090 Gallons 56,990 Split	\$ 362.17	N/A
Woodsman	52,810 Gallons	\$ 355.61	24,900 Gallons 56,990 Split	\$ 362.17	N/A



## History regarding discussion of Water Main Improvements

**February of 2006** – The city agreed to sponsor a Community Development Block Grant application to help pay for improvements to the water mains in this area. Snyder & Associates completed a Water Study with the CDBG application at the cost of \$4,500 to the Beaverdale Subdivision. The grant was not awarded for this project. The Beaverdale Subdivision would like to meet with the City to discuss improving their water mains. During earlier discussions with the City, we informed them that any water main replacement would need to be done in accordance with City regulations. This means the mains would have to be replaced with a minimum 6-inch line. A 6-inch line is the minimum size line necessary to support fire protection. Currently, the 2-inch lines in the subdivision do not allow for fire protection in the Beaverdale Subdivision. The only fire hydrants in the Beaverdale area are located on Beaverdale Rd. Lori Whalen with the Beaverdale Subdivision stated that they received quotes to replace the existing mains with the same size that is currently in place. The cost to replace the mains with a larger line would be much more expensive, and they feel that the residents can not afford the added cost to run the larger lines. They indicated that they would like to meet with the City at a later time to discuss upgrades to the mains.

**September of 2014** – Discussed the age and condition of the water mains and the supply of material to make repairs. Francis Pump and Well has purchased the remaining supply of obsolete fittings and pipes to make repairs to the existing mains.

**November 2016**– Discussed the water mains' age and condition and the material supply to make repairs. Francis Pump and Well has purchased the remaining supply of obsolete fittings and pipes to repair the existing mains. Beaverdale Trustee Lori Whalen thought annexation for the subdivision would be received more openly now, but Lori was told the City would not likely go in that direction. The cost to the City would be too great for the subdivision to meet all the requirements and specifications. Contract obligations will be met in the year 2024. Beaverdale's electricity charges have been obsolete for a partial year, and Eastern Iowa Light and Power have not been charged for services. However, Westwood and Woodsman's electrical charges have increased due to scheduled rate changes.

**November 2017**–Discussed the same issues as the previous years: the aging water mains and their condition. The future of the agreement was spoken briefly. In May 2024, the contract expires, and Administrator Gifford explained that if the contract is to be renewed, there is a possibility of charging the Subdivisions an additional fee or service charge. Mr. Reckling inquired about future sewer connections and was told the City has no desire at this time to explore this currently.

**July 2018**–The City met with subdivision trustees and representatives: Fred Schoenewe (Woodsman), Lori Whalen (Beaverdale), Chad Reckling (Westwood Hills), Scott Salisbury (Beaverdale), Wayne Riniker (Woodsman), Robert Kremer (Woodsman), Tony Dixon (Woodsman) to discuss payment plan options for the Meter Swap Project. It was explained to those who attended that this project was funded by those who paid for sewer. The subdivisions will have to pay for the meters at their own expense. It was pointed out that the letters sent out for appointment notices had an error and stated there was no cost to the customer. I told those who attended I would inform the citizens of the error and the 12-month payment plan beginning 10/2018 collected in their escrow accounts. They were also told they are all receiving meters and installation at cost. Representatives discussed the age and condition of the water mains, the supply for fittings, and the potential to locate materials in the future. Westwood Hills will revisit the amount they contribute to their Escrow this fall.

## **2020-2021**

No meetings held due to Covid-19; Annual notification of rate changes and escrow balance(s) mailed to Trustee annually:

09/10/2019

08/12/2020

08/03/2021

## **June 1st, 2022**

The City met with subdivision trustees and representatives: Jody Butler & Chad Reckling of Westwood Hills, Julia Patterson & Richards Snider of Beavertdale, and Robert Kremer & Wayne Riniker of Woodsman. Staff in attendance included City Administrator Gregg Mandsager, City Clerk Kelly Fry, Water Superintendent Troy Cline, and Utility Billing Clerk Katie Willeford.

Staff and trustees discussed several topics. The projected water rates for FY 22/23 included a \$ 3.00 decrease in the base charge. Rates will be reduced from \$33.16 for the first 3,000 gallons to \$30.16. City staff suggested for trustees consider keeping the bill the same but move the \$3.00 into their escrow. Richard Snider, a Trustee of Beavertdale, requested a letter be sent to move \$3.00 to escrow.

City Administrator Mandsager informed the attending representatives that the city would charge each escrow for the city's loss consumption within their subdivision. Loss consumption is calculated by comparing the readings recorded on each subdivision's main meters (the City's point of delivery) and the collective total consumption per user in their designated subdivision. Trustees were in agreement of the charges and believed the consumption steps from age and conditional of materials. Escrow shall be charged as follows and include tax and adjustments for the end reading.

- **Beavertdale's** loss consumption for FY 21/22:
  - Gallons: 716,640
  - Charged to Escrow: \$ 9,655.00
- **Westwood and Woodsman's** collective loss for FY 21/22:  
*(Loss is split between the subdivisions due to the main meter's location: one runs through the other)*
  - Gallons: 52,810
  - Charged to each Escrow: \$ 355.61(each)

- 1 ~~Disinfect water tower~~
- 2 New exterior man door for water tower
- 3 ~~Replace Outside electrical outlet next to exterior man door~~
- 4 Photo Replace underground electrical box NE of salt bunkers - refer to picture
- 5 Garbage cleanup north of salt bunker west of water tower
- 6 Photo ~~Clean rock out and grade pond at water tower - refer to picture~~
- 7 Grade and clean north of water tower up to railroad right of way
- 7 Look into area by Gas meter. Looks very low will hold water
- 8 Adjust Valve at tower hydrant tracer wire
- 9 Expose box at tower to grade NE corner
- 10 ~~Gas hooked up to the building~~
- 11 Tracer wire at storm intake replace lid with grate lid NE of water tower
- 12 Garbage and clean up throughout the construction site
- 13 108 + 47 FES needs toe wall, reventment stone and crushed concrete line
- 14 103 + 25 to 108 + 47 needs graded, cleaned up, and seeded
- 15 Cleanup traffic control throughout project
- 16 Curb stop 302 + 50 needs adjusted
- 17 Photo ~~Railroad sign replaced at marked location~~
- 18 Culvert @ 304 + 00 needs raised approx. 1 ft - grade ditch accordingly
- 18 Driveway has settled and needs more rock
- 19 Culverts all need inspected and cleaned if necessary
- 20 Photo Valve boxes @ 304 need lowered - valve boxes one inch below grade
- 21 ~~Air release valve lid needs adjusted @ 403~~
- 22 Clean and grade ditch Mt. Pleasant to hydrant along Washington RD
- 23 ~~Weight Limit and No Parking sign at location marked along Washington Rd~~
- 24 2 Photos NE corner Mt. Pleasant St and Washington RD grade culvert to culvert - re
- 24 Was previously listed as SE corner
- 25 2 Photos ~~Speed Limit sign replace and grade silted in ditch @ 211 + 95~~
- 26 Check high point in ditch @ 241 + 00
- 27 Bag non active hydrants
- 28 ~~Culvert @ 215 + 00 clean around and grade from N - marked pink~~
- 29 2 Photos ~~Rock in ditch West driveway 1711 KPI~~
- 30 Photo Water holding East driveway 1711 KPI
- 31 ~~East of East driveway rock washed in ditch~~
- 32 Photo Lower valve box @ 218 + 40
- 33 ~~Clean rock and grade ditch @ 219 + 00~~
- 34 Shave and grade around manhole @ 220 + 25
- 35 Verify grade @ 1415 Mt. Pleasant St - water holding - 2 pictures
- 36 ~~1415 Mt. Pleasant between driveways grade along shoulder~~
- 37 ~~Fill around manhole and regrade E of Omni Photography~~
- 38 Photo ~~Rock in ditch @ 233 + 50~~
- 39 Photo ~~Clean ditch and intake @ 235 + 00~~

- 40 Photo Valve box @ 235 + 50 regrade around - valve box lowest it will go
- 41 ~~Clean and regrade SW corner Mt. Pleasant St and Gear Ave~~
- 42 ~~Clean and regrade SE corner Mt. Pleasant St and Gear Ave—remove stone~~
- 43 Photo Valve box NE corner of decommissioned site leaning and needs straightened
- 44 ~~Erosion control along driveway at decommissioned site~~
- 45 Meter pit abandonment and bypass removal once tower is online and app

Added found issues

- 46 Steel Rod in ground east of Tower Aprox. 201+60 (painted pink)
- 47 Clean 110 Washington Rd Bulding of Mulch sprayed on West side of Build
- 48 Light located South West corner of Brush bins no longer works. Wire trace
- 49 Ditch going south needs cleaned of Silt and Brush STA 220+50
- 50 Ditch going south needs cleaned of Silt and Brush STA 211+75
- 51 Work with Jetco and/or Iowa Pump and get issues with pumps resolved
- 52 Verify Bolts used on flange pipe in the tower are proper size. 3 1/2" bolts fc

d banks

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fer to pictures