

The City of West Liberty Meeting minutes and recording of the meeting can be located online <https://cityofwestlibertyia.org>

1. **CALL TO ORDER - ROLL CALL:** Mayor Hartman called the meeting to order at 7:30pm. In attendance: Council Member Beranek, Smith, Rock, McFerren, and Zacarias. City Staff in attendance: Deputy City Clerk Hoffert, City Manager Haugland, and Clerk Geertz by Zoom.
2. **APPROVAL OF THE AGENDA:** Approved Beranek/Smith 5-0
3. **APPROVAL OF THE CONSENT AGENDA**
 - A. Regular Council Meeting Minutes September 7, 2021: Beranek motion to amend meeting minutes with the following adjustments, New Business Item B last paragraph move to item J. Item D it should be 4-1 second by Rock, approved with amendments 5-0.
4. **VENDOR VOUCHER**
 - A. Vendor Voucher Claims List in the amount of \$721,559.69: Approved: Beranek/Smith 5-0
 - B. Vendor Voucher Claims List #2 in the amount of \$101.50 for Cardinal Sign & Graphics. Approved: Beranek/Rock 4-1-0 (McFerren abstention)
5. **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.
 - A. Lisa Browning as business owner of Shop 121 located in the Downtown Business District asked City Council to ban all future downtown events. Browning wanted to clarify she supports the events, and it has been nice to see the success, but the location in the downtown area does not work. Browning provided points to her frustration of lack of notice of the events, lack of parking, trash left, and damages sustained by attendees.
Eulenspiegel representative, Stephanie Vallez attended to thank the City leadership and staff for their support and assistance for the 24th Children's Festival Event. It was a success for our community and again it has been much appreciated the support.
Charles Potter for the Muscatine Journal was recognized for his years of service to report the West Liberty news and tonight will be his last meeting on reporting for the paper. Mayor extended his appreciation in consensus with the Council as a whole.
Council Member Zacarias commented on the success of the event and location and would be supportive to have this continue in the location, after all this is an annual event.
Council Member McFerren communicated she had received similar communication with regards to the past weekend events but noted the City Manager has followed up with these concerns by Jan Fulwider.
6. **OLD BUSINESS**
 - A. Resolution 20210907-38 Resolution to Approve an Update the Fire/EMS Department with an Increase to the EMS/Ambulance Department Staffing: Beranek made the motion to post-pone the resolution indefinitely, Smith second, then discussion: Mayor communicated there was information that came in prior to the meeting and more time was needed to review. Beranek added the concern is the litigation, staffing information in need of review with permanent supervision. Mayor stated he didn't know if this was something that could be postponed indefinitely. Should we consider a work session, McFerren stated yes to an additional information review in work session.

Smith communicated, again as Beranek has stated we are currently in a litigation, and we need to have input from the City Attorney if we can hold the meeting. Mayor Hartman directed City Manager Haugland to contact City Attorney Bosten to review. Haugland communicated he would follow up in the morning. Roll Call Vote: Rock, McFerren, Zacarias, Beranek, and Smith: 5-0. Mayor relayed to Mindy Sickels Sterbenz; he would follow up once we have received an answer from the Attorney. Mindy communicated their lawyer has stated meetings can take place to discuss new business and hiring of personnel.

7. NEW BUSINESS

- A. Resolution 20210921-43 A Resolution Approving City Website Service Agreement between City of West Liberty and Big Imprint, LLC: Approved: Beranek/Zacarias for a three-year agreement: Roll Call: Smith, Beranek, Zacarias, McFerren, and Rock: Approved 5-0
- B. Resolution 20210921-44 Amending the Fee Schedule with updating the Electric Fee for Meter Testing per Customer request to \$150.00: Beranek/McFerren: Roll Call Vote: Zacarias, Beranek, Smith, McFerren, and Rock: Approved 5-0
- C. Resolution 20210921-45 Resolution to Approve Library Staffing Position and Job Description for the West Liberty Public Library by adding a Shelf Aide as part time position to staffing: Beranek/Zacarias Director Paarsmith provided the position was approved by the Library Board. Roll Call Vote: Rock, Smith, McFerren, Beranek and Zacarias: Approved 5-0
- D. Resolution 20210921-46 Change Order #5 for the City Hall and Police Building Upgrades with S.G. Construction: Table 8:00pm by Mayor, returned with information during meeting: Beranek/McFerren Roll Call Vote: approved in the amount of \$7,900, 5-0
- E. Resolution 20210921-47 A Resolution to Approve the Second Amendment Extension of the City and Fire District 28E Agreement: Beranek/Smith, extension to January 31, 2022, in hopes to set a mediation with Fire District: Roll Call Vote: McFerren, Rock, Zacarias, Beranek, and Smith approved 5-0. Mayor asked to clarify if the Rural Fire District will need to approve as well, Haugland communicated yes, and the information will be communicated.
- F. Resolution 20210921-48 A Resolution to Approve the Second Amendment Extension of the City and Ambulance Rural Board 28 E Agreement: Beranek/McFerren: Roll Call Vote: Zacarias, Rock, Smith, Beranek, and McFerren approved 5-0
- G. Resolution 20210921-49 A Resolution to Approve Bad Debt Write Off for the City Utility and Ambulance Billing: Utility Billing \$17, 089.14, Utility Billing 1,088.83, Ambulance Billing \$17,404.14, and Ambulance Billing \$5,504.65: McFerren/Beranek: Roll Call Vote: Smith, Beranek, Zacarias, McFerren, and Rock approved 5-0. Deputy City Clerk Hoffert communicated write off amounts are items we are unable to collect due to lack of identification information such as social security and for Ambulance if Medicare/Medicaid. Write Off for Utility Billing due to increments under \$40.00 All other debt can be processed with the City's Income Offset Program through the State of Iowa.
- H. Mayoral Appointment of Shannon McMichael to the West Liberty Public Library Board for term effective until September 2023: McFerren/Zacarias approved 5-0
- I. Discussion and Appropriate Follow Up to set the date and time for the Trick or Treat Trail and City-Wide Trick or Treat event: October 31, 2021, for Trick or Treat Trail event at 5:00pm-6:00pm and City Wide 6:00pm – 7:30pm: Smith/Rock approved 4-1 (nay Beranek)
- J. Set the Date for City Council Work Session October 19, 2021, Mayor tabled upon further

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

A. City Engineer Leo Foley provided the following updates:

Held a meeting with City Manager Haugland on CIP, then reviewed Miller and 4th will provide an estimate to City Manger with past practice for repairs. Well #2 had a meeting with Danny and Ed about the work is being done. Risk and Resiliency Study, we will need to follow up with the emergency response by December 31st. We will need to review if VK will handle or City Water Superintendent. It has been running about \$5,000 to administer the report. Pin have been set on the requested city property and will be recorded with the County. McFerren has question with the historic brick street, could we look at accommodating the intersection concrete and attaches to the brick streets. McFerren stated this is the effort to continue to maintain the historic brick street. Foley said we can look at this, but the curves will also need to be addressed.

B. City Staff Minutes: A few highlights from the minutes: City Manager Haugland communicated to ask questions. Library Director reported she and her husband are expecting in April 2022. Congratulations to Allie from council and mayor. Friendship Park looks great, and good job Heath. Park is being utilized already by many. McFerren provided she had attended the Iowa League of Cities conference in Coralville last week along with Haugland and Geertz. She found the information to be fascinating and glad she was able to attend. City Manager Haugland agreed and said it was a good conference.

C. Sewer Report: Report provided by Water/Sewer Superintendent Goodale, no information with regards to distribution.

9. ADJOURNMENT: Beranek/Zacarias 8:36pm 5-0

Robert Hartman, Mayor

ATTEST:

Lee Geertz, City Clerk