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MINUTES OF THE PROCEEDINGS  
OF THE BURLINGTON, IOWA CITY COUNCIL

Meeting No. 6  
March 16, 2020

The Burlington City Council met in regular session at 5:30 p.m. in the Thomas J. Smith Council Chambers, City Hall with Mayor Billups, Council Members Critser, Graham-Murray and Rinker present. Council Member Maupin was absent.

BURLINGTON CITY COUNCIL

CONSENT AGENDA: To the Public:

All matters listed under Item I., Consent Agenda, having been discussed were considered to be routine by the City Council and were enacted by one motion. There was no separate discussion of these items. If discussion was desired, that item was removed from the Consent Agenda and was considered separately.

Introduced By: Graham-Murray      Seconded By: Critser

MOTION: To approve all items listed under Item I., Consent Agenda.

DISCUSSION: Mayor Billups reviewed the items listed on the consent agenda to the viewing audience. Council Member Rinker removed the following Resolution from the Consent Agenda for discussion at the close of the meeting: Resolution Approving Fees for Rental Housing Inspections. All present had opportunity to speak nothing additional was filed in the office of the City Clerk.

(VOTE: 4 - "AYES")

CARRIED

(Council Member Maupin arrived at 5:43 p.m.)

HEARINGS:

1. Statement: Consideration of Fiscal Year 2020-2021 Budget

COMMENTS: The Director of Administrative Services stated that there would be no tax increase for fiscal year 2020-2021 budget. She reviewed the following items of the proposed fiscal year 2020-2021 budget: comparison of revenue by fund; total revenues operating revenues by source (\$62,804,742.00); comparison of expenditures by program; operating expenditures by type (\$63,164,666.00); proposed property tax rate (\$16.33632, no

increase); property tax rate; residential tax rate calculated; commercial tax rate calculated; where does my tax dollars go; how Burlington compares to other cities in Iowa with populations over 20,000; factors impacting the budget; health insurance premiums projected to increase 0%, budgeted at 5%; health insurance cap and contributions; general fund revenues by source; general fund expenditures by department; sewer fund (3.0% increase in non-metered sewer user fees and storm water fees as of July 1<sup>st</sup>; 10% increase for metered sewer user); solid waste fund (increase of \$.10 per household for recycling; no increase in landfill tipping fees and \$.25 per month increase in solid waste fees proposed for Fiscal Year 2021; Capital Improvement Projects (CIP); hotel/motel tax fund \$810,000.00 budgeted in hotel/motel tax revenue (70/30 split between City and Convention and Visitors Bureau up to \$700,000.00, then 60% City and 40% Convention and Visitors Bureau); hotel/motel tax total budgeted expenditures (\$921,135.00); sales tax fund (local option sales tax revenue \$4,235,000.00 and legal debt margin. All present had opportunity to speak and nothing additional was filed in the office of the City Clerk.

Introduced By: Rinker  
Motion to Close

Seconded By: Critser

CARRIED

Introduced By: Rinker  
Resolution Adopting Budget for Fiscal Year 2020-2021

Seconded By: Critser

DISCUSSION: None.  
(VOTE: 5 - "AYES")

ADOPTED

Introduced By: Rinker  
Resolution Authorizing Fund Transfers for the Fiscal Year 2021

Seconded By: Critser

DISCUSSION: The Director of Administrative Services stated that the proposed Resolution Authorizing Fund Transfers for the Fiscal Year 2021 was a new State requirement that shows the funds initiating the transfers and the funds that are receiving the transfers. She stated that if the City would go over these amounts during fiscal year 2021, she would come back to the City Council with a new Resolution of transfers. The City Manager stated that the first item listed is the employee benefit transfer to the general fund of \$2,600,000.00, which is an up to amount. He stated that they will transfer over the actual amount that is collected in property taxes which will be under that amount, if it would be over that amount then the Director of Administrative Services will come back with a subsequent Resolution authorizing the transfer over that amount. All present had opportunity to speak nothing additional was filed in the office of the City Clerk.  
(VOTE: 5 - "AYES")

ADOPTED

2. Statement: Consideration of Plans and Specifications for the 2020 Central Avenue HMA Resurfacing Project

COMMENTS: The Assistant City Manager for Public Works reviewed the plans and specifications for the 2020 Central Avenue HMA Resurfacing Project with Council and the

viewing audience. He stated that the project would involve a hot mix asphalt with mill and overlay project on Central Avenue from Angular Street to Harrison Avenue. He stated that there was a change in the estimated cost of the project is between \$720,000.00 and \$821,000.00 due to binder that is used in the aggregate is used for higher travel roadways. All present had opportunity to speak nothing additional was filed in the office of the City Clerk.

Introduced By: Critser  
Motion to Close

Seconded By: Graham-Murray

CARRIED

Introduced By: Critser  
Resolution Approving Plans and Specifications for the 2020 Central Avenue HMA Resurfacing Project

Seconded By: Graham-Murray

DISCUSSION: None.  
(VOTE: 5 - "AYES")

ADOPTED

RESOLUTION:

Introduced By: Maupin

Seconded By: Graham-Murray

1. Resolution Authorizing Bond Purchase Agreements for General Obligation Refunding Bonds, Series 2020A and Series 2020B

DISCUSSION: The City Manager stated the proposed Resolution authorizing the bond purchase agreements for general obligation refunding bonds, series 2020A and series 2020B. He stated that some of the bond issues are callable (able to refinance). He stated that the City will not extend any of the repayment schedules, but would refinance them for cost-savings. He stated that the City started this process several months ago and the City was looking at a \$350,000.00 savings, and at this point we are not sure if we would have any savings due to the distress of the financial market. He stated that instead of a fixed date on the Resolution for the sale of bonds, it has an authorization for the City to sign new bonds, if and when there is justification for savings. All present had opportunity to speak and nothing additional was filed in the office of the City Clerk.

(VOTE: 5 - "AYES")

ADOPTED

**NOTE**: The City Manager announced that the following three Resolutions were added to the agenda as an emergency basis tonight, due to the emergency guidance released by the CDC on group size limitations effective immediately as well as the announcement from Governor Reynolds/Iowa Department of Public Health on substantial community spread of COVID-19 in Iowa, the City of Burlington is adding a couple of emergency measures to protect the health and safety of the citizens of Burlington. (Per Iowa Code Chapter 21.4)

Introduced By: Billups                      Seconded By: Critser

2.        Resolution Announcing Temporary Limitation in Mass Gatherings or Large Community Events on City Property or in City Facilities

DISCUSSION: None.

(VOTE: 5 - "AYES")

ADOPTED

Introduced By: Billups                      Seconded By: Critser

3.        Motion to Amend the Resolution Announcing Temporary Limitation in Mass Gatherings or Large Community Events on City Property or in City Facilities (Changing the date Through March 31, 2020)

DISCUSSION: None.

(VOTE: 5 - "AYES")

CARRIED

Introduced By: Billups                      Seconded By: Graham-Murray

4.        Resolution Authorizing the Mayor to Alter Provisions of City Services or Limit Access to City Facilities as Necessary on an Emergency Basis

DISCUSSION: The City Manager stated that the City will refund any fees that citizens have paid for use of City facilities during the limited access to City facilities. He stated that there is a public health crisis and the City needs to limit access to their facilities in trying to limit the spread of COVID-19 virus to the public and City employees. All present had opportunity to speak nothing additional was filed in the office of the City Clerk.

(VOTE: 5 - "AYES")

ADOPTED

Introduced By: Billups                      Seconded By: Rinker

5.        Resolution Announcing Temporary Electronic Public Meetings

DISCUSSION: The City Manager stated that beginning March 23, 2020 the City Council will have electronic meetings. He stated that beginning March 18, 2020 City committees, commissions and boards within the City's structure will also have electronic meetings. He stated that some City committees, commissions and board meetings will be cancelled. He stated that it has not been determined what type of electronic platform the City will be using to allow for citizens to call in. All present had opportunity to speak nothing additional was filed in the office of the City Clerk.

(VOTE: 5 - "AYES")

ADOPTED

Introduced By: Billups                      Seconded By: Graham-Murray

6.        Resolution Approving Fees for Rental Housing Inspections

DISCUSSION: The Development and Parks Director reviewed the amended fees for rental housing inspections. He stated that the last time the rental housing inspection fees were

increased was 2017. He stated that his department has compared comparable Cities in Iowa and is looking at the cost of the rental housing program. He stated that without the increase of fees the City would not be able to keep the position of housing inspector. He stated that the City was still behind by \$.28 compared to comparable cities in Iowa. Dawn Kalo of EZMAC Properties LLC, 1107 Summer Street stated that if the landlords are paying for the cost of an employee then that employee should be dedicated to the landlord's needs and not the entire City. She stated that the City should be paying the cost of the employee and that those costs need to be absorbed by the City through all of its citizens and not just landlords. She further stated that there are many property owners that have rental properties and they are not paying rental housing inspection fees. The Development and Parks Director stated that the City is continuing to send out letters to those property owners as they find out about them to comply with the City Code. Council Member Rinker stated that he would be abstaining from voting as he has rental properties in Burlington. He stated that there is a concern that people are not registering their properties, because of the fees associated with it and raising the fees will continue that problem. Council Member Graham-Murray stated that the City is \$.28 below other Cities and she would hate to lose a full-time inspector. All present had opportunity to speak nothing additional was filed in the office of the City Clerk.

(VOTE: 4 - "AYES" Billups, Critser, Graham-Murray and Maupin  
1 - "ABSTAIN" Rinker)

ADOPTED

COMMENTS FROM AUDIENCE: None.

Adjournment: 6:33 p.m.

Approved: April 6, 2020

Kathleen P. Salisbury, MMC  
City Clerk

Jon D. Billups  
Mayor

(See recording on file in the office of the City Clerk for complete discussion and documentation.)

ITEM I.  
Consent Agenda

FINANCES AND MISCELLANEOUS

Minutes of Previous Meetings  
Payroll and City Claims

BEER, LIQUOR, WINE AND CIGARETTES

REPORTS AND BONDS

RESOLUTIONS:

1. Resolution Approving Nuisance Abatements for Various Properties
2. Resolution Approving Corrective Legal Description for the Sale of a Vacated Portion of Former Alley Right-of-Way Located North of the Property at 2408-2410 Flint Hills Drive, City of Burlington
3. Resolution Awarding Contract for the 2019 Lewis Street Sewer Repair Project
4. Resolution Approving Title VI Non-Discrimination Assurances and Title VI Non-Discrimination Agreement
5. Resolution Authorizing the City of Burlington to Hold the Great River Bridge Race
6. Resolution Granting Permission to Sign Off on Correspondence and Forms Required for the Iowa Economic Development Authority for the Locust Basin Sewer Project

SET DATE FOR PUBLIC HEARINGS:

1. Consideration of Sale of Property Locally Known as 1021 North 8<sup>th</sup> Street, Burlington, Iowa with Conditions (April 6, 2020)
2. Consideration of Sale of Property Locally Known as 704 South Central Avenue, Burlington, Iowa with Conditions (April 6, 2020)
3. Consideration of a Proposed Ordinance Amending Chapter 163A.07 of the Burlington, Iowa, Code of Ordinances Concerning Hearing Rights in the Case of Junk Vehicles (April 6, 2020)
4. Consideration of an Application for Housing Sustainability Grant from the Iowa Economic Development Authority, Community Development Block Grant Program (April 6, 2020)
5. Consideration of Plans and Specifications for the 2020 Senior Center Roof Replacement

Project (April 6, 2020)

6. Consideration of Plans and Specifications for the 2020 West Avenue and Gear Avenue Dowel Bar Retrofit Project (April 6, 2020)
7. Consideration of Plans and Specifications for the 2020 Virginia Avenue and Sycamore Street Stormwater Improvements (April 6, 2020)
8. Consideration of Consolidated Transit Grant Application (April 20, 2020)

APPOINTMENTS:

City Planning Commission: Florence Paterno

Historic Preservation Commission: Stephanie Brakeville