



**West Burlington  
Regular City Council Meeting Minutes  
Wednesday, June 1, 2022**

The West Burlington City Council met in regular session on Wednesday, June 1, 2022, at 6:00 p.m. at West Burlington City Hall, 122 Broadway Street, West Burlington, Iowa, with Mayor Ron Teater presiding.

**MEMBERS PRESENT:** Ron Teater, Kathy Newberry, Andy Crouner, John Johnson, Therese Lees, and Melanie Young

**MEMBERS ABSENT:**

**ALSO PRESENT:** Police Chief Jesse Logan, Fire Chief/Building Inspector Shaun Ryan, Public Works Director Mike Brissey, City Clerk Kelly Fry, IT Administrator Brad Newberry, Finance Manager Angela Moore, and City Administrator Gregg Mandsager

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**PERFECTING & APPROVAL OF AGENDA**

Moved by Lees, seconded by Johnson, to approve the agenda as amended to remove item #4 - Pay Request for the South Lift Station Project and item #5 - Resolution accepting the South Lift Station Project.

Motion carried by the following votes:

Ayes: Newberry, Crouner, Johnson, Lees, and Young

**CONSENT AGENDA**

- Minutes from the Regular City Council meeting on May 18, 2022
- Liquor License Renewal for Wal-Mart
- Hiring additional swimming pool staff for the 2022 pool season
- Payment to Burlington Public Library - \$24,263.40
- Promotion of Jason Shackelford to Battalion Chief and Ethan Allen to Captain within the Fire Department
- Claims as listed on the June 1, 2022, Expense Approval Report for \$1,036,751.27

Moved by Crouner, seconded by Newberry, to approve the Consent Agenda items as presented.

Motion carried by the following votes:

Ayes: Newberry, Crouner, Johnson, Lees, and Young

## **COUNCIL & STAFF REPORTS**

### **PROCLAMATIONS**

**Alzheimer and Brain Awareness Month** - Mayor Teater read a Proclamation naming June Alzheimer and Brain Awareness Month in the City of West Burlington.

### **CITIZEN INQUIRIES**

No inquiries.

### **NEW BUSINESS**

#### **Consider a Resolution Setting a Date for Public Hearing on the Proposed July 2022 Urban Renewal Plan Amendment**

Approved a Resolution setting a Public Hearing date of July 6, 2022, at 6:00 p.m. on the question of amending the Urban Renewal Plan for the West Burlington Urban Renewal Area. The amendment includes (1) updating the description of the Greater Burlington Partnership Support Program previously approved in the October, 2019 Amendment to the Plan; and (2) authorizing the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) using tax increment financing to pay the costs of the City's Urban Renewal Administration and Professional Support Program; (b) using tax increment financing to pay the costs of initiating and conducting a housing demand study; (c) using tax increment financing to pay the costs of the City's acquisition of property for future recreational and commercial development; and (d) providing tax increment financing support to Midwest Realty Group, Inc. in connection with the development of a residential housing subdivision and the corresponding construction of public infrastructure.

Moved by Crouner, seconded by Young, to approve a Resolution setting a Public Hearing date of July 6, 2022 to consider the July 2022 Urban Renewal Plan Amendment.

Motion carried by the following votes:

Ayes: Newberry, Crouner, Johnson, Lees, and Young

#### **Discuss changes to the external power on the North side of City Hall**

Crouner asked Council to consider adding additional external power on the north side of City Hall to provide additional capacity for the 4th of July Celebration. Josh Schuff with 3E Electrical was at the meeting to discuss what would be involved to add the additional power. The entire project including materials and labor is estimated at \$19,548. 3E informed Council that they would be donating \$10,159.94 toward the project leaving the City a remaining balance of approximately \$9,344.54. City Administrator Mandsager recommended funding the remaining balance with funding from the Hotel/Motel Tax fund, which can be used for a public purpose such as supporting the City's 4th of July event. Council thanked 3E for the generous donation and Young challenged Council to think of other ways to utilize the power for other events.

Moved by Lees, seconded by Newberry, to move forward with the installation of additional external power to the outside of City Hall as presented by 3E Electrical.

Motion carried by the following votes:

Ayes: Newberry, Crouner, Johnson, Lees, and Young

### **Consider the purchase of a vehicle for the Police Department**

Chief Logan asked Council for permission to order a 2023 Chevrolet Tahoe Police 4WD Pursuit Rated squad car. Chief Logan received a quote of \$41,282.00 from Karl Chevrolet in Ankeny, Iowa. Karl Chevrolet is the current State Bid dealership in Iowa. Due to delays in delivery and manufacturing, the earliest Ford police vehicles would be available is in November of 2022. Dodge has canceled about 9,000 orders nationwide a few months back and maybe not be making police units in the future. The City budgeted \$40,000 for a new squad car plus equipment but at this time we cannot keep it under that price and equipment costs would be an additional cost on top of the \$41,282. Johnson asked that local dealerships be given the opportunity to find a vehicle before going out of town. Chief Logan explained that the State Bid is the lowest price, which is why he went with Karl Chevrolet. Logan said he would reach out to the local dealerships again before moving forward with the bid from Karl Chevrolet.

Moved by Young, seconded by Lees, to approve the purchase of a 2023 Chevrolet Tahoe Police 4WD vehicle in an amount not to exceed \$41,282 from Karl Chevrolet unless the same vehicle can be purchased locally and delivered within the same time period.

Motion carried by the following votes:

Ayes: Newberry, Crouner, Johnson, Lees, and Young

### **Consider a Resolution temporarily closing certain streets for the annual 4th of July Celebration**

Council considered a Resolution restricting vehicle traffic in the downtown area and temporarily closing the following streets to vehicle traffic from 7:00 a.m. July 1, 2022 to 8:00 a.m. July 5, 2021. Portions of the following streets may be closed and re-opened as necessary during this time period. Signage will be used to identify the areas of closure.

- Broadway Street from Mt Pleasant Street to Huston Street
- Swan Street from Mt. Pleasant to Wheeler Street
- Glasgow Street from Leffler Street to Broadway Street
- Wheeler Street from Leffler Street to Swan Street
- Leffler Street from Wheeler Street to Mt Pleasant Street
- The 100 and 200 blocks of the North/South alleys between Swan Street and Leffler Street.
- Autumn Ln. from Huston St. to Van Weiss St. from 7:00 a.m. to 11:00 a.m. for the Kids Bicycle Races (on July 4th only)
- Huston Street from West Burlington Ave. to Autumn Ln. from 3:00 p.m. to 6:00 p.m. for the 4th of July Parade (on July 4th only)

Moved by Lees, seconded by Johnson, to approve a Resolution temporarily closing certain streets for the annual 4th of July Celebration as listed above.

Motion carried by the following votes:

Ayes: Newberry, Crowner, Johnson, Lees, and Young

**Consider a Resolution amending Wages for Swimming Pool Employees for the 2022 Pool Season**

Council discussed amending wages for Swimming Pool Employees for the 2022 Pool Season to include hiring Bethany Nannen as the Pool Manager wage of \$30/hour. Council also reduced the number of hours an employee needed to work to be eligible for the "End of Season Bonus" from 300 hours to 150 hours, which is more in line with the way the staff is scheduled and the potential hours the pool will be open during the summer.

Moved by Lees, seconded by Young, to approve a Resolution amending swimming pool wages for the 2022 pool season and hiring Bethany Nannen as the pool manager.

Motion carried by the following votes:

Ayes: Newberry, Crowner, Johnson, Lees, and Young

**Consider a Resolution setting Non-Union Wages for Fiscal Year 2022-2023**

Council considered a Resolution setting wages for non-union personnel for the 2022-2023 fiscal year. The wages reflect a four (4%) increase.

Moved by Lees, seconded by Crowner, to approve a Resolution setting non-union wages for Fiscal Year 2022-2023.

Motion carried by the following votes:

Ayes: Newberry, Crowner, Johnson, Lees, and Young

**Consider the final reading of an Ordinance setting Water Rates for Fiscal Year 2022-2023**

Council considered the final reading of an Ordinance setting water rates for Fiscal Year 2022-2023 to reflect a decrease of \$3.00 in the base charge of the water rate structure. The current base rate is \$33.16 for 3,000 gallons of water. The new base charge will be \$30.16.

Moved by Lees, seconded by Young, to approve the final reading of an Ordinance setting Water Rates for Fiscal Year 2022-2023.

Motion carried by the following votes:

Ayes: Crowner, Lees, Newberry, Johnson, and Young

**OLD BUSINESS**

**CITIZEN INQUIRIES**

**CLOSED SESSION**

Mayor Teater asked for a motion to go into Closed Session in accordance with Iowa Code Section 21.5.1(i) to evaluate the professional competency of an individual whose appointment,

hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individuals' reputation and that individual requests a closed session.

Moved by Crowner, seconded by Lees, to go into Closed Session at 7:04 p.m. in accordance with Iowa Code Section 21.5.1(i). Motion carried by the following votes:

Ayes: Newberry, Crowner, Johnson, Lees, and Young

Council came out of Closed Session at 7:26 p.m. No official action was taken during the Closed Session.

**ADJOURN**

There being no further business, the meeting adjourned at 7:26 p.m.

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Approved

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Ron Teater, Mayor

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Kelly D. Fry, City Clerk

CLAIMS LIST		
3E ELECTRICAL ENGINEERING & EQUIPMENT CO.	GENERATOR REPAIR	\$ 312.63
ABC FIRE EXT. SALES & SRV, INC	ANNUAL INSPECTION-ALL DEPARTMENTS	\$ 1,384.80
ACCO UNLIMITED CORP.	POOL LCHEMICALS	\$ 3,762.80
ALTORFER, INC.	AUGER-TREE PLANTING/CART-SPRING CLEANUP	\$ 199.00
AMAZON CAPITAL SERVICES	SMART PLUG/SD CARD	\$ 115.16
ARAMARK	DOORMAT SERVICE	\$ 156.42
BROCKWAY COMPANY INC.	REPAIR POLICE DEPT A/C	\$ 80.00
BURLINGTON BEACON	POOL HELP AD	\$ 128.00
BURLINGTON PUBLIC LIBRARY	FY 21-22 2ND PAYMENT	\$ 24,263.40
CARD SERVICE CENTER	YUBICO-IT/BAR ASSOC DUES/FDIC CONF/MISC	\$ 4,402.15
CENTRE STATE INTERNATIONAL INC	TRUCK REPAIR	\$ 6,388.97
CENTURYLINK	PHONE FIRE DEPT/POOL INTERNET	\$ 186.67
CITY OF BURLINGTON-FINANCE	ANIMAL SHELTER HOUSING-APRIL	\$ 92.60
DINGES FIRE COMPANY	HOSE TOOL/WRENCH	\$ 340.00
DORSEY & WHITNEY LLP	LEGAL FEES	\$ 9,000.00
EBS -EMPLOYEE BENEFIT SYS INC	FLEX	\$ 301.35
EBS/ZELIS/PAY PLUS	PARTIAL SELF FUNDING	\$ 7,262.15
ED M. FELD EQUIPMENT CO., INC.	FIT TESTS	\$ 660.00
FARM KING OF BURLINGTON	RINGS/GREASE GUN/DISPENSER	\$ 110.95
FASTENAL COMPANY	DRILL BIT/CONCRETE ANCHORS	\$ 62.63
FERGUSON ENTERPRISES, INC.	SOFTWARE MAINTENANCE	\$ 1,850.00
FISHER ENTERPRISES	PORTABLE TOILET SERVICE FEES	\$ 751.50
FP MAILING SOLUTIONS	POSTAGE	\$ 550.00
FRY, KELLY	TYLER CONNECT CONFERENCE	\$ 127.00
HAYNES EQUIPMENT	UV BULBS	\$ 520.00
HEIMAN FIRE EQUIPMENT	HELMET	\$ 321.80
HEIMAN FIRE EQUIPMENT	HELMET	\$ 323.85
HUFFMAN'S FARM & HOME	CART/SUPPLIES/WATER FITTINGS	\$ 208.31
IOWA FINANCE AUTHORITY	5,977,000 LOAN WATER TOWER	\$ 289,734.18
IOWA FINANCE AUTHORITY	2017 WW PLANT LOAN	\$ 552,570.00
IOWA FINANCE AUTHORITY	1,189,000 SRF SOUTH LIFT STATION	\$ 60,595.49
IOWA FINANCE AUTHORITY	330,000 SRF LOAN	\$ 21,732.50
IOWA FINANCE AUTHORITY	400,000 SRF LOAN	\$ 23,890.00
IOWA ONE CALL INC	APRIL NOTIFICATIONS (94)	\$ 84.60
IOWA PRISON INDUSTRIES	SIGNS	\$ 357.50
KAREN DEWEY	P & Z TRAINING	\$ 91.26
KEVIN FEEHAN	VEGETATION CONTROL-WWTP	\$ 1,800.00
LYNCH DALLAS, PC.	POLICE NEGOTIATIONS/GENERAL MATTERS	\$ 780.00
MANDSAGER, GREGG J.	MILEAGE IEDA	\$ 56.16

MENARDS	POOL FITTINGS/SHOWER/POSTS/CONCRETE MIX/MISC	\$ 136.58
MOORE, ANGELA	TYLER CONNECT CONFERENCE	\$ 503.20
NAPA AUTO PARTS	BATTERIES	\$ 404.52
NARTEC, INC	COCAINE/CRACK TEST KITS	\$ 81.18
POSTMASTER	MAY 2022 NEWSLETTER	\$ 458.64
QC ANALYTICAL SERVICES LLC	WASTEWATER TESTS	\$ 1,666.00
RIVER BASIN PUBLICATIONS	RAFFLE TICKETS	\$ 520.00
SANDRY FIRE SUPPLY L.L.C.	LOCKWOOD HOOK	\$ 153.40
SCHLUETER'S AUTO SERVICE, INC	BATTERY/REPAIRS	\$ 415.82
SHERWOOD COMPANY, INC.	STAGE CURTAIN REPAIR	\$ 543.00
SHOTTEKIRK SUPERSTORE, INC	BRAKE PADS/ROTORs	\$ 198.54
SIMMERING-CORY, INC.	CODE UPDATES	\$ 598.00
SKELLEY TREE SERVICE LLC	TREE REMOVAL 119 BALLARD	\$ 1,200.00
SOUTHEAST IOWA REGIONAL MEDICAL CENTER WB	WELLNESS PROGRAM PMT/FD PHYSICAL/DRUG SCREEN	\$ 1,686.00
SOUTHEASTERN COMMUNITY COLLEGE	EMR COURSE	\$ 4,470.00
STAPLES ADVANTAGE	SUPPLIES	\$ 306.27
STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 19.99
TRUSTED TECH TEAM	MICROSOFT 365 SUBSCRIPTION	\$ 696.96
UNTANGLE, INC.	PUBLIC SECTOR COMPLETE 1 YR	\$ 1,620.00
UPS	SHIPPING	\$ 176.38
VERIZON WIRELESS	TELEPHONE AND CELL SERVICE	\$ 1,663.66
WALMART COMMUNITY	DARE SUPPLIES/GOAL SETTING REFRESHMENTS	\$ 223.16
WITMER PUBLIC SAFETY GROUP	HELMET FRONTS/HALLIGAN TOOL	\$ 821.14
ZACH BOYD	MOWING-RESIDENTIAL/WESTLAND MALL	\$ 2,635.00

001 - GENERAL	59,9
052 - 4TH JULY CELEBRATION	1,2
110 - ROAD USE TAX	2,3
200 - DEBT SERVICE	23,8
320 - 2022 GO BOND MT PLEASANT ST PHASE 2	9,0
600 - WATER	3,0
604 - WATER REVENUE BOND SINK	311,4
610 - SEWER	5,0
614 - SRF SWR REVENUE BOND SINKING FUND	613,1

820 - RISK MANAGEMENT/SELF-IN	7,2
821 - FLEX ACCOUNT	3
Grand Total:	1,036,7