

West Liberty City Council Meeting February 16, 2021

Meeting Agenda

Please note that this City of West Liberty Council Meeting will be limited to public attendance due to restrictions with the national health emergency of COVID-19. City Council meetings can be attended by Zoom Meeting. The Council Meeting will also have live streaming to the City's Facebook Page.

To attend the meeting via

Zoom: <https://zoom.us/j/5034467219?pwd=cEhzdVExYTg2M2hmWEFzVkJnUFczZz09>

Meeting ID: 503 446 7219 Password: 822323 Phone: +1 312 626 6799 US

Public Comment: If you would like to address the Council during the Public Comment portion of the meeting, please contact the Lee Geertz, City Clerk no later than the Thursday prior to the Tuesday City Council meeting to be placed on the Council Agenda. Contact: lgeertz@cityofwestlibertyia.org or 319-627-2418 during City Hall business hours. The Mayor will recognize you for 5 minutes of comment. Please contact Lee Geertz, City Clerk if you have any additional questions or need assistance in attending the meeting.

Public Notice Is Hereby Given

Meetings will be recorded.

1. **CALL TO ORDER - ROLL CALL** The following Council Members attended the meeting Pro Tem Diane Beranek, Council Members: Cara McFerren, and Jose Zacarias, via zoom Council Member David Smith. Absent for the meeting Mayor Robert Hartman and Council Member, Robert Rock. Staff in attendance: Interim City Manager Elizabeth Hansen and City Clerk Lee Geertz, via zoom Nick Heath, Parks and Recreation Director, Ed Tvrs, Electric Supervisor, Danny Goodale, Water Superintendent, Craig Juergens WWTP Superintendent, Allie Paarsmith, Library Superintendent and City Engineer Leo Foley of Veenstra and Kimm.
2. **APPROVAL OF THE AGENDA:** Approved McFerren/Zacarias (4-0)
3. **PUBLIC HEARING (S)**
 - A. Open the Public Hearing on 2021 Police and City Hall Building Improvements Project: Zacarias/McFerren (4-0) No public Comments received reported by City Clerk Geertz and Interim City Manager Elizabeth Hansen.
 - B. Close the Public Hearing on 2021 Police and City Hall Building Improvements Project: Zacarias/McFerren (4-0)
 - C. Resolution No. 20210216-03: City Council approved Plans and Specifications for the 2021 Police and City Hall Building Improvements Project: McFerren/Smith Roll Call Vote (4-0)
4. **APPROVAL OF THE CONSENT AGENDA:** Approved McFerren/Zacarias (5-0)
 - A. Regular Council Meeting Minutes February 2, 2021
 - B. Set the Public Hearing on the Certifying the Tax Levy for the FY22 Budget March 2, 2021
 - C. Set the Public Hearing Property Sale of 505 E 1st Street and 115 E 3rd Street for March 2, 2021.
 - D. Approval of Liquor License Giri LLC 1006 N Columbus, Class C Beer Permit, Class B Wine Permit, and Sunday Sales.
 - E. Muscatine County Fair 101 N Clay Street, Class C Liquor License with Sunday Sales.

- F. Approval of Liquor License Dolgencorp, LLC Dollar General Store #6336 106 W 4th Street, Class C Beer Permit, Class B Wine Permit, and Sunday Sales.

5. **VENDOR VOUCHER CLAIMS LIST:**

- A. Vendor Voucher Claims List in the amount of \$288,121.81: Approved McFerren/Zacarias (4-0)

- 6. **PUBLIC COMMENTS AND/OR CORRESPONDENCE:** This is the time set aside for comments from the public on topics of City Business other than those listed on the agenda. No action may be taken. Please state your name and address for the record and keep your comments to no more than 2 minutes.

All emails and text messages are included in City Council's Agenda Packet for West Liberty Fire Department and golf cart correspondence and Golf Cart Ordinance correspondence.

Council Member McFerren communicated she had received correspondence for the Fire and Ambulance, the communication was provided to City Clerk for record. McFerren had an inquire on snow piling located by Heath Manor, and the pile was concerning due to traffic visibility being blocked. She had also received a complaint from Knotty Circle Drive resident about snow blocking a driveway. A Landlord has reached out to provide more input on the disconnection notice of tenants, resident made contact about a water alarm, and provided an apology to Council Member Zacarias for her communication in frustration over a meeting and social media posting. Zacarias communicated he accepted her apology.

Council Member Zacarias communicated he has received complaints about parking in the downtown area near the railroad tracks. Zacarias asked if this could be reviewed.

Council Member Smith Communicated he had noted snow piles on sidewalks at 5th Street and Clay.

City Clerk Geertz communicated she would follow up with Street Superintendent Reinhardt about the snow removal and piles.

7. **NEW BUSINESS**

- A. Approval to accept and file the FY 19 Audit Report: Approved Zacarias/McFerren (4-0) City Clerk Geertz reported she had met with the Finance Committee to discuss the FY 2019 Audit in detail. She will meet with Interim City Manager Hansen to review the comments and create a plan to address all the comments.
- B. Discussion and Appropriate Follow up on Economic Development Program Application from Acapulco Mexican Bakery for 311 N. Calhoun Street: Approved the project in the amount of \$1,336.23: McFerren/Zacarias (4-0)
- C. Discussion and Appropriate Follow up on Economic Development Program Application from WLFE, LLC for 115 E. 3rd Street: Approved the project in the amount of \$25,000: McFerren/Zacarias (4-0)
- D. Discussion and Appropriate Follow up on a new Phone System for the City Hall and Public Safety Facility: Approved upgrade new VOP phone system with Liberty Communications: Zacarias/McFerren (4-0)
- E. Discussion and Appropriate Follow up on a Cloud Computing System for the City: Approved project upgrade for the City's Financial/Utility Billing system (Incode 9) with Tyler Technologies for a cloud base system in the amount of \$30,046.00: McFerren/Zacarias (4-0)

- F. Set the Date for a Work Session on February 23, 2021 or review of the Communications Plan, Social Media Policy, Amend Computer Based Systems, and Salary Range with Matric for Management and Non-Management Employees.: Approved for Tuesday, February 23rd at 7:30pm located at 119 E 3rd Street, We Lead Building: McFerren/Zacarias (4-0)

8. REPORTS/MISC. – City Engineer/City Attorney/City Boards/Committees/Commissions/Employee

-City Engineer Leo Foley of Veenstra and Kimm reported the 2021 City Hall and Police Department Renovation Project Bid Opening will be February 18th at 2:00pm located at City Hall. This looks to be promising we had lots of interest from contractors. There will be a Utility Committee meeting at 2:30pm to review the water and sewer rate study, this is looking good. The stormwater utility will be included in the study. We have received an inquire with the Library to perform a space allocation study, the engineer who handles the study will be in touch with the Library Director.

City Reports received:

- A. Interim City Manager Hansen report was received, in addition the Public Safety Committee will also schedule to meet to follow up after the meetings held with the Rural Trustee and Fire/Ambulance Executive Committee. City Clerk Geertz added the Electric Department is currently generating due to the power shortage in Texas, Nebraska, and other states due to the extreme cold and winter weather causing power outages.
- B. Water Superintendent Danny Goodale report was received, in addition to his report he added there is an alarm malfunctioning at the Water Plant, and it will need to be replaced.
- C. Wastewater Superintendent Craig Juergen's report was received, in addition he provided work and bids being completed on the air compressor replacement.
- D. Parks/Recreation/IT Communication Director Nick Heath report was received, in addition Nick reported he has been working on the transition with the server for the City's relocation. Nick's staff has been assisting with the City Hall cleaning and moving of the administration office.
- E. Library Director Allie Paarsmith report was received, in addition she has communicated the Library re-opening step has been going well and received well by the patrons.

Mayor Pro Tem provided she and Council Member McFerren, Council Member Zacarias, City Clerk Geertz, WWTP Superintendent, and Interim Chief Lira had attended the West Liberty Foods quarterly meeting on February 12th at Noon, located at the West Liberty Community Center. Tom Alberti and staff provided updates with the West Liberty Foods operations. Tom has also communicated bringing in We Lead Director, Joe Taylor to facilitate the meeting going forward. This will include local business and organization to keep all of us connected.

11. ADJOURNMENT: Zacarias/McFerren (4-0) 8:07pm.

Robert Hartman, Mayor

Lee Geertz, City Clerk

West Liberty City Council Work Session Minutes for February 23, 2021

7:30pm Roll Call: Mayor Robert Hartman, Mayor Pro Tem Diane Beranek, Council Members Cara McFerren and Jose Zacarias. Staff Members: Interim City Manager Hansen, City Clerk Geertz, and IT/Communication Director Nick Heath.

The West Liberty City Council held a work session on February 23, 2021 to review and discuss the following items:

1. Discussion on a Proposed Communication Plan
2. Discussion on a Proposed Social Media Policy
3. Discussion on an amendment to the Computer Based Systems Policy
4. Discussion on Proposed Niche Fees and Regulations
5. Discussion on Proposed Salary Range with Matrix for Management and Non-Management Employees.

Mayor Hartman and Council Members reviewed all the items listed on the agenda. The consensus of the discussion was to recommend the proposed Communication Plan, Social Media Policy, amendment to the Computer Based Systems Policy, and Salary Range with Matrix for Management and Non-Management Employees be set by resolution for approval at the City Council Meeting scheduled for March 2, 2021.

Mayor Pro Tem Beranek recommended the discussion of the Niche Fees and Cemetery Regulation needed to have some more review. The consensus was to research cemetery lot costs and regulations. The next step will be to present the updated proposed amendments to committee.

Adjourned 9:15pm