



## City Administrator & Staff Update

2023.09.01

- **TIF:** The SEIRMC property tax issues are creating further complications. We have met with the county this week. Trying to determine how their software will treat the TIF and what happens if SEIRMC doesn't pay their taxes, or they are reduced. The county is not certain and is still working with their software company. If the TIF which is debt is taken out first it has the potential to affect the county, city, and both school district's general funds as well. This is a work in process. That said, worst case scenario as I currently see it, we would create new debt through an internal loan and certify that debt later this year.
  - **TIF:** On another topic, the county has stopped allocating the TIF from the Burlington school district first as they are no longer allowed to do this. It was be spread across all TIF districts and are not allowed to take it from those in the Burlington School district first.
- **Stormwater Planning and Comp Plan:** You will be receiving a OneDrive folder from me with folders from several firms on these and other planning efforts. There is a basic spreadsheet breaking down the costs, but I'd would encourage you to review the proposals and examples provided by each firm in preparation for a meeting to review and discuss.
- **28E:** Chief Logan and I met with City Manager Bird and Fire Chief Trexel this week to discuss the 28E and start putting some talking points together and received some additional on Burlington calls to West Burlington. Both plan to attend the discussion (perhaps Mayor Billups as well). The discussion will be on September 27<sup>th</sup>.
- **Stormwater:** Mike has made some progress on the Luers Park stormwater issues. He has been working with County Conservation and they have tracked down several of the issues or contributing factors. The railroad will be in town on 9/12 or 9/6 to inspect the culvert under the tracks. Historically, the area on the North side of Mt. Pleasant Street had a large green space that helped alleviate the issues by allowing the water to pool, dissipate, and continue on to the North. This change quite a bit during the 1970s and 1980s.
- **Purple Heart:** Thank you for reaching out for information on the process of becoming a Purple Heart City. The Military Order of the Purple Heart of the USA does not designate a particular city street whereby a Purple Heart recipient resides. To make a city a pure total Purple Heart City normally takes three City Council readings for input for those in attendance at a city council meeting to support or not support the agenda item of the City Council meeting. To take this another step forward, Purple Heart signage would be required

to be installed on US Hwy 61 north and south entry; east and west entry on US 34 and north entry on Hwy 99 inbound from Oakville IA (past the Case Tractor Plant) into the city limits of Burlington IA. No individual city street to be so named for a recipient of a Purple Heart. I also have three (3) Purple Heart recipients residing in West Burlington IA.

- **Vacation:** Tentative vacation between 10/19 and 10/30 date/trip TBD.
- **Parks:** Burlington had an excess of mulch from tree removals and made it available to Public Works. Community Park and Luers Park have had the trees, flower beds and playgrounds mulched, and we are hoping to get enough mulch to do Pat Kline next week.
- **Pool:** Angie is working on a pool update/comparison. Revenue was up. We will not have a complete picture until we can compare the entire year, so we are comparing month to month right now. Hope to have an updated spreadsheet to you next week.

### **IT (Newberry)**

- Last week we had several problems with heat at the street shop. Consequently, the HVAC system at the street shop kept going offline. Not sure why they decided to put the supporting computer hardware in an unairconditioned room, but they did. I am trying to get ahold of the guy who installed it to see what we can do to get it working efficiently as well. Additionally, the mini split that was installed in my server room at the street shop is showing its age. Since the unit is a closed unit freon cannot be added and it just isn't keeping up on extremely hot days any longer. What's more, I had shut down everything in the room for a couple of days to make it through the heat wave, but I probably need to look at a replacement unit for next year's budget.
- Furthermore, I also made it to the pool yesterday and removed the iPad and winterized the rest of the electronics that stay as well as brought the AED back to city hall, so it doesn't have to endure the harsh winter in that building.
- Moreover, this week I also reinstalled my helpdesk to try to help make the IT department a little more efficient. I plan on using my phone and iPad to try to keep up with my tasks that I do. Additionally, it should help with remembering what I did for the week to include things in my weekly updates.
- Next, I had reestablished the initial training needed for knowbe4 and got it rolled out to the employees that have not had it yet. So far 40% of the users have completed the training. I also picked out a short video for the month of September that all employees will need to complete.
- Lastly, the things that I needed to order for Mark came in this week and I was able to install them and tidy up the wiring in his work area. It should help him in feeling better about his work area and should in turn increase efficiency.

### **Police (Logan)**

- Beehive has been removed from the training facility. The bees were only under the floor and did not get into the wall. The beekeeper said it was a very healthy hive and they were able to find the queen. I was out there yesterday and no signs of any bees in that location.

- The police and fire department participated in the touch the truck event last Saturday out at the mall parking lot. Very well attended by the community.
- Went out the Community Health Center and took a tour of the facility. Advised them they were good with adding another key to the facility lock box for the pharmacy. There will be two keys in the lock box, one for the Health Center and one for the Pharmacy.
- Looking for some volunteers for a Mock Disaster drill for an Amtrack Accident that will take place on Saturday September 16. We have 8 people so far and need approximately 25-30 people. I have a waiver form that will need to be signed and looking for children. Lunch will be provided by Amtrack. The Police and Fire Department will both be participating in the drill that day. Should be done by 2:00pm or sooner.
- Received a complaint yesterday about speeding on Melville before and after school. We have been working the school zones already, but we will have an officer on Melville if we are available at those times.

#### **Building (Mandsager/Crooks)**

- Continue to check in on major projects, meetings and onsite visits.
- Following up on school project and requirements, working to ensure accurate code requirements are now being used (less/improper),
- Starting into nuisance properties
- Reviewing iWorQs and sample letters to ensure we have proper notices.
- Mark is being met with much enthusiasm and is very thorough in his efforts.
- Staff is being trained and coordinating on the new system/program, but we need to figure out electronic payments next.

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

- Water lab
- Sewer lab
- Lift station rounds.
- Parks and Broadway trash and recycling
- Pool maintenance
- Locates.
- Service trucks and Squad cars
- Sign maintenance
- Hauling brush
- Mowing parks, city, properties, and medians.
- Trimming trees
- Backhoe and dump truck training for new higher
- Park cleans up and maintenance and pool maintenance.
- Trying to get Mt Pleasant over lay closed out and water tower project closed out.
- Working on storm water plan (Coordinating on site review and discussions with County, County Conservation, railroad, City of Burlington)

- Pump motor on drop slide out to be repaired \$4285.00.
- Repaired valve two boxes
- Water main brake 1223 Mt Pleasant St on 8-25-23
- Read meters.