



## City Administrator & Staff Update

2024.01.26

- **Budget:** Attached is the tentative budget review schedule. Budget books will be ready Monday afternoon for pickup in prep for Wednesday night.
- **Grants:**
  - **Mt. Pleasant STBG:** Submitted successfully. Updated estimate attached.
  - **Agency Street Trail TAP:** Submitted successfully. Updated estimate attached.
  - **FEMA Stormwater (BRIC) Grant: Per IDNR and SEIRPC** – “I just wanted to drop a line to confirm we are a go for West Burlington scoping grant this BRIC cycle.”
- **Chamber:** Business After Hours 2024 calendar attached.
- **Trail:** The contract has been signed on Doc Express the IDOT’s web portal for IDOT let projects. We are looking to set up a preconstruction meeting and discuss potential options for savings.
- **Registered Apprenticeship:** Application submitted successfully this week. Hoping to see what we may be eligible to receive. \$25,000 max award available in year one.
- **Logo Refresh:** We are working with Jen Koch to refresh or update of city logo. We will keep you posted along the way. Her proposal:
  - Thank you again for the opportunity to meet with you last week! Here is the estimate for the West Burlington city logo project. This estimate includes three logo concepts to start, plus revisions as we develop the final logo. I'm including mockups of applications as well (letterhead, apparel, etc.) so you can see how the concepts will work in action. Your finished logo deliverables will include a black and white and color version, as well as vector (.ai and .eps) and raster (.jpg and transparent .png) versions. Per our discussion, you will also receive a simplified 'WB' version of the logo, in both vector and raster files as well. My rate is \$60/hour. This should take about 20 hours of work, for a total of \$1200. I'm looking forward to working with you on this project!
- **Vehicles for sale:** Trucks are on GovDeals (and btw, the last umbrella was picked up from the pool)
  - <https://www.govdeals.com/preview-asset/88/3422>
  - <https://www.govdeals.com/preview-asset/89/3422>
  - Ford F-350 Dually Regular Cab Truck with Snowplow  
VIN:1FDWF37S01EA45909  
Mileage: 142118

For auction is a 2001 Ford F-350 Regular Cab Dually truck with a steel stake pocket flat bed. This truck is equipped with a 10-cylinder, 305 horsepower gasoline engine and has four-wheel drive. The GVWR is 11,200 lb/5,080 kg. The engine does burn between changes.

The auction includes the snow blade depicted on the front in the picture.

- Ford F-250 Regular Cab Truck with Snowplow

VIN: 1FTNF21596EC96920

Mileage: 124309

For auction is a 2006 Ford F-250 Regular Cab with an aluminum stake pocket flatbed. This truck is equipped with an 8-cylinder, 250 HP 5.4L EFI gasoline engine. The GVWR is 9,000 lb/4,082 kg. The engine does burn oil between changes. The auction includes the snow blade shown on the front in the picture.

### **IT (Newberry)**

- This week, I am still pulling together stuff for the TV channel since it had to be redone from scratch. We received a call from a citizen complaining because I accidentally left the clock set to the 24-hour format instead of the 12-hour clock. This is the voicemail he left me: 'Hey Brad, what's with the military time? How many people in West Burlington or anybody turning on the West TV screen and seeing too many numbers like that is just me. 4:15 or 4:30 or 5:00, I get messed up on military time. Please put it on regular time. Thank you.' I got it switched to the 12-hour clock. I also ordered the part I need to put the TV channel up front.
- Once I am finished with the TV channel, maybe you will want me to make a kiosk for the front that has directories, attractions in the area, houses for sale in the area, filling out a permit, etc. Just a thought. I will send the slides to you as I complete them for you to look over and approve.
- Feel free to tell me what you would like me to put up on the channel. I also edited my budget justification report and sent it to Angie with the updated numbers and descriptions this week. If you want to look it over as well, let me know.
- This week, I formatted and reset up the mayor's Chromebook and put the stuff he needs for council back on it. With his old laptop's battery swelling, he needed to use something different, and that Chromebook was still set up for a former council member.
- That is all I have for this week that seems somewhat interesting. If you have any questions, please let me know.

### **Police/Fire (Logan)**

- Still working on Radio quotes for new Police and Fire radios. At this time, it looks like E911 will pay for the majority of the cost, but we are still going over everything. We should have solid numbers in the next few weeks.
- Working on some minor bugs in the new Engine with Feld Fire. Feld Fire will be back next week, was waiting on a cable to be delivered to run diagnostics. Having issues with

the HVAC and some gauges on the truck. Overall truck will operate with no issues, we just have to shut the truck down and restart it to get the HVAC to run.

- With the rain and melting snow we have had this week so far haven't notice to much at the Fire Department with the leaking roof. Had Brockway Roofing over last Thursday and he examined the roof. He believes he may have found a hole in the roof, and he was able to put some silicon for now. He will be back when the roof clears up. We do have a chance of an inch of rain today so I will watch it.
- Out of the last EMT class I have two that received their EMT. They paid for the class on their own. Still waiting on two others to retake their test.

### **Building (Crooks)**

1. This past week I continued to research surrounding communities building permit application process in preparation for our online portal within iWorQ software. There are many options, and I am in favor in keeping things simple, yet get enough information to be able to approve the permit from an online submittal. We want the citizen to be able to complete as much as possible through the web page. This would include requesting and scheduling of inspections.
2. Updated users with Knox Company.
3. Reviewing paperwork and materials to move forward with The Compliance Engine software.
4. Completed review of residential, building, and zoning codes for various inquiries
5. Gathered information on future code updates.
6. Followed up on outstanding code violations.

### **City Clerk (Fry)**

- **BOARD OF ADJUSTMENT** – We currently have one vacant seat on the Board of Adjustment. I am waiting for a call back from Marcia Martin to see if she would be willing to fill that seat.
- **BUDGET WORKSESSION** – The first Budget Work Session will be held Wednesday, January 31<sup>st</sup>.
- **COFFEE & CONVERSATION** – Waiting on some direction regarding our Coffee & Conversation Event. We have had some discussions about changing the time to encourage more people to attend. I wondered if we would like to consider a new time/event. Possibly – “Connect with the Council at 5”, We could open the Council Chambers at 5 on the first Wednesday of the month for people to come in before the regular meeting.
- **Proposed 2024 Coffee & Conversation Dates: (Quarterly)**
  - Thursday, February 15
  - Thursday, April 18
  - Thursday, July 18
  - Thursday, October 17

- **WELLNESS PROGRAM** – Today was the first group workout for the 2024 Wellness Program
- **MUNICIPAL LEADERSHIP ACADEMY** – Katie, Ringo and I are still taking the Municipal Leadership Academy classes. The last session was held on January 8<sup>th</sup> and covered the following topic:
  - You Got Elected, Now What?
  - City Budget & Finance
  - Basics of Planning and Zoning

**SWIMMING POOL** - Met with the Pool Committee to discuss staffing and the 2024 pool season. We have 3 people interested in the Manager position. Two former employees and one new applicant. Kathy is willing to help get the season started and support the manager with staffing/scheduling and getting some systems in place to move forward. We went through all of the signage and documents from the 2023 pool season and will make updates as needed. I will also be applying for the renewal of the Pool Registration with the State, which expires April 30th.

Placed "Help Wanted" ads in The Beacon & Hawkeye for Swimming Pool Staff, opened the applications on the city website and will post on social media as well.

**IWORQ SOFTWARE** - Worked with Katie in setting up a new Rental spreadsheet to import into iWorQ with all the rental properties. Once this is created and imported, Mark can start using it for Rental.

I emailed Tyler to see if I can figure out how iWorQ credit card payments can be processed so our General Leger gets updated and the iWorQ software gets updated with payments.

**JOINT SAFETY COMMITTEE** – Attended the JSC meeting at Burlington City Hall. I'm attaching a list of training held in 2023 with a list of all the employees who attended.

### **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
- Leaf bag pick u
- Working on storm water plan.
- Working on picnic tables.
- Snow removal snow removal snow removal and ice
- Mixing salt and sand
- Snowplow repairs
- Cleaning intakes so rain can get throw snow and ice.

## FY 24-25 BUDGET CALENDAR

REGULAR COUNCIL MEETING	6 BUDGET WORK SESSIONS (BWS) & 2 SPECIAL MEETING	STAFF ONLY DATE	ACTION	
		DEC 1	<b>STAFF'S BUDGET REQUESTS TURNED IN</b>	
		DEC 2- JAN 23	<ul style="list-style-type: none"> <li><b>BUDGET REVIEW/PREPARE PRESENTATION FOR 1<sup>ST</sup> BWS</b></li> </ul>	
	JAN 31		<ul style="list-style-type: none"> <li><b>BWS#1</b> (PRESENTATION TO COUNCIL)</li> </ul>	
FEB 7			<ul style="list-style-type: none"> <li><b>BWS #2</b> &amp; REGULAR COUNCIL MEETING</li> <li>OPTION#1 - SET PH ON PROPOSED TAX LEVY FOR APR 3 (SPECIAL COUNCIL MEETING AT 5:30 P.M.)</li> </ul>	
	FEB 15		<ul style="list-style-type: none"> <li><b>BWS #3</b></li> </ul>	
FEB 21			<ul style="list-style-type: none"> <li><b>BWS #4</b> &amp; REGULAR COUNCIL MEETING</li> <li>OPTION #2 - LAST POSSIBLE DATE TO SET PH ON PROPOSED TAX LEVY FOR SPECIAL COUNCIL MEETING ON APR 3</li> </ul>	
	FEB 28		<ul style="list-style-type: none"> <li><b>BWS #5</b> (NEED TO HAVE PROPOSED TAX LEVY DECIDED TO SEND TO DEPT. OF MANAGEMENT (DOM) WILL SEND THIS TO COUNTY AUDITOR TO BE INCLUDED IN TRUTH-IN-TAXATION NOTIFICATION MAILED TO PROPERTY OWNERS)</li> </ul>	
		MAR 5	<ul style="list-style-type: none"> <li>SEND PROPOSED TAX LEVY TO DOM ALONG WITH PH DATE (APR 3 SPECIAL COUNCIL MEETING AT 5:30 P.M.)</li> </ul>	
MAR 6			<ul style="list-style-type: none"> <li>REGULAR COUNCIL</li> </ul>	
		MAR 18	<ul style="list-style-type: none"> <li>SEND PH NOTICE FOR PROPOSED TAX LEVY TO DMC NEWS TO BE PUBLISHED MAR 22 (13 DAYS PRIOR)</li> </ul>	
MAR 20			<ul style="list-style-type: none"> <li>REGULAR COUNCIL MEETING</li> <li>TRUTH-IN-TAXATION NOTICE MAILED TO PROPERTY OWNERS BY COUNTY AUDITOR</li> </ul>	
	<b>APR 3</b>		<ul style="list-style-type: none"> <li>SPECIAL COUNCIL MEETING AT 5:30 P.M. TO HOLD A PUBLIC HEARING ON PROPOSED TAX LEVY RATE (No other business can be conducted at this meeting)</li> </ul>	
APR 3			<ul style="list-style-type: none"> <li>REGULAR COUNCIL MEETING</li> <li>SET PH DATE OF APR 24 (SPECIAL COUNCIL MEETING) ON PROPOSED BUDGET FOR FY24-25</li> </ul>	
		APR 8	<ul style="list-style-type: none"> <li>SEND PH NOTICE ON PROPOSED BUDGET TO DMC NEWS TO BE PUBLISHED APR 12 (12 DAYS PRIOR TO HEARING)</li> </ul>	
APR 17			<ul style="list-style-type: none"> <li>REGULAR COUNCIL MEETING (<i>COULD CANCEL THIS REGULAR MEETING AND MOVE EVERYTHING TO THE APR 24<sup>TH</sup></i>)</li> </ul>	
	<b>APR 24</b>		<ul style="list-style-type: none"> <li>SPECIAL COUNCIL MEETING</li> <li>HOLD PUBLIC HEARING ON PROPOSED BUDGET FOR FY24-25</li> <li>APPROVE RESOLUTION ADOPTING THE BUDGET AND SETTING THE LEVY RATE FOR FY24-25</li> </ul>	
		APR 30	<ul style="list-style-type: none"> <li>LAST DAY TO SUBMIT BUDGET TO THE DOM AND AUDITOR</li> </ul>	

1/31/24

Presentation  
Mayor/Council/CA  
Clerk/Finance  
City Hall  
Planning & Zoning

2/7/24

Building Inspection  
Misc.  
Police  
Fire  
IT  
Capital Projects  
Transfers

2/15/24

Streets  
Parks  
Water  
Sewer  
Pool/Recreation

- 1 Mayor/Council/CA
- 2 Clerk/Finance
- 3 City Hall
- 4 Planning and Zoning
- 5 Building Inspection
- 6 Misc.
- 7 Police
- 8 Fire
- 9 IT
- 10 Streets
- 11 Parks
- 12 Water
- 13 Sewer
- 14 Pool/Recreation
- 15 Capital Projects
- 16 Transfers

# OPINION OF PROBABLE PROJECT COSTS



AGENCY RD TRAIL  
FUNDING APPLICATION  
WEST BURLINGTON, IOWA

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED PRICE
1	Grading	3000	CY	\$ 20.00	\$ 60,000.00
2	PCC Trail	6200	SY	\$ 70.00	\$ 434,000.00
3	Subgrade Prep	56	STA	\$ 500.00	\$ 28,000.00
4	Driveway Removal	1770	SY	\$ 15.00	\$ 26,550.00
5	Driveway Paving	1770	SY	\$ 85.00	\$ 150,450.00
6	Erosion Control	1	LS	\$ 115,000.00	\$ 115,000.00
7	Seeding	5	AC	\$ 5,500.00	\$ 27,500.00
8	Curb and Gutter Removal	310	LF	\$ 10.00	\$ 3,100.00
9	Curb and Gutter	310	LF	\$ 50.00	\$ 15,500.00
10	Storm Intake Removal	1	EA	\$ 1,500.00	\$ 1,500.00
11	Storm Intake	1	EA	\$ 8,500.00	\$ 8,500.00
12	Storm Sewer Pipe	30	LF	\$ 150.00	\$ 4,500.00
13	Traffic Signal Upgrades	1	LS	\$ 25,000.00	\$ 25,000.00
14	Detectable Warnings	470	SF	\$ 65.00	\$ 30,550.00
15	Construction Survey	1	LS	\$ 15,000.00	\$ 15,000.00
16	Mobilization	1	LS	\$ 120,000.00	\$ 120,000.00
17	Painted Pavement Markings	160	STA	\$ 525.00	\$ 84,000.00
Subtotal (2024):					\$ 1,149,150.00
Inflation (4%):					\$ 93,770.64
Contingency (±20%):					\$ 249,079.36
CONSTRUCTION TOTAL (2024):					\$ 1,492,000.00
<u>Other Project Costs</u>					
Right of Way Acquisitions					\$ 56,000.00
Trail Lighting					\$ 225,000.00
Temporary Easements					\$ 40,000.00
Engineering Design and Plan Production					\$ 120,000.00
Construction Engineering and Administration					\$ 140,000.00
<b>TOTAL PROJECT COST:</b>					<b>\$ 2,073,000.00</b>

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## MARK YOUR CALENDAR!

Date	Location
Jan 11	Parties Unlimited + Yash Management
Feb 8	Burlington Riverfront Entertainment - Memorial Auditorium
Mar 14	Great River Entertainment - FunCity Courts
April 11	Howard Johnson by Wyndham

May 16	Zaiser's Landscaping, Florist & Greenhouse
Sept 12	Original Cyn's / CSky Boutique
Oct 10	La Bohème

**Reserving 2025 locations beginning in August.**



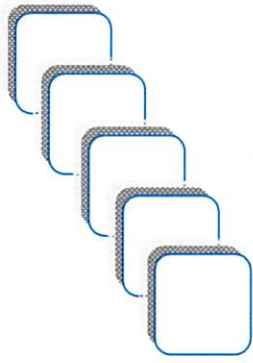
**2024**

**Business After  
Hours SCHEDULE**



**Greater Burlington Partnership**  
**RiverPark Place - 610 N 4th St, Ste 200**  
**Burlington, IA 52601**  
**319-752-6365**

**[GreaterBurlington.com/BAH](http://GreaterBurlington.com/BAH)**



# JOINT SAFETY COMMITTEE

City of Burlington

Des Moines County

Burlington Waterworks

Solid Waste Commission

Southeast Iowa Regional Airport

## TIME OUT FOR SAFETY TOPICS – 2023

<b>JANUARY -</b>	<b>Accident Prevention/Confined Space</b>
<b>FEBRUARY -</b>	<b>Stress Management</b>
<b>MARCH -</b>	<b>Severe Weather Preparedness – VIDEO ONLY</b>
<b>APRIL -</b>	<b>Hand &amp; Power Tool Safety</b>
<b>MAY -</b>	<b>Hot Weather Protection</b>
<b>JUNE -</b>	<b>Repetitive Motion</b>
<b>JULY -</b>	<b>Workplace Situational Awareness</b>
<b>AUGUST -</b>	<b>Bloodborne Pathogens</b>
<b>SEPTEMBER -</b>	<b>Drug Awareness &amp; Reasonable Suspicion – VIDEO ONLY</b>
<b>OCTOBER -</b>	<b>Fire Prevention</b>
<b>NOVEMBER -</b>	<b>Seasonal Illness Prevention/Cold Weather Protection</b>
<b>DECEMBER -</b>	<b>----- No Training</b>

Accident Prevention Confined Space	Stress Management	Severe weather preparation	Hand - Power Tools	Hot weather protection	Repetitive Motion	Work space Situational Preparation	Bloodborne Pathogens	Drug Awareness Reasonable Suspense	Fire Prevention	Seasonal Illness Cold weather Protection	NO TRAINING
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**OPINION OF PROBABLE COSTS**  
**PROPOSED STREET IMPROVEMENTS**  
**FY 2028 STBG APPLICATION**  
**Mt Pleasant Street ~ Western City Limits to Hwy 34 Exit Ramp**  
**WEST BURLINGTON, IOWA**  
**2024**

Item No.	Description	Quantity	Unit Price	Extension
1	Topsoil, Strip, Salvage and Respread, (Paved Shoulder Widening)	2,200 CY	\$ 15.00	\$ 33,000.00
2	Granular Subbase, (Paved Shoulder Widening)	5,600 SY	\$ 12.00	\$ 67,200.00
3	Paved Shoulder, HMA 8", (Bike Lane, 8' Width)	5,600 SY	\$ 55.00	\$ 308,000.00
4	Granular Shoulder, Type B	2,940 TON	\$ 35.00	\$ 102,900.00
5	Clean and Preparation of Base	1.2 MILE	\$ 6,000.00	\$ 7,200.00
6	Patches, Full-Depth Repair (10%)	389 SY	\$ 263.00	\$ 102,277.78
7	Excavation, CL 13 Widening,( Paved Shoulder Widening)	1,600 CY	\$ 15.00	\$ 24,000.00
8	Pavement Scarification	39,600 SY	\$ 4.00	\$ 158,400.00
9	Hot Mix Asphalt Mixture(High Traffic, Intermediate or Surface Course, 1/2" Mix	4,400 TON	\$ 120.00	\$ 528,000.00
10	Hot Mix Asphalt Pavement Samples	1 LS	\$ 8,300.00	\$ 8,300.00
12	Painted Pavement Marking, Waterborne/Solvent	600 STA	\$ 300.00	\$ 180,000.00
13	Painted Symbol/Legend, Waterborne/Solvent	12 EACH	\$ 240.00	\$ 2,880.00
14	Groove Cut - Symbol/Legend	12 EACH	\$ 300.00	\$ 3,600.00
15	Traffic Control	1 LS	\$ 75,000.00	\$ 75,000.00
16	Erosion Control and Site Restoration	1 LS	\$ 39,000.00	\$ 39,000.00
17	Mobilization	1 LS	\$ 180,000.00	\$ 180,000.00

<b>Subtotal Construction</b>	<b>\$ 1,819,757.78</b>
Construction Contingencies 20%	\$ 364,000.00

<b>Opinion of Estimated Construction Cost</b>	<b>\$ 2,183,757.78</b>
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Route Survey and Geotechnical Testing	44,000.00
Design, Plans and Specifications	218,000.00
Construction Contract Administration	55,000.00
Construction Staking	33,000.00
Resident Project Representative - Part Time	175,000.00

<b>Subtotal Engineering</b>	<b>\$ 525,000.00</b>
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<b>TOTAL OPINION OF IMPROVEMENT COST</b>	<b>\$ 2,708,757.78</b>
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\*\*All costs have been projected for 2028 Construction\*\*



# WELLNESS NEWSLETTER



From Business Health-Great River Medical Center

Quarter 1: Jan. - Mar. 2024



## Quarter 1 Theme: Calories and Sugar

When we eat or drink, we consume calories in the form of carbohydrates, protein, and fat. I want to specifically talk about carbohydrates. There are four types of carbohydrates: monosaccharides, disaccharides, oligosaccharides, and polysaccharides. Monosaccharides are known as simply sugars and are found on food labels as glucose, fructose, and galactose. Then when you combine two monosaccharides together you get a disaccharide and they are found on food labels as sucrose, lactose, and maltose.

These types of sugars are found most in soft drinks, yogurt, cereals, cookies, cakes, candy, and most other processed foods such as condiments, bread, and cured meats. These types of foods are staples in the American diet and causing too much sugar consumption.

Too much sugar can cause chronic inflammation and an increase in blood pressure. This then can lead to weight gain and an increase in cardiovascular disease and diabetes.

## Education Seminar: Eating Behaviors

Wednesday, Feb. 21

3 pm at City Hall

For those that cannot make it to City Hall, you can still attend the seminar via your phone or computer. Simply [click here](#). You don't need a Microsoft account to join the session.

As a reminder this seminar will not be recorded so you must attend it during the scheduled time for you to earn points.

## WALKS & WORKOUTS

Walk location will be determined the day before or the morning of the walks. Workouts will occur at the City Hall gym.

**Workout:** Wednesday, Jan. 25 3-4 pm

**Walk:** Wednesday, Jan. 31 12-12:30 pm

**Walk:** Wednesday, Feb. 8 12-12:30 pm

**Workout:** Wednesday, Feb. 22 3-4 pm

**Walk:** Wednesday, Mar. 8 12-12:30 pm

**Workout:** Thursday, Mar. 16 3-4 pm



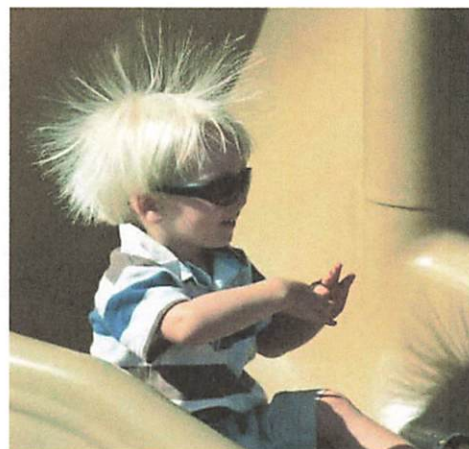
## Quarter 1 Challenge: Calories and Sugar Worksheet

In the month of March, your challenge will be learning about your sugar consumption.

### Do you struggle with staticky hair?

During the winter months, static seems to be everywhere! On your clothes, blankets, cars, and even your hair. Static occurs when there is a buildup of negative charges (electrons). This primarily happens during the colder months when there is less moisture in the air. Water stops the negative charges from moving and with less water, they can easily attach to objects. To help prevent your hair from getting static you can do a few things:

- Use hair masks, oils and conditioners with extra moisture in your hair
- Try to decrease the number of times you shampoo your hair
- Rub aluminum foil on your hair to neutralize the electric charge
- Use lukewarm water when you wash your hair instead of hot water



### Get Organized!

Start your year off by getting organized. Studies show that on average, individuals spend roughly 1 hour a day looking for things they need but can't find. It's important to organize your things so it's easy to find and reduces stress. Start with one space at a time to limit stress.

### Nutrition of the Quarter: Don't go on a "diet", change your diet

The term "diet" is essentially the typical foods a person eats every day. In our modern society, so many have profited off the term diet by creating special programs that restrict certain foods in the attempt to lose weight. Going on diets happen a lot for New Years Resolutions and they often don't last because they are unrealistic.

If you are wanting to do that for this new year, instead of a diet, choose foods that are less processed for most of your meals, while still enjoying the occasional treat. Focus on getting enough protein at each meal to help sustain muscle mass and get enough fiber with whole grains and produce.

Make sure you take the time to eat without distractions so that you can begin to feel your responses of hunger and fullness.

Tara McAlister, MS, EP-C, CYT  
Wellness Specialist  
319-768-4209  
tmcalister@greatriverhealth.org

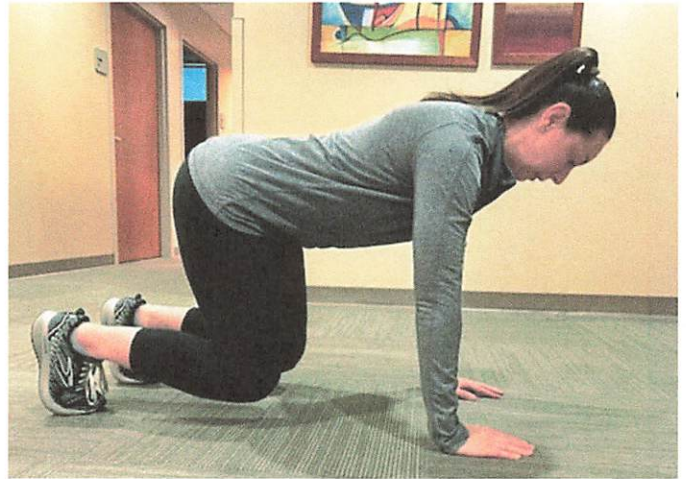


# Quarterly Fitness Information

## Exercise of the Quarter: Bear Plank

The next challenge is going to be a plank challenge, so I thought I would share a plank variation that I have been doing. A 'bear plank' is a great alternative to a standard plank and I believe it strengthens the core even better without straining the low back as much.

- Start on the ground with knees under the hips and hands under the shoulders.
- Draw your belly button in to contract your abdominal muscles.
- Pick up your knees roughly 2 inches off the ground, while keeping your back straight.
- Continue to breath and hold this position for as long as you can.



Once you get good at this plank, you can do other versions of it to make it harder.

- Move from bear plank to a full plank and then back to bear plank
- Hold bear plank and do lateral dumbbell pull throughs with each hand
- Hold a bear plank and do tap each shoulder with the opposite hand

# Preventative Exam Completion Form

2024



Preventative exams must be completed between December 1, 2022 and November 30, 2023. This form must be turned in no later than December 1, 2022 for it to be approved towards a wellness incentive. It is your responsibility to make sure the provider or specialist who your appointment was with, turned it in.

## Part One: TO BE COMPLETED PRIOR TO MEDICAL/DENTAL/VISION APPOINTMENT

Name: \_\_\_\_\_

Date of Exam: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Sex: ☐ Male ☐ Female

## Part Two: TO BE COMPLETED DURING APPOINTMENT WITH PHYSICIAN

The above mentioned participant was seen and has completed the following during the date of exam listed above. Please only include what was completed at the specific date of exam.

- ☐ Annual Physical/Exam
- ☐ Dental Checkup/Exam (not an appointment to have work done)
- ☐ Vision Exam
- ☐ Colorectal Cancer Screening
- ☐ Well Woman Exam
- ☐ Mammogram (Mammogram Technician may complete this form)
- ☐ Prostate Screening (PSA)
- ☐ Skin Cancer Screening (must be a full body check done by a dermatologist)
- ☐ Flu Shot
- ☐ Blood or Plasma Donation

The patient received relevant information and recommendations concerning their personal health on the date of the exam.

\_\_\_\_\_  
Name of Provider/Specialist (*please print*)

\_\_\_\_\_  
Provider/Specialist's Signature (*no stamp*)

Provider Address: \_\_\_\_\_

Provider Phone Number: \_\_\_\_\_

Tax I.D. Number: \_\_\_\_\_

Date: \_\_\_\_\_

## Part Three: TO BE COMPLETED DURING APPOINTMENT BY PROVIDER/SPECIALIST (Fax, Email, or U.S. Mail)

Southeast Iowa Regional Medical Center  
Attn: Tara Eaton, Occupational Health  
1401 West Agency Rd  
West Burlington, IA 52655  
FAX: (319) 768-4223 EMAIL: [teaton@greatriverhealth.org](mailto:teaton@greatriverhealth.org)