



WEST LIBERTY CITY COUNCIL MEETING AGENDA

Location: West Liberty Public Library 400 N Spencer Street
Melick Classroom

Date: December 21, 2021

6:30PM Work Session- City Engineer Presentation for Rainbow/Maxson Street Project

7:30PM Regular City Council Meeting

Mayor: Robert Hartman

Council Members: Diane Beranek, David Smith, Jose Zacarias,
Cara McFerren, Robert Rock

Meeting Agenda

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 Lee Geertz, City Clerk: lgeertz@cityofwestlibertyia.org or 319-627-2418 during City Hall business hours. The Mayor will recognize you for 5 minutes for comments. Please contact Lee Geertz, City Clerk if you have any additional questions or need assistance in attending the meeting.

Public Notice Is Hereby Given

That the above-mentioned Government Body will hold a Regular Meeting at the date, time, and place above set out. The tentative agenda for said meeting is as follows:

Meetings will be recorded

1. NEWLY ELECTED OFFICIALS SWORN IN BY MAYOR ROBERT HARTMAN

2. CALL TO ORDER - ROLL CALL

3. APPROVAL OF THE AGENDA

4. MAYORAL APPOINTMENTS

A. Library Board of Director Appointments

- Mary Jo Lugo
- Vanessa Espinoza

5. PUBLIC HEARING (S)

- A. Open the Public Hearing on Ordinance 20211221- An Ordinance for Adopting Flood Plain Management, West Liberty, IA.
- B. Close the Public Hearing on Ordinance 20211221- An Ordinance for Adopting Flood Plain Management, West Liberty, IA.
- C. Ordinance 20211221- Ordinance First Reading for Adopting Flood Plain Management, West Liberty, IA.
- D. Open the Public Hearing on the Proposed New Precinct Boundaries
- E. Close the Public Hearing on the Proposed New Precinct Boundaries
- F. Discussion and Appropriate follow-up for City of West Liberty Reprecinting Option to be set by Ordinance.

6. APPROVAL OF THE CONSENT AGENDA



WEST LIBERTY CITY COUNCIL MEETING AGENDA

Location: West Liberty Public Library 400 N Spencer Street
Melick Classroom

Date: December 21, 2021

6:30PM Work Session- City Engineer Presentation for Rainbow/Maxson Street Project

7:30PM Regular City Council Meeting

Mayor: Robert Hartman

Council Members: Diane Beranek, David Smith, Jose Zacarias,
Cara McFerren, Robert Rock

- A. Regular Council Meeting Minutes December 07, 2021
- B. City Clerk/Treasurer Report October 21, 2021

7. VENDOR VOUCHER CLAIMS

- A. Vendor Voucher Claims List #1 in the amount of \$313,913.00

8. **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.

9. NEW BUSINESS

- A. A Resolution No. 20211221-80 A Resolution to Approve Pay Estimate 8 for the City Hall and Police Building Upgrades with S.G. Construction in the Amount of \$25,934.40.
- B. Resolution No. 20211221-81 A Resolution to Approve Amending the Fee Appendix
- C. Resolution No. 20211221-82 A Resolution to Approve Amending Resolution 20210907-38 for Ambulance Staffing Positions, Scheduled Hours as a Combined Department.
- D. Discussion and Appropriate follow-up on the West Liberty Strategic Plan for FY 2022-2024

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

- A. City Engineer
- B. Fire Chief and Department Appointments
- C. Sewer Report
- D. City Staff Minutes

11. ADJOURNMENT

Proposal 1

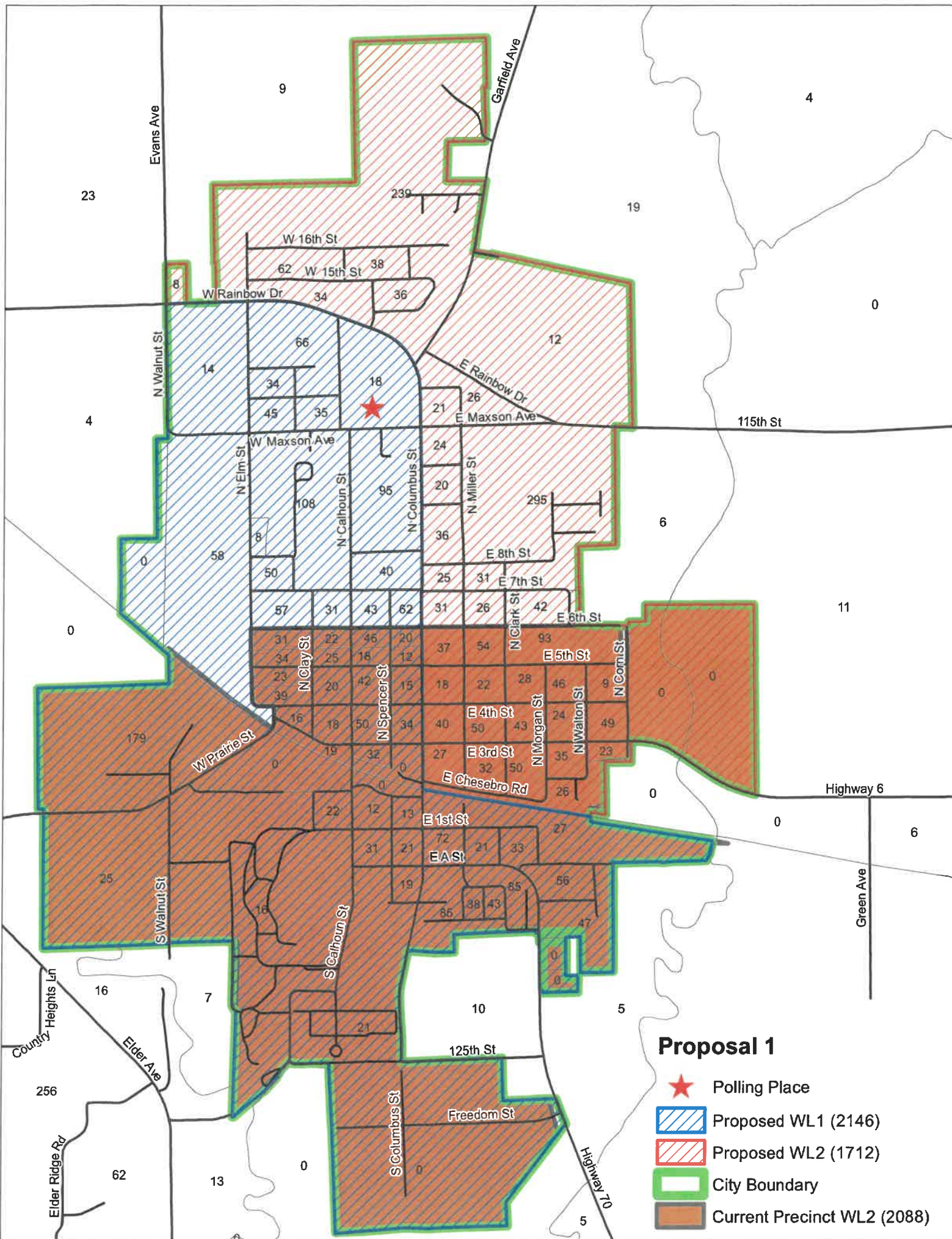
WL1 – Shall consist of: That territory of eastern West Liberty within the city limits bounded by a line extended as follows: beginning at the intersection of W Rainbow Dr and Evans Ave, thence northerly along the centerline of Evans Ave to the city limits and thence following the city limits to the intersection of the railroad and eastern city limits, thence westerly along the railroad to the intersection with Columbus St, thence northerly along the centerline of N Columbus St towards W Rainbow Dr and thence westerly along the centerline of W Rainbow Dr to the point of beginning.

WL2 - Shall consist of: That territory of western West Liberty within the city limits bounded by a line extended as follows: beginning at a point at the intersection of W Rainbow Dr and N Walnut St, thence southerly along the city limits, across the railroad, following the city limits to the intersection of the railroad and eastern city limits, thence westerly along the railroad to the intersection with Columbus St, thence northerly along the centerline of N Columbus St towards W Rainbow Dr and thence westerly along the centerline of W Rainbow Dr to the point of beginning.






Proposal 2

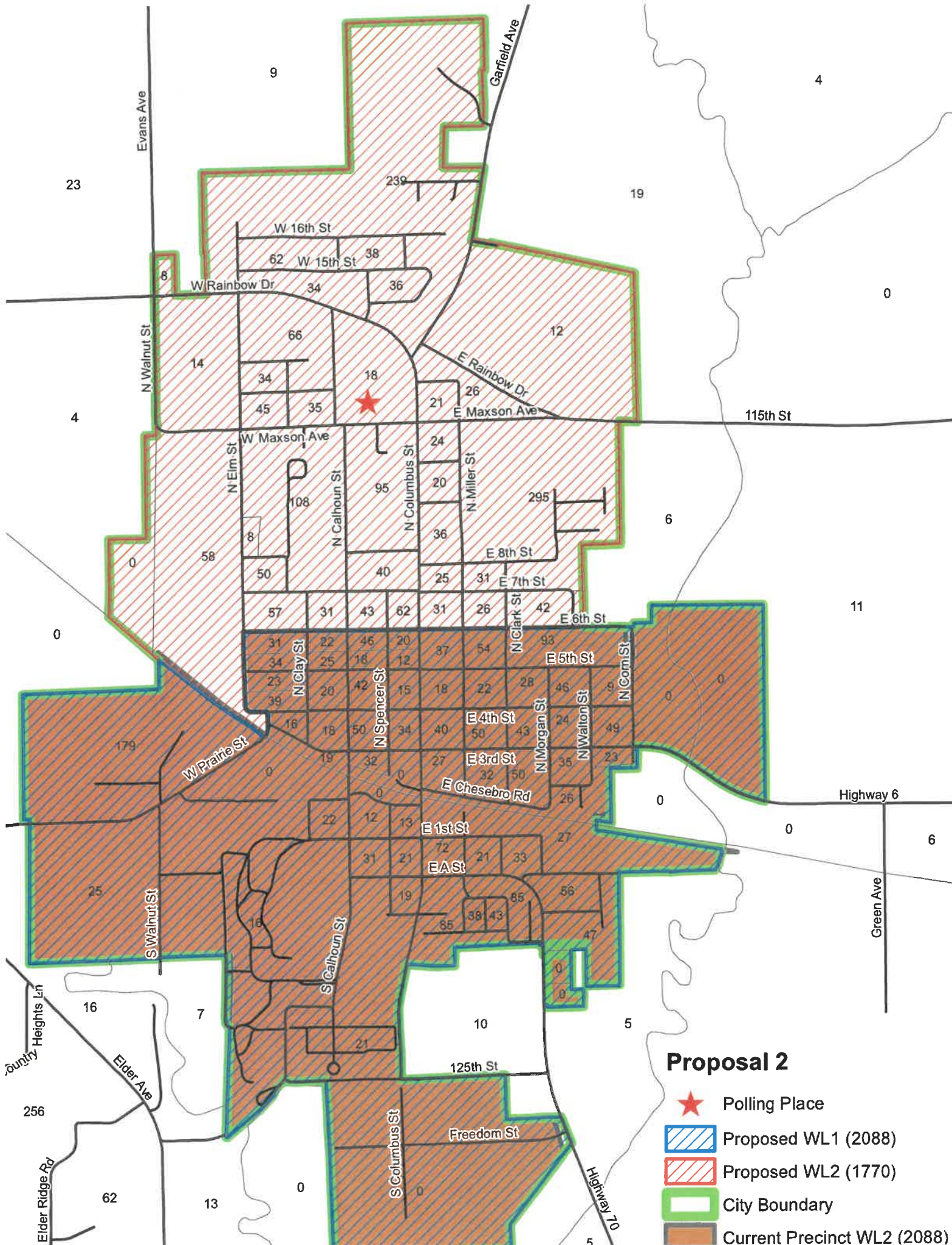
WL1 – Shall consist of: That territory of northern West Liberty within the City Limits bounded by a line extended as follows: beginning at a point at the intersection of the western City Limits and W Rainbow Dr, thence southerly along the city limits to the railroad, then southeasterly along the railroad to W Prairie St, thence northerly along the centerline of W Prairie St to W 4th St, thence westerly to N Elm St, thence following N Elm St northerly along the centerline to the intersection with W 6th St, thence easterly along the centerline of W 6th St to the eastern City Limits, thence northerly around the city limits to the point of beginning.

WL2 – Shall consist of: That territory of southern West Liberty within the City Limits bounded by a line extended as follows: beginning at a point at the intersection of W 6th St and N Elm St, thence southerly along the centerline of N Elm St to W 4th St, thence easterly along the centerline of W 4th St to the intersection of W Prairie, thence northwesterly along the railroad to the City limits, thence southerly around the city limits to the intersection of E 6th St and City Limits, thence westerly to the point of beginning.



Proposal 1

-  Polling Place
-  Proposed WL1 (2146)
-  Proposed WL2 (1712)
-  City Boundary
-  Current Precinct WL2 (2088)



Proposal 2

- ★ Polling Place
- Proposed WL1 (2088)
- Proposed WL2 (1770)
- City Boundary
- Current Precinct WL2 (2088)

City of West Liberty Meeting Minutes 12-07-2021

City of West Liberty <https://zoom.us/j/5034467219?pwd=cEhzdVExYTg2M2hmWEFzVkJnUFczZz09>

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

1. The meeting was called to order by Mayor Robert Hartman at 7:30pm. City Council Members present Mayor Pro Tem Diane Beranek, Jose Zacarias, David Smith, Robert Rock and Cara McFerren. City Staff present: City Manager David Haugland, City Clerk Lee Geertz, Library Director Allie Paarsmith and Communication Specialist Jacob Lane.
2. City Council approved the agenda: Beranek/Smith 5-0
3. **PUBLIC HEARING (S)**
 - A. City Council opened the Public Hearing on Disposal of City Property by Donation of Two Reviver AED's; Property of the City of West Liberty, West Liberty Police Department as Gift to John D Gomke Charity Inc: Beranek/Rock Roll Call Vote: Rock, McFerren, Smith, Zacarias, and Beranek 5-0
 - B. City Council Closed the Public Hearing on Disposal of City Property by Donation of Two Reviver AED's; Property of the City of West Liberty, West Liberty Police Department as Gift to John D Gomke Charity Inc: Beranek/Zacarias Roll Call Vote: Beranek, Zacarias, Smith, McFerren, and Rock 5-0
 - C. City Council approved Resolution 20211207-75 A Resolution to Disposal of City Property as a Donation of Two Reviver AED's; Property of the City of West Liberty, West Liberty Police Department as Gift to John D Gomke Charity Inc: Beranek/McFerren: Roll Call Vote: Zacarias, Beranek, Rock, McFerren, and Smith 5-0
4. City Council approved the Consent Agenda with the following items: Beranek/McFerren 5-0
 - A. Regular Council Meeting Minutes November 16, 2021
 - B. Class E Liquor License with Sunday Sales for Thoma Market, LLC d/b/a Jeff's Market. LE0002427
 - C. Class C Liquor License with Sunday Sales for El Patio LC0045008
5. City Council approved the Vendor Voucher Claims List #1 in the amount of \$202,012.48: Beranek/Rock 5-0
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. Coalition for Excluded Workers of Iowa addressed Mayor and City Council again asking for consideration of relief funding from the American Emergency Relief Funds. Individuals presented to Mayor and Council their individual struggles with working during the pandemic and not able to receive stimulus or assistance due to residential/citizenship status. Mayor Hartman communicated there has been no decision about the funding use. This will be something the newly elected with existing leadership to discuss in the new year.

Council Member McFerren provided input received from her event at the holiday Open House on November 21st when she was present at Savor D's to the public for input on Strategic Planning. This also included the Coffee with Council Member McFerren at West Liberty Foods Market as well. One item was the percentage fee on the credit card processing for payments. City Clerk explained this is a convenient fee charged by the credit card processor. The City does not collect the fee, the fee is a processing cost the credit card company charges directly to the card holder for the convenience of using the credit/debit card. to accept this form of payment. City Manager Haugland provided; customer could set up electronic/automatic payment for your utility bills to avoid these fees. Parking compliant on Clark Street and 3rd Street, there are vehicles parked for long term and concern of the activity with vehicles in the area. Chief Werling will review the concern. A resident had a complaint with the Cemetery, this was resolved. City Resident complained of corn husks from the adjacent farmland blowing into their yard. City Clerk Geertz communicated this debris issue has been addressed before, but there is no enforcement for the issue. This is common with agricultural adjacent to City Limits. The recommendation would be to have the resident reach out to the Farmer to see if they would consider placing a snow fence to block the debris blowing into the residence area.

City Clerk Geertz communicated the Muscatine Journal provided a letter to request consideration as the official newspaper for the City of West Liberty.

7. NEW BUSINESS

- A. City Council approved Resolution No.20211207-76 Resolution authorizing and approving a Loan Agreement and providing for the issuance and securing the payment of Taxable Sewer Revenue Refunding Bond, Series 2021C": Beranek/McFerren: Roll Call Vote: Rock, McFerren, Smith, Zacarias, and Beranek 5-0: Discussion the issuance of the Sewer 2021 C will be at 1.50% with Midwest One. The savings for the bonding will be approximately \$66,500 and will reduce the note by one year.
 - B. City Council approved Resolution No. 20211207- 77 Accepting and Approving the Filing of the Annual Financial Report for FY 2020-2021 to the Iowa State Auditor's Office: Beranek/Rock Roll Call Vote: Smith, Zacarias, McFerren, Beranek, and Rock 5-0
 - C. City Council approved Resolution No. 20211207-78 A Resolution to Approve Change Order #9 for the City Hall and Police Building Upgrades with S.G. Construction in the Amount of \$2,332.00: Beranek/Rock Roll Call Vote: McFerren, Rock, Zacarias, Smith and Beranek 5-0
 - D. City Council approved the order and purchase of the WWTP Vehicle prior to ERP plan FY 2023. Superintendent Juergen's reported the WWTP Dodge Ram Truck has expensive repairs in need of being completed. Since the ERP for FY 2023 has the WWTP plant purchasing a new vehicle it was proposed to City Council to move the purchase up a year in advance. The Sewer Budget can support the purchase and with the orders taking 30 weeks it is possible the vehicle might not arrive until after July 1, 2022. Beranek/McFerren 5-0
 - E. Discussion and Appropriate follow up for Naming the Official Newspaper(s) of the City of West Liberty, Iowa for 2021. Beranek motion the West Liberty Index as primary and Muscatine Journal as secondary for the official paper of 2022 and second by Rock. Approved 5-0
 - F. City Council accepted to file/receive the City Engineer, Leo Foley proposal for the West Liberty Water R&R Amendment ERP: Beranek/Zacarias 5-0
 - G. City Council Set the Date for A Public Hearing to Adopt Floodplain Management Ordinance on December 21st at 7:30pm: Beranek/Rock 5-0
8. REPORTS – Employee/City Engineer/City Attorney/City Boards/Committees/Commissions
- A. City Engineer Leo Foley provided the following information: Northway Well contractors of the Well #2 project will be here tomorrow. It has been communicated the City is not happy with the continued delays on the project. Once Northway has completed Morrison Construction will be able to complete the roof. Parizek of V&K will be reaching out to Danny to go over the Risk and Resiliency plan for the Water Department. The report is due next week. December 17th we will present the Rainbow and Maxson project during work session.
 - B. City Staff Minutes: City Clerk Geertz provided grant award on behalf of the Health Resources & Service Administration (HRSA) Phase 4 for emergency services provided during the pandemic to Medicaid, Medicare, and Children's Health Program have been awarded to the City. The amount awarded \$10,275.95. The funds will be receipted to the Ambulance fund. Dana Dominguez had an inquire on the Ambulance Staffing/Hiring for paramedic posting. Mayor Hartman communicated this will be a daily operations question with the City Manager.
9. ADJOURNMENT at 8:15pm: Beranek/Zacarias 5-0

| VENDOR/VOUCHER CLAIMS LIST REPORT | | | |
|-----------------------------------|----------------------------------|--|---------------------|
| 12/22/21 CLAIMS LIST | | | |
| 1 | ALLIANT ENERGY | PARK LIFT STATION | \$44.52 |
| 2 | ALTORFER | WWTP MAINTENANCE | \$2,180.00 |
| 3 | BHMG ENGINEERS | RETAINER FOR GENERAL SERVICES | \$225.00 |
| 4 | CENTRA TEL | AFTER HRS MESSAGING SERVICE | \$181.00 |
| 5 | CITY OF MUSCATINE | TRANSFER STATION | \$9,599.40 |
| 6 | CULLIGAN | BOTTLED WATER | \$96.50 |
| 7 | DJ GONGOL & ASSOCIATES INC | SEAL KIT | \$558.08 |
| 8 | DJ GONGOL & ASSOCIATES INC | 4 CHECKBALLS 1 DIAPHRAM | \$958.51 |
| 9 | EASTERN IOWA LIGHT&POWER COOP | LIFT STATION | \$187.40 |
| 10 | EASTERN IOWA LIGHT&POWER COOP | LIFT STATION PUMPS | \$100.15 |
| 11 | EASTERN IOWA LIGHT&POWER COOP | ELDER RIDGE PART III | \$67.45 |
| 12 | FLETCHER REINHARDT | UNIFORMS & FUSES | \$2,326.29 |
| 13 | HAHN READY MIX | 14 BLOCKS FOR SAND THIS WINTER | \$1,540.00 |
| 14 | HAHN READY MIX | 8.25 YDS CONCRETE FOR ROAD REPAIR 6TH ST | \$2,285.26 |
| 15 | HAHN READY MIX | 2YDS TO REPAIR SIDEWALKS | \$303.00 |
| 16 | HAHN READY MIX | 8.5 YDS CONCRETE 4 ALLEY BEHIND JEFFS MARKET | \$1,109.25 |
| 17 | HAHN READY MIX | 20YDS CONCRETE SHOP PARKING LOT | \$7,590.00 |
| 18 | HAHN READY MIX | 5YDS CONCRETE W/ADA MATS | \$682.50 |
| 19 | HAHN READY MIX | 6.5YDS CONCRETE 4 APPROCHES AT 3RD&SPENCER | \$822.25 |
| 20 | IOWA LAW ENFORCEMENT ACADEMY | TRANSFER MMPI TO ANOTHER AGENCY | \$50.00 |
| 21 | IOWA RURAL ASSOCIATION | DUES JAN 2022-12-2022 | \$100.00 |
| 22 | JEFF'S MARKET | BALANCE DUE | \$8.75 |
| 23 | JOHNSON COUNTY AMBULANCE SERVICE | ALS SERVICE CHARGES | \$200.00 |
| 24 | KESSLER ELECTRIC | 36" THERMOCOUPLE | \$115.92 |
| 25 | KEYSTONE LAB | WWTP SPECIMEN COLLECTION | \$2,159.20 |
| 26 | KIOWA LINE BUILDERS | LABOR FOR CHANGING OUT POLE | \$9,038.00 |
| 27 | LIBERTY COMM | FIBER DROP MATERIALS & WORK ORDER | \$3,275.77 |
| 28 | LINDLE | 302 TANK FILLS | \$207.35 |
| 29 | LOVEWELL FENCING INC | INSTALL NEW 20' SWING GATE TO FENCE LINE | \$4,600.00 |
| 30 | LYNCH'S EXCAVATING | WATER MAIN BREAK | \$2,972.90 |
| 31 | MIDAMERICAN ENERGY | POWERPLANT | \$1,583.88 |
| 32 | MIDAMERICAN ENERGY | POWERPLANT GENERATOR | \$12.32 |
| 33 | MISSISSIPPI VALLEY PUMP INC | REPLACE BUNKER DR PUMP | \$3,819.00 |
| 34 | MUNICIPAL SUPPLY | MXU'S/SRII METERS/TOUCHPADS | \$8,743.00 |
| 35 | MUSCATINE COUNTY AUDITOR | ELECTION COSTS | \$961.71 |
| 36 | MUSCATINE COUNTY ENGINEER | SALT-PURCHASE | \$3,700.13 |
| 37 | OFFICE EXPRESS | | \$301.22 |
| 38 | PCC AMBULANCE BILLING | AMBULANCE BILLING SEPT & AUGUST | \$2,567.63 |
| 39 | PIP | WINDOW ENVELOPES NO INDICIA | \$413.48 |
| 40 | POST OFFICE | POSTAGE DUE | \$21.39 |
| 41 | PS3 ENTERPRISES | PARKS TOILET RENTAL | \$285.41 |
| 42 | PUTNEY HEATING&AIR CONDITIONING | FREON AND LABOR | \$191.73 |
| 43 | REHRIG PACIFIC CO | GARBAGE CANS' | \$7,407.40 |
| 44 | ROCKMOUNT | SPOOL OF WELDING WIRE 22# | \$538.32 |
| 45 | SJ SMITH | INDUSTRIAL GASES | \$48.30 |
| 46 | STATE CHEMICAL SOLUTIONS | WASTE WATER TREATMENT PROGRAM | \$2,149.00 |
| 47 | STATE CHEMICAL SOLUTIONS | UNPAID | \$2.08 |
| 48 | TASC | COBRA ADMIN FEES/FSA ADMIN,CLAIM CARD/RENEWA | \$423.42 |
| 49 | ULINE | MINOR EQUIPMENT | \$549.09 |
| 50 | USA BLUE BOOK | FIRST AID KIT | \$885.93 |
| 51 | WERTZBAUGHER SERVICES | RAILING AT CITY HALL | \$2,700.08 |
| 52 | WEST LIBERTY COMMUNITY CENTER | PLANNING SESSION | \$250.00 |
| 53 | WEST LIBERTY INDEX | LEGAL PROCEEDINGS | \$398.68 |
| 54 | KIRT SICKELS | PLAQUE ENGRAVING/3 PLATES | \$36.00 |
| 55 | TAMARA WIGIM | CONFERENCE MEALS | \$58.18 |
| 56 | | | |
| 57 | PRE PAID CLAIMS | | |
| 58 | PAYROLL ENDING 12/11/2021 | PAYROLL PAID 12/17/2021 | \$141,427.03 |
| 59 | BP FUEL | CREDIT CARD FOR FUEL CITY FLEET | \$2,154.78 |
| 62 | DNR SWAP GRANT PYMT | RECYCLE BLDG PROJECT-PROGRAM | \$7,268.27 |
| 63 | IOWA GEMT PROGRAM | CONTRACT SERVICE AMBULANCE | \$940.19 |
| 64 | GIRI BP | DIESEL FUEL FOR GENERATION | \$44,455.21 |
| 65 | GIRI BP | BULK FUEL FOR SHOP TANK | \$22,289.00 |
| 66 | CITY OF CEDAR RAPIDS | TRAINING S WHEELER | \$2,000.00 |
| 67 | JESSE SORENSEN | REFUND DUPLICATE PYMT | \$150.04 |
| 68 | EASTERN IOWA YOUTH BASKETBALL | RECREATION WINTER PROGRAM | \$975.00 |
| 69 | WE LEAD | PRO RATE RENT AND UTILITIES FOR TEMP LOCATE | \$525.22 |
| 70 | BIG IMPRINT | WEBSITE CONTRACT | \$96.43 |
| | | | |
| | | TOAL OF ALL CLAIMS FOR 12/21/2021 | \$313,913.00 |
| | | | |

RESOLUTION NO. 20211221-80
RESOLUTION TO APPROVE PAY ESTIMATE NO. 8 FROM
S.G. CONSTRUCTION COPOLICE AND CITY HALL BUILDING
IMPROVEMENT PROJECT IN THE CITY OF WEST LIBERTY, IOWA

WHEREAS, the City Council of West Liberty, Iowa has contracted with S.G. Construction Co for the Police and City Hall Building Improvement Project located at 409 N Calhoun Street, within the corporate limits; and

WHEREAS, Veenstra & Kimm, Inc., has recommended approval of Pay Estimate No. 8 from S.G Construction Co for work completed and a current payment due of \$25,934.40;

WHEREAS, Veenstra & Kimm, Inc., has noted retainage is still being held in the amount of \$1,500.00 for planter improvements that will be done in the spring of 2022. This amount is based off of correspondence with the manufacturer and Paul Zaugg of S.G. Construction Company. Once all work for the planter is complete, the rest of retainage will be released to S.G. Construction Company.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Liberty, Iowa, to approve Pay Estimate No. 8 from S.G. Construction Co. for the Police and City Hall Building Improvement Project and issue a check for \$25,934.40;

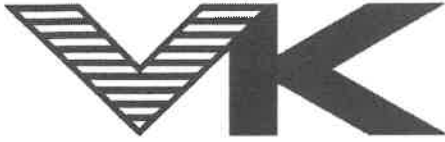
BE IT FURTHER RESOLVED, by the City Council of the City of West Liberty, Iowa, that the Mayor and City Clerk are hereby authorized and directed to execute said resolution.

Passed and approved this 21st day of December, 2021.

Robert Hartman, Mayor

ATTEST:

Lee Geertz, City Clerk



VEENSTRA & KIMM INC.

1800 5th Avenue
Rock Island, Illinois 61201

309.786.7590 // 877.241.8010
www.v-k.net

December 8, 2021

City of West Liberty
Attn: Lee Gertz, City Clerk
409 N. Calhoun Street
West Liberty, IA 52776

WEST LIBERTY, IOWA
POLICE AND CITY HALL BUILDING IMPROVEMENTS
PAY ESTIMATE 8

Enclosed is an electronic version of the signed Pay Estimate No. 8 for work completed through November 30, 2021 under the contract between the City of West Liberty and S.G. Construction Company. We have checked the estimate and recommend payment to S.G. Construction Company in the amount of \$25,934.40.

It should be noted that retainage is still being held in the amount of \$1,500.00 for planter improvements that will be done in the spring of 2022. This amount is based off of correspondence with the manufacturer and Paul Zaugg of S.G. Construction Company. Once all work for the planter is complete, the rest of retainage will be released to S.G. Construction Company.

Once signed, please return an electronic copy to the undersigned. Veenstra & Kimm, Inc. will then forward to S.G. Construction Company.

Should any questions arise, please contact the undersigned at 309-786-7590.

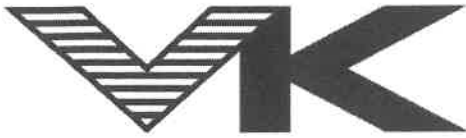
VEENSTRA & KIMM, INC.

Tara M. Goldsberry, AIA

TMG:mjf
240172

Enclosures

cc: Daniel Situmeang & Paul Zaugg - S.G. Construction Company



VEENSTRA & KIMM INC.

1800 5th Avenue
Rock Island, Illinois 61201

309.786.7590 // 877.241.8010
www.v-k.net

Date: December 6, 2021

PAY ESTIMATE NO. 8

| | | | | | |
|------------------------------------|--|---------------|------------|---|---------------|
| Project Title | Police & City Hall Building Improvements West Liberty, Iowa | | Contractor | S.G. Construction Company 2204 W. Mt. Pleasant Street West Burlington, IA 52655 | |
| Original Contract Amount & Date | \$441,570.00 | March 2, 2021 | Pay Period | 11/1/2021 | to 11/30/2021 |

BID ITEMS

| | Description | Unit | Estimated Quantity | Unit Price | Extended Price | Quantity Complete | Value Completed |
|----|----------------------------------|------|-----------------------|--------------|-------------------|----------------------|--------------------|
| 1 | General Conditions | LS | 1 | \$ 6,692.00 | \$ 6,692.00 | 100% | \$ 6,692.00 |
| 2 | Testing | LS | 1 | \$ 616.00 | \$ 616.00 | 100% | \$ 616.00 |
| 3 | Temp Walls / Misc. Cleaning | LS | 1 | \$ 3,282.00 | \$ 3,282.00 | 100% | \$ 3,282.00 |
| 4 | Demo | LS | 1 | \$ 15,769.00 | \$ 15,769.00 | 100% | \$ 15,769.00 |
| 5 | Concrete | LS | 1 | \$ 12,062.00 | \$ 12,062.00 | 100% | \$ 12,062.00 |
| 6 | Epoxy Flooring | LS | 1 | \$ 12,630.00 | \$ 12,630.00 | 100% | \$ 12,630.00 |
| 7 | Masonry | LS | 1 | \$ 2,240.00 | \$ 2,240.00 | 100% | \$ 2,240.00 |
| 8 | Steel, Flashing & Trims | LS | 1 | \$ 6,146.00 | \$ 6,146.00 | 100% | \$ 6,146.00 |
| 9 | Carpentry Materials | LS | 1 | \$ 16,731.00 | \$ 16,731.00 | 100% | \$ 16,731.00 |
| 10 | Carpentry/Framing Labor | LS | 1 | \$ 34,944.00 | \$ 34,944.00 | 100% | \$ 34,944.00 |
| 11 | Solid Surface Countertops | LS | 1 | \$ 15,380.00 | \$ 15,380.00 | 100% | \$ 15,380.00 |
| 12 | Cabinetry, Trim, L&M | LS | 1 | \$ 15,068.00 | \$ 15,068.00 | 100% | \$ 15,068.00 |
| 13 | Caulking | LS | 1 | \$ 728.00 | \$ 728.00 | 100% | \$ 728.00 |
| 14 | Metal/Wood Doors, Frames, L&M | LS | 1 | \$ 27,154.00 | \$ 27,154.00 | 100% | \$ 27,154.00 |
| 15 | Aluminum Storefronts | LS | 1 | \$ 25,200.00 | \$ 25,200.00 | 100% | \$ 25,200.00 |
| 16 | Gypboard: Hang and Finish | LS | 1 | \$ 10,416.00 | \$ 10,416.00 | 100% | \$ 10,416.00 |
| 17 | Painting | LS | 1 | \$ 12,320.00 | \$ 12,320.00 | 100% | \$ 12,320.00 |
| 18 | Carpet Tile & Base | LS | 1 | \$ 9,358.00 | \$ 9,358.00 | 100% | \$ 9,358.00 |
| 19 | Acoustical Ceilings | LS | 1 | \$ 7,784.00 | \$ 7,784.00 | 100% | \$ 7,784.00 |
| 20 | Signage | LS | 1 | \$ 504.00 | \$ 504.00 | 100% | \$ 504.00 |
| 21 | Toilet Comp/Accessories, L&M | LS | 1 | \$ 5,265.00 | \$ 5,265.00 | 100% | \$ 5,265.00 |
| 22 | Lockers | LS | 1 | \$ 3,534.00 | \$ 3,534.00 | 100% | \$ 3,534.00 |
| 23 | Extinguishers & Cabinets | LS | 1 | \$ 791.00 | \$ 791.00 | 100% | \$ 791.00 |
| 24 | Plumbing | LS | 1 | \$ 38,640.00 | \$ 38,640.00 | 100% | \$ 38,640.00 |
| 25 | HVAC | LS | 1 | \$ 42,784.00 | \$ 42,784.00 | 100% | \$ 42,784.00 |
| 26 | Electrical | LS | 1 | \$ 74,480.00 | \$ 74,480.00 | 100% | \$ 74,480.00 |
| 30 | Planter at East Entrance | LS | 1 | \$ 21,552.00 | \$ 21,552.00 | 100% | \$ 21,552.00 |
| 31 | Replace N. HVAC Unit | LS | 1 | \$ 19,500.00 | \$ 19,500.00 | 100% | \$ 19,500.00 |
| | TOTAL CONTRACT | | | | \$ 441,570.00 | | \$ 441,570.00 |

MATERIALS STORED SUMMARY

| Description | Number of Units | Unit Price | Extended Cost |
|-------------------------------|--------------------|------------|---------------|
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| | | \$ - | \$ - |
| TOTAL MATERIALS STORED | | | \$ - |

| SUMMARY | | | |
|--|-------|--|-----------------|
| | | Contract Price | Value Completed |
| Original Contract Price | | \$441,570.00 | \$ 441,570.00 |
| Approved Change Orders (list each) | CO 1 | \$ 6,989.40 | \$ 6,989.40 |
| | CO 2 | \$ 4,025.30 | \$ 4,025.30 |
| | CO 3 | \$ 14,706.52 | \$ 14,706.52 |
| | CO 4 | \$ 5,260.88 | \$ 5,260.88 |
| | CO 5 | \$ 7,509.95 | \$ 7,509.95 |
| | CO 6 | \$ 17,521.36 | \$ 17,521.36 |
| | CO 7R | \$ 3,502.11 | \$ 3,502.11 |
| | CO 8 | \$ 962.50 | \$ 962.50 |
| | CO 9 | \$ 2,332.00 | \$ 2,332.00 |
| TOTAL ALL CHANGE ORDERS | | \$ 62,810.02 | \$ 62,810.02 |
| Revised Contract Price | | \$ 504,380.02 | \$ 504,380.02 |
| | | Materials Stored | \$ - |
| | | Value of Completed Work and Materials Stored | \$ 504,380.02 |
| | | Less Retained Percentage (.02%) | \$ 1,500.00 |
| | | Net Amount Due This Estimate | \$ 502,880.02 |
| Less Estimate(s) Previously Approved | No.1 | \$ 33,458.72 | |
| | No.2 | \$ 120,912.13 | |
| | No.3 | \$ 90,951.26 | |
| | No.4 | \$ 71,131.57 | |
| | No.5 | \$ 83,061.72 | |
| | No.6 | \$ 64,037.73 | |
| | No. 7 | \$ 13,392.49 | |
| Less Total Pay Estimates Previously Approved | | | \$ 476,945.62 |
| | | Amount Due This Estimate | \$ 25,934.40 |

The amount \$ 25,934.40 is recommended for approval for payment in accordance with the terms of the contract.

| | | |
|---|---|--------------------------------------|
| Quantities Complete Submitted By: S.G. Construction Company | Recommended By: Veenstra & Kimm, Inc. | Approved By: City of West Liberty |
|  |  | |
| Signature | Signature | Signature |
| U.P. | Project Manager | |
| Title | Title | Title |
| 12/8/2021 | 12/8/2021 | |
| Date | Date | Date |

REQUEST FOR PAYMENT

From: S. G. Construction Company
 2204 W. Mt. Pleasant Street
 West Burlington, IA 52655

To: CITY OF WEST LIBERTY
 409 N. CALHOUN STREET
 WEST LIBERTY, IA 52776

Invoice: 5613
 Draw: 21-01600009
 Invoice date: 11/12/2021
 Period ending date: 11/9/2021
 Contract date: 3/3/2021

Contract For: GC Architect: V & K INC. Project: 21-016 Police and City Hall

Request for payment:

Original contract amount \$441,570.00
 Approved changes \$62,810.02
 Revised contract amount
 Contract completed to date
 Less retainage \$0.00
 Total completed less retainage
 Less previous requests \$476,945.58
 Current request for payment
 Current billing
 Less current retainage -\$25,102.44
 Current amount due
 Remaining contract to bill \$0.00

Architect Payment Certification

Architect certifies that to the best of their knowledge, the work has progressed as indicated based on onsite observations. Architect certifies amount to be paid to Contractor.

Amount Certified _____
 Architect: _____
 By: _____ Date: _____

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Changes approved in previous months by Owner | 68,329.02 | -7,851.00 |
| Total approved this Month | 2,332.00 | |
| TOTALS | 70,661.02 | -7,851.00 |
| NET CHANGES by Change Order | 62,810.02 | |

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the CITY OF WEST LIBERTY relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: *[Signature]* S. G. Construction Company

State Of Iowa

County Of Des Moines

By: *[Signature]*

Subscribed and sworn to before me this 21st day of November 2021

Date: 11-22-21

Notary Public Doris E. Cordill
 My commission expires: 11-2-22

DORIS E CORDILL
 Notarial Seal, Iowa
 Commission Number 153776
 My Commission Expires 11-2-22

REQUEST FOR PAYMENT DETAIL

Project: 21-016 / Police and City Hall Invoice: 5613 Draw: 21-01600009 Period Ending Date: 11/9/2021 Detail Page 2 of 4 Pages

| Item ID | Description | Total Contract Amount | Previously Completed Work | Work Completed This Period | Presently Stored Materials | Completed And Stored To Date | % Comp | Balance To Finish | Retainage Balance |
|---------|--------------------------------|-----------------------|---------------------------|----------------------------|----------------------------|------------------------------|--------|-------------------|-------------------|
| 10 | General Conditions | 6,692.00 | 6,692.00 | | | 6,692.00 | 100.00 | | |
| 20 | Testing | 616.00 | 616.00 | | | 616.00 | 100.00 | | |
| 30 | Temp Walls/misc. cleaning | 3,282.00 | 3,282.00 | | | 3,282.00 | 100.00 | | |
| 40 | Demo | 15,769.00 | 15,769.00 | | | 15,769.00 | 100.00 | | |
| 50 | Concrete | 12,062.00 | 12,062.00 | | | 12,062.00 | 100.00 | | |
| 60 | Epoxy Flooring | 12,630.00 | 12,630.00 | | | 12,630.00 | 100.00 | | |
| 70 | Masonry | 2,240.00 | 2,240.00 | | | 2,240.00 | 100.00 | | |
| 80 | Steel, flashing & trims | 6,146.00 | 6,146.00 | | | 6,146.00 | 100.00 | | |
| 90 | Carpentry Materials | 16,731.00 | 16,731.00 | | | 16,731.00 | 100.00 | | |
| 100 | Carpentry/framing labor | 34,944.00 | 34,944.00 | | | 34,944.00 | 100.00 | | |
| 110 | Solid Surface Countertops | 15,380.00 | 15,380.00 | | | 15,380.00 | 100.00 | | |
| 120 | Cabinetry & trim L&M | 15,068.00 | 15,068.00 | | | 15,068.00 | 100.00 | | |
| 130 | Caulking | 728.00 | 728.00 | | | 728.00 | 100.00 | | |
| 140 | Metal/Wood Doors/Frames L& | 27,154.00 | 27,154.00 | | | 27,154.00 | 100.00 | | |
| 150 | Alum. Storefronts | 25,200.00 | 25,200.00 | | | 25,200.00 | 100.00 | | |
| 160 | Gypboard: hang & finish | 10,416.00 | 10,416.00 | | | 10,416.00 | 100.00 | | |
| 170 | Painting + Repainting of Room | 12,320.00 | 12,320.00 | | | 12,320.00 | 100.00 | | |
| 180 | Carpet Tile & Base | 9,358.00 | 9,358.00 | | | 9,358.00 | 100.00 | | |
| 190 | Acoustical Ceilings | 7,784.00 | 7,784.00 | | | 7,784.00 | 100.00 | | |
| 200 | Signage | 504.00 | 504.00 | | | 504.00 | 100.00 | | |
| 210 | Toilet Comp/Access L&M | 5,265.00 | 5,265.00 | | | 5,265.00 | 100.00 | | |
| 220 | Lockers | 3,534.00 | 3,534.00 | | | 3,534.00 | 100.00 | | |
| 230 | Extinguishers & Cabinets | 791.00 | 791.00 | | | 791.00 | 100.00 | | |
| 240 | Plumbing | 38,640.00 | 38,640.00 | | | 38,640.00 | 100.00 | | |
| 250 | HVAC | 42,784.00 | 42,784.00 | | | 42,784.00 | 100.00 | | |
| 260 | Electrical | 74,480.00 | 74,480.00 | | | 74,480.00 | 100.00 | | |
| 300 | ALT A Planter @ e.entrance | 21,552.00 | 21,552.00 | | | 21,552.00 | 100.00 | | |
| 310 | ALT B Replace N. HVAC unit | 19,500.00 | 19,500.00 | | | 19,500.00 | 100.00 | | |
| 400 | COR1 Add ceilings | 6,989.40 | 6,989.40 | | | 6,989.40 | 100.00 | | |
| 410 | COR2 Lower bullet resistant... | 1,622.50 | 1,622.50 | | | 1,622.50 | 100.00 | | |
| 420 | COR3 delete lit kit/add louver | 174.90 | 174.90 | | | 174.90 | 100.00 | | |
| 430 | COR4 Cabinetry price adjustm | 445.90 | 445.90 | | | 445.90 | 100.00 | | |
| 440 | COR5 Rooms 103 & 104 walls | 1,782.00 | 1,782.00 | | | 1,782.00 | 100.00 | | |

REQUEST FOR PAYMENT DETAIL

Project: 21-016 / Police and City Hall Invoice: 5613 Draw: 21-01600009 Period Ending Date: 11/9/2021 Detail Page 3 of 4 Pages

| Item ID | Description | Total Contract Amount | Previously Completed Work | Work Completed This Period | Presently Stored Materials | Completed And Stored To Date | % Comp | Balance To Finish | Retainage Balance |
|---------------|-------------------------------|-----------------------|---------------------------|----------------------------|----------------------------|------------------------------|---------------|-------------------|-------------------|
| 450 | COR6 Furr out walls | 9,324.70 | 9,324.70 | | | 9,324.70 | 100.00 | | |
| 460 | COR7 Room 117A lockset | 365.60 | 365.60 | | | 365.60 | 100.00 | | |
| 470 | COR8 Replace Chiefs fixtures | 588.23 | 588.23 | | | 588.23 | 100.00 | | |
| 480 | COR9 Paint Chief's ofc | 440.00 | 440.00 | | | 440.00 | 100.00 | | |
| 490 | COR10 Planter extras | 1,600.50 | 1,600.50 | | | 1,600.50 | 100.00 | | |
| 500 | COR11 Entrance steel modifi: | 1,275.57 | 1,275.57 | | | 1,275.57 | 100.00 | | |
| 510 | COR12 Elec. fixtures/devices | 1,477.52 | 1,477.52 | | | 1,477.52 | 100.00 | | |
| 520 | COR13 Extra window Room 1c | 4,040.30 | 4,040.30 | | | 4,040.30 | 100.00 | | |
| 530 | COR14 Plywood in IT closet | 595.10 | 595.10 | | | 595.10 | 100.00 | | |
| 540 | COR15 UG conduit | 259.88 | 259.88 | | | 259.88 | 100.00 | | |
| 550 | COR16 Stoop/paving extras | 7,082.36 | 7,082.36 | | | 7,082.36 | 100.00 | | |
| 560 | COR17 Parking Lot Striping | 10,439.00 | 10,439.00 | | | 10,439.00 | 100.00 | | |
| 570 | COR18 R&R s. ent. doorway | 6,411.35 | 6,411.35 | | | 6,411.35 | 100.00 | | |
| 580 | COR19 Remove water fountain | 669.69 | 669.69 | | | 669.69 | 100.00 | | |
| 590 | COR20 Lite fixture for RR 121 | 428.91 | 428.91 | | | 428.91 | 100.00 | | |
| 600 | COR21 Card reader @ 10-15 | 757.33 | 757.33 | | | 757.33 | 100.00 | | |
| 610 | COR22 Add'l Data cabling/jack | 2,744.78 | 2,744.78 | | | 2,744.78 | 100.00 | | |
| 620 | COR23 Caulking/cleanup,etc | 962.50 | 962.50 | | | 962.50 | 100.00 | | |
| 630 | COR24 Door hdwe mod/extras | 2,332.00 | | 2,332.00 | | 2,332.00 | 100.00 | | |
| Totals | | 504,380.02 | 502,048.02 | 2,332.00 | | 504,380.02 | 100.00 | | |

REQUEST FOR PAYMENT DETAIL

Project: 21-016 / Police and City Hall Invoice: 5613 Draw: 21-01600009 Period Ending Date: 11/9/2021 Detail Page 4 of 4 Pages

| Item ID | Description | Total Contract Amount | Previously Completed Work | Work Completed This Period | Presently Stored Materials | Completed And Stored To Date | % Comp | Balance To Finish | Retainage Balance |
|---------|-------------|-----------------------|---------------------------|----------------------------|----------------------------|------------------------------|--------|-------------------|-------------------|
|---------|-------------|-----------------------|---------------------------|----------------------------|----------------------------|------------------------------|--------|-------------------|-------------------|

| <u>CO</u> | <u>CO Item and Description</u> | <u>CO Amount</u> |
|-----------|---|------------------|
| 1 | Remove & replace ceiling tile | 6,989.40 |
| 2 | COR 2, 3, 4, 5 | 4,025.30 |
| 3 | COR 6,8,9,10,11,12 | 14,706.52 |
| 4 | COR's: 7, 13, 14, 15 | 5,260.88 |
| 5 | COR 18, 19, 20 | 7,509.95 |
| 6 | COR 16 & 17 | 17,521.36 |
| 7 | Add'l data cabin/jacks etc | 3,502.11 |
| 8 | Caulking windows, filling holes, painting areas | 962.50 |
| 9 | Door hdwe & modifications | 2,332.00 |
| | Total Change Order amount | 62,810.02 |

RESOLUTION NO. 20211221-81

**A RESOLUTION AMENDING AND APPROVING
THE APPENDIX TO THE CITY CODE**

WHEREAS, the Appendix has been reviewed and corrections made beginning immediately unless otherwise noted.

WHEREAS, the changes include:

51.0 WATER.

4. Miscellaneous

(A) Equipment and Service Fees:

- (8) Check meter accuracy 5/8" or 1" (refundable if not accurate) \$150.00
- (9) Customer Requested 90-Day Meter Reading (Testing) \$150.00
- (10) Trenching \$80.00 per hour

(B) Curb Box Service:

- (1) Locate curb box – 1st hour \$30.00 per hour

51.2 ELECTRIC

6. Miscellaneous

(A) Equipment and Service Fees

- Meter Testing Fee (Refundable if error) \$150.00

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST LIBERTY, IOWA that the Appendix charges as attached and dated December 21, 2021 is hereby approved.

PASSED AND APPROVED this day 21st day of December, 2021.

Robert Hartman, Mayor

ATTEST:

Lee Geertz, City Clerk

12-21-2021

APPENDIX TO THE CODE OF ORDINANCES

TABLE OF CONTENTS

TITLE 50 – MUNICIPAL CODE CARE AND MAINTENANCE

Sections

| | |
|------|---|
| 50.1 | Use and Maintenance of the Code of Ordinances |
| 50.2 | Distribution of Copies |
| 50.3 | Numbering of Ordinances and Amending the Code of Ordinances |
| 50.4 | Retention of Amending Ordinances |
| 50.5 | Supplement Record |
| 50.6 | Distribution of Supplements |
| 50.7 | Amending the Code of Ordinances |
| 50.8 | Ordinances Not Contained in the Code of Ordinances |

TITLE 51 – SCHEDULE OF FEES AND CHARGES

Sections:

| | |
|-------|-----------------------------------|
| 51.1 | Water |
| 51.2 | Wastewater |
| 51.3 | Solid Waste (Garbage) |
| 51.4 | Storm Sewer |
| 51.5 | Building, Zoning and Subdivisions |
| 51.6 | Parks and Recreation |
| 51.7 | Streets |
| 51.8 | Fire |
| 51.9 | Police |
| 51.10 | Cemetery |
| 51.11 | Library |
| 51.12 | Senior Community Center |
| 51.13 | Miscellaneous |

TITLE 52 – CIVIL PENALTIES FOR MUNICIPAL INFRACTIONS

TITLE 50

MUNICIPAL CODE CARE AND MAINTENANCE

- 50.1 Use and Maintenance of the Code of Ordinances
- 50.2 Distribution of Copies
- 50.3 Numbering of Ordinances and Amending the Code of Ordinances
- 50.4 Retention of Amending Ordinances
- 50.5 Supplement Record
- 50.6 Distribution of Supplements
- 50.7 Amending the Code of Ordinances
- 50.8 Ordinances Not Contained in the Code of Ordinances

50.0 USE AND MAINTENANCE OF THE CODE OF ORDINANCES. The following information is provided the Code Editor, Iowa Codification, Inc., to assist in the use and proper maintenance of this Code of Ordinances.

50.1 DISTRIBUTION OF COPIES.

1. Official Copy. The “OFFICIAL COPY” of the Code of Ordinances shall be kept by the City Clerk and shall be identified as the “OFFICIAL COPY.”
2. Distribution. Other copies of the Code of Ordinances shall be made available to all persons having a relatively frequent and continuing need to have access to ordinances which are in effect in the City as well as reference centers such as the West Liberty Public Library and the West Liberty schools, if requested by the school. The City Clerk shall be responsible for furnishing a copy and all updates as they are issued, to the County Attorneys’ office located at the 414 E 3rd Street in Muscatine, Iowa.
3. Sale. The sale or distribution of copies in a general fashion is not recommended as experience indicates that indiscriminate distribution tends to result in outdated codes being used or misused.
4. Record of Distribution. The City Clerk shall be responsible for maintaining an accurate and current record of persons having a copy of the Code of Ordinance. Each official, elected or appointed, shall return to the City, upon leaving office, all documents, records and other materials pertaining to the office, including this Code of Ordinances. (Code of Iowa, Sec. 372.13[4])

50.2 NUMBERING OF ORDINANCES AND AMENDING THE CODE OF ORDINANCES. The Code Editor recommends that a simple numerical sequence be used in assigning ordinance numbers to ordinances as they are passed. For example, if ordinance adopting the Code of Ordinances was No. 163, we would suggest that the first

ordinance passed changing, adding to or deleting from the Code be assigned the number 164; the next ordinance is assigned the number 165, and so on. We advise against using the Code of Ordinances numbering system for numbering of ordinances.

50.3 RETENTION OF AMENDING ORDINANCES. Two related Ordinance Books shall be maintained by the City Clerk: (1) the Code of Ordinances compiled in chronological order by sequential ordinance number, and (2) an ordinance book by Chapter and Section number. Sterling Codifiers will assist in the maintenance of the Code of Ordinances book, per the Supplement Agreement, by revising and returning appropriate pages for the Code of Ordinance book as required to accommodate ordinances amending the Code. The City Clerk is responsible for maintaining the ordinance book and must be sure that an original copy of each ordinance adopted, bearing the signatures of the Mayor and Clerk, is inserted in the ordinance book and preserved in a safe place.

50.4 SUPPLEMENT RECORD. A record of all supplements prepared for the Code of Ordinances is provided in the front of the Code. This record will indicate the number and date of the ordinances adopting the original Code and of each subsequently adopted ordinance which has been incorporated in the Code. For each supplemented ordinance, the Supplement Record will list the ordinance number, date, topic, and chapter number of the Code affected by the amending ordinance. A periodic review of the Supplement Record and ordinances passed will assure that all ordinances amending the Code have been incorporated therein.

50.5 DISTRIBUTION OF SUPPLEMENTS. Supplements containing revised pages for insertion in each Code will be sent to the Clerk. It is the responsibility of the Clerk to see that each person having a Code of Ordinances receives each supplement so that each Code may be properly updated to reflect action of the Council in amending the Code.

50.6 AMENDING THE CODE OF ORDINANCES. The Code of Ordinances contains most of the laws of the City as of the date of its adoption and is continually subject to amendment to reflect changing policies of the Council, mandates of the State, or decisions of the Courts. Amendment to the Code of Ordinances can only be accomplished by the adoption of an ordinance. (Code of Iowa, Sec. 380.2)

50.7 ORDINANCES NOT CONTAINED IN THE CODE OF ORDINANCES. There are certain types of ordinances which the City will be adopting which are not required to be incorporated in the Code of Ordinances. These ordinances include ordinances (1) establishing grades of streets or sidewalks, (2) vacating streets or alleys, (3) authorizing the issuance of bonds and (4) zoning map ordinance. (Code of Iowa, Sec. 380.8)

CHAPTER 51

SCHEDULE OF FEES AND CHARGES

| | |
|-------|-----------------------------------|
| 51.0 | Water |
| 51.1 | Wastewater |
| 51.2 | Solid Waste and Recycling |
| 51.3 | Electric |
| 51.4 | Storm Sewer |
| 51.5 | Building, Zoning and Subdivisions |
| 51.6 | Parks and Recreation |
| 51.7 | Streets |
| 51.8 | Fire |
| 51.9 | Police |
| 51.10 | Cemetery |
| 51.11 | Library |
| 51.12 | Miscellaneous |

51.0 WATER.

1. Rates within the West Liberty city limits (See Code Section 7-1-10)

(A) Basic Monthly Flat Charge

| | |
|--------------------------|------------------------------------|
| (1) Through July 1, 2018 | \$8.67 per month per 1,000 gallons |
| (2) From July 1, 2019 | \$9.10 per month per 1,000 gallons |
| (3) From July 1, 2020 | \$9.56 per month per 1,000 gallons |

2. Rates Outside City Limits Monthly Flat Charge. (See Code Section 7-1-10)

(A) Basic Monthly Flat Charge

| | |
|--------------------------|-------------------------------------|
| (1) Through July 1, 2018 | \$13.44 per month per 1,000 gallons |
| (2) From July 1, 2019 | \$14.11 per month per 1,000 gallons |
| (3) From July 1, 2020 | \$14.82 per month per 1,000 gallons |

3. Funds For Repair And Improvement Of System: One dollar sixty five cents (\$1.65) per one thousand (1,000) gallons billed shall be set aside for use in repairing and/or improving the City water system.

4. Miscellaneous

(A) Equipment and Service Fees:

| | |
|-----------------------------------|---------|
| (1) Replacement frost plate | \$10.00 |
| (2) Replacement meter (used 5/8") | \$90.00 |

| | |
|--|-------------------------------------|
| (3) Replacement meter (new 5/8") | \$100.00 |
| (4) Ipearl Meter Register | \$5.00 |
| (5) Trip fee to replace meter | \$10.00 |
| (6) Meter In | \$25.00 |
| (7) Meter Out | \$10.00 |
| (8) Check meter accuracy 5/8" or 1" (refundable if not accurate) | \$35.00 150.00 |
| (9) Customer Requested 90-Day Meter Reading (Testing) | \$35.00 150.00 |
| (10) Trenching | \$40.00 \$80.00 per hour |

(B) Curb Box Service:

| | |
|--|--------------------------------------|
| (1) Locate curb box – 1 st hour | \$15.00 \$ 30.00 per hour |
| (2) Replace curb box (plus labor and equipment fees) | \$50.00 |
| (3) Purchase curb box (box only) | \$50.00 |
| (4) Purchase curb stop (valve) | \$27.50 |
| (5) Replacement curb box cap | \$10.00 |

(C) Delinquent Payment (bill, deposit, or NSF/Returned Payment), No application, and Requested Temporary Vacancy Shut-off Fees:

| | |
|--|---------|
| (1) Disconnect Notice | \$20.00 |
| (2) Disconnect Service Fee | \$30.00 |
| (3) Trip fee to Reconnect between 7:30 a.m. and 3:00 p.m | \$30.00 |

Fees in the amounts shown in the Appendix to this Code of Ordinances shall be charged and paid before service is restored to a delinquent customer. No fee shall be charged for the usual or customary trips in the regular changes in occupancies of property.

(D) Water Tapping Fees:

| (1) <u>Tap Size</u> | <u>Tapping Fee</u> |
|---------------------------|--------------------|
| 3/4" | \$75.00 |
| 1" | \$75.00 |
| 90 Elbow | \$17.50 |
| Brass Washer Barb Adaptor | \$17.50 |
| Corporate Value | \$27.50 |

(2) An additional \$25.00 will be charged for users located outside the corporate limits of the City.

(E) Bulk Water Meters – (See Code Section 7-1-13) Same as current Flat Charge

(1) Delivery charge in City Limits \$10.00

(2) Delivery charge outside City Limits \$20.00

(F) Raw Water \$1.83/1000 gallons

(G) Parts will be reimbursed at the same cost to the City

51.1 WASTEWATER.

1. Basic Monthly Flat Charge of \$20.26 per monthly bill, plus (See Code Section 7-2-7)

(A) Through July 1, 2018 \$5.22 per month per 1,000 gallons

(B) From July 1, 2018 \$5.72 per month per 1,000 gallons

2. Rates Outside City Limits Monthly Flat Charge of \$20.26 per monthly bill, plus (See Code Section 7-2-7)

(A) Through July 1, 2018 \$5.90 per month per 1,000 gallons

(B) From July 1, 2018 \$6.49 per month per 1,000 gallons

51.2 ELECTRIC

1. Residential Customers Basic Monthly Flat Charge, effective August 15, 2015 (See Code Section 7-3-10A)

(A) Customer Facility Charge \$15.00

(B) Plus, Energy Charge per kWh \$10.31/kWh

2. Commercial Consumers Basic Monthly Flat Charge, effective August 15, 2015 (See Code Section 7-3-10B)

(A) Customer Facility Charge \$50.00

(B) Plus, Energy Charge per kWh \$9.35/kWh

3. Commercial Consumers (Minimum Use) Basic Monthly Flat Charge, effective August 15, 2015 (See Code Section 7-3-10C)

- (A) Customer Facility Charge \$15.00
- (B) Plus, Energy Charge per kWh \$9.35/kWh

4. Large Industrial Consumers Basic Monthly Flat Charge, effective August 15, 2015 (See Code Section 7-3-10D)

- (A) Customer Facility Charge \$100.00
- (B) Monthly Demand Charge per kWh \$10.52/kWh
- (C) Plus, Energy Charge per kWh \$6.64/kWh

5. Delinquent Payment (bill, deposit, or NSF/Returned Payment), No application, and Requested Temporary Vacancy Shut-off Fees, effective October 20, 2020:

- (1) Disconnect Notice \$20.00
- (2) Disconnect Service Fee \$30.00
- (3) Trip fee to Reconnect between 7:30 a.m. and 3:00 p.m \$30.00

6. Miscellaneous

- (A) Equipment and Service Fees
- Meter Testing Fee (Refundable if error) \$150.00

51.3 SOLID WASTE AND RECYCLING.

This fee is reviewed annually and may be adjusted as required by Chapter 6 of the West Liberty Municipal Code for the July billing cycle.

1. Residential Customers Basic Monthly Flat Charge, effective July 17, 2018 (See Code Section 6-1-11)

- (A) 33 gallon garbage container – residential \$15.95 per month
- (B) 65 gallon garbage container – residential \$18.37 per month
- (C) 96 gallon garbage container – residential \$21.67 per month
- (D) Inactive Apartment or Houses \$8.80

2. Rates Outside City Limits Monthly Flat Charge, effective July 17, 2018 (See Code Section 6-1-11)

- (A) 33 gallon garbage container – residential \$17.05 per month
- (B) 65 gallon garbage container – residential \$19.47 per month
- (C) 96 gallon garbage container – residential \$22.77 per month

3. Dumpster Size and Monthly Cost per Dump, effective July 17, 2018 (See Code Section 6-1-11)

Bi-weekly – 26

Weekly – 52

Twice per Week – 104

- | | |
|---------------|-------------------------------------|
| (A) 1.5 yard | \$20.00 per dump |
| Ex. Bi-weekly | $20.00 * 26 / 12 = \$43.33$ month |
| Weekly | $20.00 * 52 / 12 = \$86.67$ month |
| Twice a Week | $20.00 * 104 / 12 = \$173.33$ month |
| (B) 2 yard | \$26.66 per dump |
| Ex. Bi-weekly | $26.66 * 26 / 12 = \$57.76$ month |
| Weekly | $26.66 * 52 / 12 = \$115.53$ month |
| Twice a Week | $26.66 * 104 / 12 = \$231.05$ month |
| (C) 3 yard | \$40.00 per dump |
| Ex. Bi-weekly | $40.00 * 26 / 12 = \$86.67$ month |
| Weekly | $40.00 * 52 / 12 = \$173.33$ month |
| Twice a Week | $40.00 * 104 / 12 = \$346.67$ month |

- | | |
|---------------|-------------------------------------|
| (D) 4 yard | \$53.32 per dump |
| Ex. Bi-weekly | $53.32 * 26 / 12 = \$115.53$ month |
| Weekly | $53.32 * 52 / 12 = \$231.05$ month |
| Twice a Week | $53.32 * 104 / 12 = \$462.11$ month |

- | | |
|---------------|-------------------------------------|
| (E) 6 yard | \$80.00 per dump |
| Ex. Bi-weekly | $80.00 * 26 / 12 = \$173.33$ month |
| Weekly | $80.00 * 52 / 12 = \$346.67$ month |
| Twice a Week | $80.00 * 104 / 12 = \$693.33$ month |

4. Appliances Basic Flat Charge

- (A) Curbside pickup of non-freon appliance \$15.00
- (B) Curbside pickup of freon-containing appliance \$25.00
- (C) Prepaid drop-off of freon-containing appliance \$10.00

5. Sidewalk Concrete - Must be pre-arranged with City Hall

- (A) 4 foot wide sidewalks \$1.85 per linear foot
- (B) 3 foot wide sidewalks \$1.42 per linear foot

51.4 STORM WATER (Reserved)

This fee is reviewed annually and may be adjusted as required by the West Liberty Municipal Code.

1. Basic Monthly Flat Charge (See Code Sec. _____)

- (A) (Date) \$_____ per month

2. Connection Fees (See Code Sec. _____)

- (A) Residential \$ _____
- (B) Commercial/Industrial \$ _____

51.5 BUILDING, ZONING AND SUBDIVISIONS. The Building Official shall charge the following fees:

1. Building Permits for Residential Customers

| | <u>Value of Improvement</u> | |
|-----|-----------------------------|----------|
| (A) | \$1 – 1,500 | \$25.00 |
| | \$1,501 – 5,000 | \$50.00 |
| | \$5,001 – 25,000 | \$125.00 |
| | 25, 001 – 50,000 | \$150.00 |
| | 50,001 – 75,000 | \$175.00 |
| | 75,001 – 100,000 | \$200.00 |
| | 100,001 – 125,000 | \$225.00 |
| | 125,001 – 150,000 | \$250.00 |
| | 150,001 – 175,000 | \$275.00 |

2. Building Permits for Commercial Customers

| | <u>Value of Improvement</u> | |
|-----|-----------------------------|----------|
| (A) | \$1 – 1,500 | \$37.50 |
| | \$1,501 – 5,000 | \$75.00 |
| | \$5,001 – 25,000 | \$187.50 |
| | 25, 001 – 50,000 | \$150.00 |
| | 50,001 – 75,000 | \$225.00 |

| | |
|-------------------|----------|
| 75,001 – 100,000 | \$300.00 |
| 100,001 – 125,000 | \$337.50 |
| 125,001 – 150,000 | \$375.00 |
| 150,001 – 175,000 | \$412.50 |

3. Add an additional \$25.00 per every \$25,000 of valuation thereafter.
4. Add a Plan Review Fee equal to 50% of the permit fee.
5. Add an Inspection Fee of \$120.00 to be collected prior to issuance of the permit.
6. Rental registration and re-inspections fees:
 - a. Annual rental registration fees are \$50.00 per individual rental unit.
 - b. Reinspection fees are First: no charge Second: \$25.00 per unit.
 - c. No show for inspection fee is \$25.00 per unit not to exceed \$175 per day.
 - d. Complaint driven inspection fee not to exceed \$175.
 - e. Failure to comply may result in municipal infraction.
 - f. Late Registration Fee - \$25.00 per rental unit.

51.6 PARKS AND RECREATION.

1. Swimming Pool

(A) General Admission

| | |
|-------------------------------------|--------|
| 1. General Admission (Under age 12) | \$2.00 |
| 2. General Admission (Over 12) | \$2.50 |
| 3. Lap Swim | \$2.00 |

(B) Season Passes:

| | |
|---|---------------------------|
| 1. City Individual Pass | \$60.00 |
| 2. City Family Pass (Maximum 4 members) | \$100.00 |
| 3. Each additional City Family Member | \$10.00 |
| 4. Non-City Individual Pass | \$90.00 |
| 5. Non-City Family Pass (Maximum 4 members) | \$150.00 |
| 6. Non- City each additional City Family Member | \$10.00 |
| 7. Nanny/Babysitters (Only when watching members) | \$10.00 |
| 8. Coupon Book (11 coupons for under age 12) | \$15.00 |
| 9. Coupon Book (11 coupons for over age 12) | \$20.00 |
| 10. Pool Party (1-40 attendees) | \$90.00 |
| 11. Pool Party (41-65 attendees) | \$130.00 |
| 12. Pool Party (over 65 attendees) | Additional \$25.00 per 20 |

| | |
|------------------|---------|
| (C) Swim Lessons | |
| (1) 1 Week | \$18.00 |
| (2) 2 Weeks | \$36.00 |

2. Field Rentals.

| | |
|--|------------------------|
| (A) Per hour per field | \$7.50 |
| (B) West Liberty Daily Rate per Field | \$60.00 |
| (C) Non-Resident Hourly Rate per Field | \$15.00 |
| (D) Non-Resident Daily Rate per Field | \$100.00 |
| (E) Lights are an additional | \$10.00/hour per field |
| (F) Concession Stand Fee | \$50.00 |

3. Recreation Fees.

| | |
|-----------------------|-------------------|
| (A) Adult League Fees | \$150.00 per team |
|-----------------------|-------------------|

| | |
|------------------|-------------------|
| 4. Day Camp Fees | \$75.00 per child |
|------------------|-------------------|

51.7 STREETS.

1. Motorized Equipment Rental Rates (includes Water, Wastewater, Electric, Parks and Recreation/Cemetery) – Machine or Vehicle Only (one hour minimum). The following rates represent the actual total cost of acquiring, operating and maintaining the listed equipment, except for fuel surcharges, if applicable. The rates are used to compute the “in-house” cost of actual work performed on municipal projects, utilizing city-owned equipment operated by city employees. These costs and charges are assessed against persons who are responsible for damages to City property and the costs of abating nuisances and repairing damage caused by vandalism, with the exception of sign replacement which is set forth in Section 4 below.

[Important Notice] The equipment rates set forth below do not include the additional labor costs of the driver or operator of each individual piece of equipment. All labor costs are in addition to the equipment rates listed below. Furthermore, in the event the local retail costs of gasoline exceeds \$3.25 per gallon, or the local retail costs of diesel fuel exceeds \$4.25 per gallon, the City Manager shall have the option to assess a fuel tax surcharge in an amount deemed reasonable and appropriate by the Manager.

| | |
|-------------------------|-------------------|
| (A) Dump Truck | \$40.00 per hour |
| (B) Sewer Jet-Vac Truck | \$140.00 per hour |

| | |
|--|------------------|
| (C) Street Sweeper | \$40.00 per hour |
| (D) Backhoe | \$50.00 per hour |
| (E) Skid Loader | \$50.00 per hour |
| (F) Snow Blower | \$40.00 per hour |
| (G) Concrete Saw | \$50.00 per hour |
| (H) Air Compressor | \$25.00 per hour |
| (I) Tractor | \$50.00 per hour |
| (J) Weed Eater | \$25.00 per hour |
| (K) Zero Turn Mower | \$40.00 per hour |
| (L) Pickup | \$40.00 per hour |
| (M) Power and Hand Tools | \$10.00 per hour |
| (N) Disposable items used during Incident, if purchased by City Actual cost plus 15% | |
| (O) Charges for equipment repair, cleaning, parts and labor Actual cost plus 15% | |
| (P) Charges for damaged equipment plus shipping, if applicable Actual cost plus 15% | |
| (Q) Gator | \$50.00 per hour |
| (R) Pickup/Snowplow | \$40.00 per hour |
| (S) Pickup with Dump Box | \$40.00 per hour |
| (T) Chain Saw | \$20.00 per hour |
| (U) Jackhammer | \$50.00 per hour |
| (V) Garbage Truck | \$40.00 per hour |

3. Driver, Operator and Labor Fees (includes Water, Wastewater, Electric, Parks and Recreation/Cemetery):

(A) Regular (Mon–Fri, 7:30 a.m.–4:00 p.m.) \$35.70 per hour (1 hour minimum)

(B) Overtime (Mon–Fri, 4:00 p.m.–7:30 a.m., weekends and holidays)

\$53.50 per hour (1 hour minimum)

4. Sign Replacement and Repair Charges due to Vandalism or Accidents

(A) All signs, exclusive of posts \$50.00 per sign

(B) Steel Posts \$75.00 per post

51.8 FIRE. (Reserved)

1. Equipment Rates, Exclusive of Labor Rates (One hour minimum):

- (A) Engine \$_____ per hour
- (B) Truck \$_____ per hour
- (C) Tanker \$_____ per hour
- (D) Attack Truck \$_____ per hour
- (E) Heavy Rescue \$_____ per hour
- (F) Medical First Response Vehicle \$_____ per hour
- (G) Command Vehicle \$_____ per hour
- (H) Disposable items used during the incident, if purchase by City Actual cost plus 15%
- (I) Charges for equipment repair, cleaning, parts and labor Actual cost plus 15%
- (J) Charges for damaged equipment, plus shipping, if applicable Actual cost plus 15%

2. Labor Fees in addition to Equipment Rates for Fire Chief, Assistant Fire Chief, Firefighters, Emergency Medical Technicians and First Responders salaries (One hour minimum):

- (A) Regular (Monday-Friday, 8:00 a.m.-5:00 p.m.,
One hour minimum) \$_____ per hour
- (B) Overtime (Mon-Fri 5 p.m.-8 a.m., weekends & holidays
Two hour minimum) \$_____ per hour

3. Non-Resident Response:

- (A) Vehicle Fire Response \$_____ per hour
- (B) Extrication Response \$_____ per hour

4. False Alarm Charges – Fees are based on calendar year

- (A) 1st, 2nd, 3rd False Alarm \$ _____
- (B) 4th False Alarm \$ _____
- (C) 5th False Alarm \$ _____
- (D) 6th and Subsequent False Alarms \$ _____
- (E) Late Fee for each False Alarm Invoice \$ _____

5. Inspection Fees

- (A) Occupancy Inspection (below 12,000 SF) \$ _____
- (B) Occupancy Inspection (12,000 SF and above) \$ _____
- (C) 1st Revisit Inspection \$ _____
- (D) 2nd and 3rd Revisit Inspection \$ _____

6. Plan Review

- (A) Fire Alarm/Sprinkler/Building Plan Review (12,000 SF and above) \$ _____
- (B) Building Plan Review (all other plan reviews) \$ _____

7. Miscellaneous

- (A) Fire Report \$ _____

51.9 POLICE.

1. Parking Violation Fines:

- (A) Parking Ticket (General) ~~\$15.00 each~~ \$20.00 each
- (B) Parking Ticket (Snow Ordinance) ~~\$15.00 each~~ \$30.00 each

2. Copy and Redacting Fees:

| | |
|--|--|
| (A) Copies of Police Reports | \$5.00 \$15.00 |
| (B) Redacted Reports | \$10.00 each plus \$0.50 per page over 4 pages \$20.00 each |
| (C) Copies of Audio and Video Tapes | \$20.00 each \$25.00 each |
| (D) Copies of CD's and DVD's | \$20.00 each \$25.00 each |
| (E) Duplicate Digital Photographs \$7.00/\$30.00 | \$5.00 per photo/ \$25.00 per CD |
| (F) Criminal Trespass (Civil) Report | \$10.00 \$25.00 |
| (G) Criminal History Record | \$10.00 \$25.00 |
| (H) Computer Aided Dispatch Entry | \$3.00 \$10.00 |

3. Service Fees:

| | |
|--|--------------------------------------|
| (A) Certified Mailings Actual Postage Cost | Staff Actual Time plus copy charges |
| (B) Finger Printing | \$15.00 each \$30.00 each |
| (C) Salvage Title Vehicle Inspection | \$30.00 \$40.00 |
| (D) Abandoned Vehicle Fee | \$50.00 |
| (E) Towing | \$175.00 |
| (E) Mileage for Service | IRS Rate |

4. Annual License Fees for Dogs (See Code Sec. 5-4-5) \$5.00

5. Impoundment Fee

| | |
|------------------------------------|----------|
| (A) First offense in calendar year | \$75.00 |
| (B) Second offense | \$125.00 |

(C) Third offense \$175.00

6. Special License and Permit Fees:

(A) Peddlers/Solicitors Permit

(1) One Day (24 Hours) \$10.00

(3) One Year \$100.00

7. Officer Labor Fees

(A) Regular (2 hour minimum) \$ _____ per hour

(B) Overtime (2 hour minimum) \$ _____ per hour

(C) Out of Jurisdiction (2 hour minimum) \$ _____ per hour

8. Use of Police Vehicle

(A) Within City Jurisdiction (2 hours minimum) \$ _____ per hour

(B) Out of Jurisdiction (2 hours minimum) \$ _____ per hour, plus IRS
Mileage Rate

51.10 CEMETERY. (See Code Chapter 7-6)

1. Single Lot (Resident) \$550.00 One human interment

2. Cremation Lot (Resident) \$600.00 Two cremation interments

3. Columbarium Niches \$850.00, which includes opening and closing during the business hours of 7:00 a.m. – 4:00 p.m.

\$150.00 Additional fee applies for nights, weekend and holiday opening/closing.

51.11 LIBRARY.

1. Copying of Records

(A) Standard Quality, 8.5 x 11 and 11 x 14

| | |
|---|-----------------|
| (i) Black and White | \$0.25 per page |
| (ii) Color | \$0.50 per page |
| (B) Standard Quality, Larger Format | |
| (i) Black and White | \$1.00 per page |
| (ii) Color | \$2.00 per page |
| (C) High Quality, 4 x 6 (2) and 5 x 7 (2) | \$3.00 |
| (D) High Quality, 8 x 10 | \$5.00 |
| (E) High Quality, 11 x 14 | \$6.00 |
| (F) High Quality, 13 x 19 | \$7.00 |

3. Fax

| | |
|--------------|---|
| (A) Outgoing | \$2.00 for the first page; \$.75 per page thereafter |
| (B) Incoming | \$.75 each page |

4. Scan

| | |
|--------------------|-----------------|
| (A) Staff assisted | \$0.25 per page |
| (B) Unassisted | Free |

5. Miscellaneous

| | |
|--|------------------|
| (A) Disc Repair (DVD, CD, Blu-ray, or video game) | \$3.00 |
| (B) Photo Digitalization | \$15.00 per hour |
| (C) Disc Digitalization | \$15.00 per hour |
| (D) Replacement Cases | \$3.00 |

| | |
|--|--|
| (E) Lost or Damaged Items | Retail cost plus |
| 5. Community Room Rental | |
| (A) Non-profit | \$25.00 Cleaning Fee, if needed |
| (B) For profit and organizations | |
| (1) During business hours | \$25.00 per hour for first hour, plus \$10.00 each hour after |
| (2) After business hours | \$35.00 per hour for first hour, plus \$10.00 each hour after |
| 6. Circulating Equipment | |
| (A) Video Camera with microphone and battery charger | Replacement cost |
| (B) Go Pro Hero 4 with 3 batteries, dual USB charger and accessory pack | Replacement cost |

51.12 MISCELLANEOUS

| | |
|--|------------------|
| 1. Copying customer provided materials (double if 2-sided) | |
| (A) 8.5 x 14 and 11 x 17 Black and White | \$.25 per page |
| (B) 8.5 x 14 and 11 x 17 Color | \$.75 per page |
| (C) Digital photo | \$5.00 per photo |
| (D) Digital photo | \$25.00 per Disc |
| 2. Copying of Audio CDs | \$20.00 each |
| 3. Copies of Video DVDs | \$20.00 each |

| | |
|--|------------------------------------|
| 5. Extensive City Records Search (After first 30 minutes) | \$20.00 per hour plus copy charges |
| 6. Notary Services | \$10.00 |
| 7. Mileage for Service | IRS Rate |
| 8. Non-Sufficient Funds/Returned Payment | \$30.00 |

51.13 AMBULANCE.

1. Ambulance Service Calls:

| | |
|--|---------------------|
| (A) All BLS Calls | \$620.00 per call |
| (B) ALS 1 Calls | \$735.00 per call |
| (C) ALS 2 Calls | \$1,065.00 per call |
| (D) ALS Services Provided-Treat/No Transport | \$200.00 per call |
| (E) Mutual Aide Tier-Paramedic Intercept | \$200.00 per call |
| (F) Mileage Rate per Loaded Mile | \$17.00 per call |
| (H) Non-Resident Fee | \$75.00 per call |
| (I) Report Fee | \$10.00 |

2. Supply Charges

| | |
|---------------------------------------|----------|
| (A) EKG | \$45.00 |
| (B) Intraosseous | \$100.00 |
| (C) IV Supplies | \$50.00 |
| (D) Oxygen/Oxygen Supplies | \$40.00 |
| (E) Esophageal (King)/ET Intubation | \$100.00 |
| (F) Disposable Supplies (A0382/A0398) | \$25.00 |

TITLE 52 (Reserved)

CIVIL PENALTIES FOR MUNICIPAL INFRACTIONS

| CODE SECTION NO. | OFFENSE | FIRST OFFENSE | REPEAT OFFENSES |
|------------------------|--|------------------|--------------------|
| | Nudity-Licensed Premises | | |
| | Nudity-Unlicensed Premises | | |
| | Public Sex Act | | |
| | Displaying Sex Acts | | |
| | Advertising Sex Act | | |
| | Invasion of Privacy | | |
| | Prowling | | |
| | Public Nudity | | |
| | Antenna and Radio Wires | | |
| | Barbed Wire and Electric Fence | | |
| | Discharging Weapons | | |
| | Throwing and Shooting | | |
| | Urinating and Defecating | | |
| | Fireworks | | |
| | Drug Paraphernalia | | |
| | Fire Code | | |
| | Unauthorized Entry | | |
| | Possession of Alcohol Under Legal Age | | |
| | Misrepresentation of Age | | |
| | Consumption of Alcohol in a Public Place | | |
| | Public Intoxication | | |

| CODE SECTION NO. | OFFENSE | FIRST OFFENSE | REPEAT OFFENSES |
|---|--|--------------------------|--|
| | Open Container in Vehicle | | |
| | Curfew Violation | | |
| | Underage Use or Purchase of Tobacco | | |
| | Underage Person in Tavern | | |
| | Park Roadways and Use of Parks | | |
| | Violation of Park Board Regulations | | |
| | Failure to Abate Nuisance | | |
| | Failure to Remove Refuse, Junk, Junk Cars, etc. | | |
| Title 5. Chapter 4, Section 8 (D) | Standard of Care for Animals | \$75.00 | \$125.00 2 nd \$175.00 3 rd |
| | Endangering, Neglect and Abandoning Animals | | |
| | Failure to Dispose of Animal Waste | | |
| | Failure to Supervise Animals (“At Large” Animals) | | |
| | Prohibited Domestic Animal Nuisances | | |
| | Keeping or Harboring Prohibited Animals | | |
| | Keeping or Harboring Vicious Animals | | |
| | Failure to Report Animal Attacks or Suspected Rabies | | |
| | Failure to Report Striking An Animal | | |
| | Failure to Vaccinate For Rabies | | |
| | Failure to Display Rabies Tags | | |

| CODE SECTION NO. | OFFENSE | FIRST OFFENSE | REPEAT OFFENSES |
|---------------------------------|--|--------------------------|----------------------------|
| | Failure to Cooperate with Rabies Quarantine | | |
| | Trapping Prohibited | | |
| | Pet Awards Prohibited | | |
| | Urban Chickens | | |
| | License Dog or Cat | | |
| | Failure to Obey Peace Officer While Directing Traffic | | |
| | Traffic Lanes | | |
| | Failure to Obey Traffic Control Device | | |
| | Tampering with or Striking Railroad Traffic Control Devices | | |
| | Damage, Removal or Alteration to any Traffic Control Devices | | |
| | All State of Iowa Traffic Violations that are incorporated by reference in the City Code shall be prosecuted as criminal offenses and all State Code scheduled fines shall apply | | |
| | Miscellaneous Motor Vehicle Violations not included in _____ or otherwise incorporated by State Code | | |
| | Obstructing View at Intersection | | |
| | Reckless Driving | | |
| | Careless Driving | | |
| | Milling ("Scooping the Loop") | | |
| | Excessive Motor Vehicle Noise | | |

| CODE SECTION NO. | OFFENSE | FIRST OFFENSE | REPEAT OFFENSES |
|------------------------|---|------------------|--------------------|
| | Speed Regulations shall be prosecuted as simple misdemeanors with scheduled fines adopted from State Code | | |
| | Turning Regulations [Same as Title ___ Above] | | |
| | Stops [Same as Title ___ Above] | | |
| | Load Limits, Permits, etc. | | |
| | Violation of Truck Route | | |

RESOLUTION NO. 20211221-82

**A RESOLUTION TO AMEND RESOLUTION 20210907-38
FOR APPROVAL OF COMBINED FIRE/EMS DEPARTMENT FOR AMBULANCE SERVICE
STAFFING HOURS AND POSITIONS**

WHEREAS, the City of West Liberty, Ambulance Department a Department of the City of West Liberty, Iowa desires to operate a combined department of volunteers and staffed positions and;

WHEREAS, the West Liberty Ambulance Board held a meeting on August 23, 2021, at 7:30pm located at 209 W 2nd Street, West Liberty, Iowa the Ambulance Department Classroom and; a motion was approved to create positions, recommend funding and create job descriptions. The Ambulance Board approved a motion to fund the positions with Ambulance Reserve Funds and;

WHEREAS, the Ambulance Board had a motion to approve to create positions, recommend funding and create job descriptions to the City Council of West Liberty during a scheduled work session. The Motion was approved by the Ambulance Board to include funding the position with the Ambulance Reserve Funds for Fiscal Year 2021-2022 and;

WHEREAS, the City Council of West Liberty held a work session meeting on September 7, 2021 at 6:30pm as the Fire/EMS members presented the position increases, job descriptions, and expenses for wages and benefits and;

WHEREAS, the City Council approved Resolution 20210907-38 with a motion by Council Member McFerren for three full time equivalent position, to increase payroll staffing hours from 40 hours weekly to 120 hours weekly, Council Member Beranek second motion, and action was carried all yes; and

WHEREAS, resolution 20210907-38 identified as Exhibit A will be amended to include hours approved established by a motion and approval on October 05, 2021, and;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Liberty, West Liberty, Iowa, that they approve the Ambulance Department identified positions to permanent staff the Ambulance Department, not to exceed 120 scheduled hours, and to continue the combined operations of the Fire/EMS Department with Volunteer and Staffed Positions.

Passed and approved this 21st day of December, 2021.

Robert Hartman, Mayor

ATTEST:

Lee Geertz, City Clerk

RESOLUTION NO. 20210907- 38

A RESOLUTION TO APPROVE AMBULANCE DEPARTMENT STAFFING POSITIONS AS A COMBINED DEPARTMENT

WHEREAS, the City of West Liberty, Ambulance Department a Department of the City of West Liberty, Iowa desires to operate a combined department of volunteers and staffed positions and;

WHEREAS, the West Liberty Ambulance Board held a meeting on August 23, 2021 at 7:30pm located at 209 W 2nd Street, West Liberty, Iowa the Ambulance Department Classroom and; a motion was approved to create positions, recommend funding and create job descriptions. The Ambulance Board approved a motion to fund the positions with Ambulance Reserve Funds and;

WHEREAS, the Ambulance Board had a motion to approve to create positions, recommend funding and create job descriptions to the City Council of West Liberty during a scheduled work session. The Motion was approved by the Ambulance Board to include funding the position with the Ambulance Reserve Funds for Fiscal Year 2021-2022 and;

WHEREAS, the City Council of West Liberty held a work session meeting on September 7, 2021 at 6:30pm as the Fire/EMS members presented the position increases, job descriptions, and expenses for wages and benefits and;


WHEREAS, the City Council of West Liberty by this resolution will approve the following staffed Ambulance positions:

- EMS Supervisor FT/PT
- Lead Paramedic FT/PT
- Paramedic FT/PT
- AEMT FT/PT
- EMT FT/PT

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of West Liberty, West Liberty, Iowa, that they approve the Ambulance Department identified positions to permanent staff the Ambulance Department, and to continue the combined operations of the Fire/EMS Department with Volunteer and Staffed Positions and;

BE IT FURTHER RESOLVED, by the West Liberty Council of the City of West Liberty, Iowa, that the City Clerk is directed to create job description under the City of West Liberty's job description format, submit the job descriptions to City Attorney for Human Resource for review, create on call policy, and put before the West Liberty City Council by Resolution on October 5, 2021.

Passed and approved this 5th day of October, 2021.


Robert Hartman, Mayor

ATTEST:


Lee Geertz, City Clerk

**CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING AND GOAL SETTING REPORT 2021-2022**

Mayor:

Robert Hartman

DRAFT

DRAFT

City Council: 2021

**Jose Zacarias
Diane Beranek
Cara McFerren**

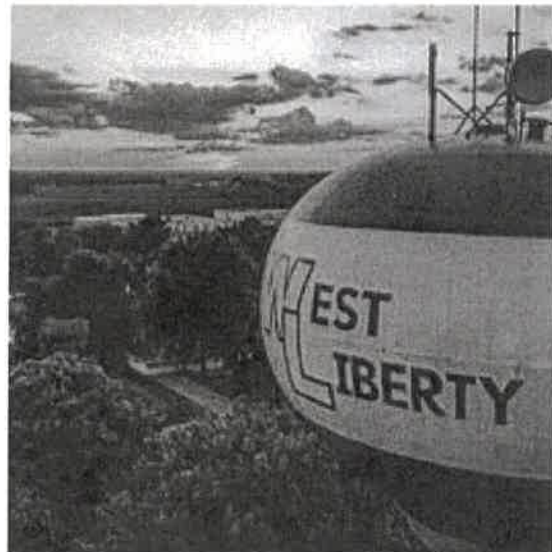
**Robert Rock
Dave Smith**

Department Heads:

**City Manager David Haugland
City Clerk/Finance – Lee Geertz
Electric Superintendent – Ed Tvrs
Parks & Recreation Director – Nick Heath
Library Director – Allie Paarsmith
WWTP Superintendant-Craig Juergens
Street Superintendant – Adam Reinhardt**

PW Water/Sewer Superintendent – Danny Goodale

**Fire Chief – Kirt Sickels
Building Inspector – Terry Goerd
Police Chief – Eric Werling
Communication Director- Jacob Lane**



Facilitated by:

Patrick Callahan

Callahan Municipal Consultants, LLC December 1, 2021

City of West Liberty, Iowa

Strategic Planning and Goal Setting Session 2022

Introduction

The City of West Liberty requested assistance from Patrick Callahan in November 2021, for a strategic planning and goal setting process. Mr. Callahan agreed to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify department needs, capital projects, accomplishments, programs, issues, trends and team building suggestions.
2. Prepare a list of the overall capital projects and suggested initiatives and programs based upon the comments of the elected officials and city department heads.
3. Conduct a strategic planning and goal setting session with the elected officials.
4. Preparation of this final report.

Goal Setting Work Session

City Council Members and the Mayor held an informal non-binding work session that was conducted by Mr. Callahan on December 1, 2021. The City's elected officials and department heads were asked to do the following:

1. Identify the major accomplishments of the City in 2020 and 2021, as listed by the Mayor and Council, and by the City Department Heads (**Exhibits A-1 & A-2**).
2. Review the list of most important issues, concerns and trends facing the City in 2022, as listed by the Mayor and Council Members and by the City Department Heads (**Exhibits B-1 & B-2**).
3. Review and revise the list of potential initiatives, policies, and programs. (**Exhibit C-1 & C-2**).
4. Indicate those initiatives and programs that are the most urgent or important at this time.
5. Review and revise the list of potential capital projects. (**Exhibit D-1 & D-2**).
6. Indicate those capital projects that are the most urgent or important at this time.
7. Provide comments and suggestions regarding teamwork objectives. (**Exhibit E-1 & E-2**).

Note: The Letter of Introduction, the Agenda for the Goal Setting Session, and the Preliminary Questionnaire are attached to this report as Appendix A, Appendix B and Appendix C, respectively.

THE CITY COUNCIL'S LIST OF "GIVENS"

After reviewing the list of proposed programs and policies, the Mayor and City Council Members concluded that the City was already committed to the completion of the following capital projects and equipment purchases:

1. Continue with the viability of a third well.
2. Phase II -Addition onto City Hall for more office, police department and staff space – Move the American Legion Building.
3. Rainbow Drive Reconstruction Project
4. West side tower loop project.
5. Well Number 2 rehab. project.
6. Generator capabilities for the sanitary sewer lift stations.
7. Maxson Avenue Improvements - streets and utilities.
8. Sewer lining and manhole restoration – Annual program.
9. Sidewalk programs and handicapped ramps at intersections – Annual program.
10. Equipment and vehicle upgrades and purchases for the entire organization.
11. New vehicles – Police Department - \$200,000.
12. Updated equipment – Police Department - \$60,000.
13. Equipment to make pod casts – \$1,500.

Since the City Council had already committed to the completion of these items, it was agreed that the Mayor and City Council would not need to rank or prioritize these suggestions.

INITIATIVES AND PROGRAMS – 2022

The Mayor and City Council identified the following initiatives and programs as the most urgent or important.

A. Top Priority Initiatives & Programs

1. **Personnel & Labor Force – Overall Review**
 - Code enforcement officer/animal control officer
 - Dedicated in-house Human Resources Specialist
 - Expansion of Police Department – additional patrol officers
 - In depth staffing level assessment
 - Grant writer for city projects
 - More city staff
2. **Annexation - Further Land Growth of City and Annexation of Rural Housing Editions**
3. **Personnel Policy Updates and Staff Training**
 - Training policy for all City staff
 - Update employee handbook and employee training
 - Customer service training for the entire organization
 - Training and policies for elected officials – Council Conduct and teamwork
 - EDI initiatives

4. Communication Enhancements

- Provide a “Rundown” of major topics discussed after the City Council meetings
- Prepare podcasts that keeps the community informed on City business
- Continue to promote social media and website as a way to access City information

B. Second Priority Programs and Policies

1. Continue the overall efforts addressing housing needs
2. Utility rate reviews with ongoing schedule to meet cost of goods and services
3. City Code and Policy Updates
 - Continuing work on updating city code
 - Evaluating PD nuisance/ordinance and fine violations
 - Re-codification and updating city codes
 - Make the city code enforceable and accurate
 - Update the policy on condition/appearance of homes and businesses.
4. Work with developers to increase more housing options and opportunities – senior housing and single family housing.

NOTE: A complete list of all programs and initiatives, as ranked by the Mayor and City Council Members is attached as **Exhibit C - Final**

CAPITAL IMPROVEMENT PROJECTS – 2022

The Mayor and City Council identified the following capital projects and equipment purchases as the most urgent or important.

A. Top Priority Capital Projects and Equipment Purchases

1. Addition of more electric generation and Addition of instant start on generator for station power.
2. Getting natural gas line into the Electric Power Plant
3. New Swimming Pool/Recreation Center

B. Second Priority Capital Projects and Equipment Purchases

1. 4th Street and Miller intersection reconstruction project
2. Dog park
3. 6th Street improvements – streets and utilities

TEAM BUILDING AGREEMENTS

The Mayor and City Council reviewed a list of ideas and suggestions relating to team building and building a better working relationship. The list of team building suggestions is identified as **Exhibit E-1 & E-2.**

FUTURE PLANNING SUGGESTIONS

It is recommended that the city staff and the management team prepare an “action plan” for the top ranked capital projects and the initiatives & programs. The action plan for each goal would define the steps needed to accomplish the various tasks or objectives. This action plan could then be presented to the Mayor and City Council for review and approval and made a part of this Goal Setting Report.

It is recommended that the goals and objectives be posted in the Council Chambers at City Hall. The posting of the City Council’s goals and objectives will serve as a reminder to the City Department Heads and Staff Members as to the priorities that were established by the Mayor and City Council.

It is recommended that the City Council review the lists of capital projects/equipment purchases, and initiatives, programs, and monitor the progress that is made on each item on a quarterly basis. The City could use a format that shows the project or item side by side with a comment that updates the City Council and the residents of the City on the progress that has been made on each item at the end of each quarter. The tentative dates for the quarterly updates are: April 5, July 5, October 4, & January 3.

It is important to note that the prioritizing of all the capital projects and various initiatives is not “cast in stone.” The two lists can be modified as new circumstances may dictate. Hopefully, the Mayor and City Council will repeat this process in 2023 or 2024, which may result in some additional modifications.

It is recommended that the City continues to update these capital improvements plan to identify the City’s capital projects over the next four to seven years. The plan could include cost estimates, descriptions of the projects, the justification, and sources of funding.

COMMUNICATION OF COUNCIL GOALS AND OBJECTIVES TO CITIZENS

Since the citizens of West Liberty are basically the “shareholders” or owners of the City, it is important that they are informed about the goals and objectives that have been established by the Mayor and City Council. The following is a brief summary of various activities that have been used in other cities to communicate the City Council’s goals and objectives to local residents.

1. ***City Website.*** After the Mayor and City Council have reviewed and formally adopted the Goal Setting Report, a copy of the report can be placed on the City’s website for review by the citizens of West Liberty.
2. ***Newspaper Article.*** The City could request that the local newspaper publish a list of the City Council’s goals and objectives.
3. ***Town Hall Meeting.*** The City Council could schedule a town hall meeting or public forum to present a summary of the City’s goals and objectives and to seek comments and observations from local residents.

4. ***City Hall Posting of Goals.*** The Council's goals and objectives could be posted in the lobby area at City Hall for interested residents to review.
5. ***Open Houses – City Facilities.*** Annual “open houses” at various City buildings, such as City Hall, Police Station, Fire Station, Public Works Shop, Wastewater Plant, Water Plant, and Library could be held to inform the citizens about the upcoming city projects and programs that have been proposed.
6. ***Community Leaders' Meeting.*** The Mayor and City Council could schedule an annual or semi-annual meeting with the School Board and Chamber of Commerce Board of Directors to review and discuss the City Council's goals and objectives. These meetings could also provide an opportunity to learn more about the projects, programs, and objectives under consideration by these same organizations.
7. ***Presentations to Service Clubs.*** The Mayor, Council Members, and City Manager could make brief presentations to local services clubs and organizations outlining the goals and objectives.
8. ***Public Places –Reading Material.*** A copy of this goal setting report or a brief summary of the City's goals and objectives could be made available in public places, such as the West Liberty Library, medical clinics, lawyer offices, or where local residents could read this report while waiting for appointments.

FINAL COMMENTS

It was a pleasure to assist the City of West Liberty with this goal setting process. We were pleased with the level of cooperation of the city staff and the elected officials.

Once again, thanks to the City Clerk, City Manager, Department Heads, the Mayor, and the City Council Members for the great cooperation and timely responses during this process.

Patrick Callahan
Callahan Municipal Consultants, LLC
December 6, 2021

**EXHIBIT A-1
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**

Major Accomplishments – Mayor/Council Members Responses

1. Feasibility Study and implementation of City Hall/PD expansion.
2. Capital Improvements Plan (CIP)
3. Housing developments and Urban Revitalization Program
4. Hiring of a Communication Specialist
5. Columbarium addition to City Cemetery
6. Revision of Employee Handbook
7. Review of fees schedule
8. City website development and design
9. Commence with a Park & Recreation master plan
10. Department Head monthly planning meetings and initiate teamwork communications
11. New lift truck for Electric Department.
12. Playgrounds at Kimberly Park & Friendship Park
13. Renovation of City Hall
14. Hired Police Chief and City Manager
15. Restoration of Lady Liberty

**EXHIBIT A-2
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**

Major Accomplishments – Department Heads

1. Hired new city manager
2. Hired new police chief
3. Efficiently and effectively handled turnover of the city manager and police chief positions
4. Continued support of Department Supervisors - both new and old
5. Raised and maintained moral of City employees
6. Worked efficiently through the COVID-19 pandemic with minimal loss of work hours
7. Started the Safety Committee and operating it smoothly
8. Built new playground at Kimberly Park
9. Built new playground at Friendship Park
10. Completion of electric substation upgrade
11. Removal of DLA generator
12. Rate study for Electric Department
13. Halloween costume project – Police Department
14. Downtown renovations
15. Monthly Chamber of Commerce meetings at Community Center
16. Established an Economic Development matching grant for revitalization
17. Completed Phase I of the Police Station and City Hall Improvement Project
18. Implemented customer service rules for utilities
19. Additional staffing with Wage/Evaluation Matrix
20. Water Department/Interim Supervisor completed certification to operate the facility
21. WWTP Department/Interim Supervisor completed certification to operate the facility

22. GIS system agreement to establish utility locates
23. CIP and EFP for entire organization
24. Hired an new library director
25. Increased civic engagement – new candidates
26. Reduced legal entanglements
27. Derecho recovery work
28. Relabeled majority of English language library materials
29. Increased library collection of racial diversity
30. Increased gender diversity in policing
31. Increased grant funding for Library
32. All City Council meetings and WIFI/session videos are online
33. Website has become more accessible and intuitive
34. There are online fillable PDF's for city documents
35. Increased presence on website and social media
36. Entered into an agreement with the City's website provider

**EXHIBIT B-1
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**

Issues and Concerns – Mayor/City Council Members Responses

1. Continued housing needs
2. Budget constraints and future diminished government funding
3. Customer service quality
4. Communications with general public
5. Increase housing/development
6. Annexation of subdivisions that have City services

**EXHIBIT B-2
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**

Issues and Concerns – Department Heads

1. The amount of housing whether it is new housing or condos or apartments
2. The lack of interest from people wanting to bring new businesses to Liberty Park
3. Concern with the current residents of West Liberty supporting the changes needed to continue to grow our city.
4. Concern with long-term sustainability of utilities, if City does not continue to grow in population
5. The need to raise utility rates, which then might be an issue by making West Liberty a less affordable option for residents and businesses considering moving to West Liberty
6. Concern with the public's current relationship with the City Staff
7. Aging infrastructure – roads, sewer, water, parks and electric
8. Lack of substantial growth for the City is an issue
9. The appearance of the trailer parks as visitors enter the City from the south
10. Roll back with taxes/small tax base to support the general needs
11. Staffing retention and limited workforce/workload due to minimum staffing
12. Technology costs and security of the equipment
13. Quality of life attractions and wellness for community members of all ages
14. Succession plan for City employees
15. Communications internal and external
16. Lack of electric generation to power the City in the near future
17. Retention of police officers
18. Relationships with Fire Department
19. 28E agreement with Atalissa for Police Services
20. Lack of cultural integration

21. Youth engagement
22. Low social/economic status leaves citizens in survival mode
23. Lack of younger generations moving to West Liberty
24. Concerns that parts of the city code are unclear
25. Concerns about employees using social media to attack the City
26. Concerns about Department Heads not informing us of important information
27. Land use
28. Certain upgrades requires industry guarantees that they will remain in the City prior to the completion of the upgrades or expansions
29. The need for industries to pay their portion of the costs to upgrade the City's infrastructure

**EXHIBIT C-FINAL
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**

Significant Initiatives, Programs, & Policies – Mayor & City Council Members Rankings

| Program, Policies and Initiative | Top Priority | Second Priority | Total Score |
|---|---------------------|------------------------|--------------------|
| 1. Personnel & Labor Force – Overall Review <ul style="list-style-type: none"> • Code enforcement officer/animal control officer • Dedicated in-house Human Resources Specialist • In depth staffing level assessment • Grant writer for city projects • More city staff | 6 | 0 | 12 |
| 2. Annexation - further land growth of city and annexation of rural housing editions | 4 | 1 | 9 |
| 3. Personnel Policy Updates and Staff Training <ul style="list-style-type: none"> • Training policy for all City staff • Update employee handbook and employee training • Customer service training for the entire organization • Training and policies for elected officials – Council Conduct and teamwork • EDI initiatives | 3 | 3 | 9 |
| 4. Communication enhancements <ul style="list-style-type: none"> • Provide a “rundown” of major topics discussed after the City Council meeting • Prepare podcasts that keeps the community informed on City business • Continue to promote social media and website as a way to access City information | 4 | 1 | 9 |
| 5. Continued efforts for addressing housing needs | 3 | 1 | 7 |
| 6. Utility rate reviews with ongoing schedule to meet costs of goods and services | 2 | 3 | 7 |
| 7. City Code and Policy Updates <ul style="list-style-type: none"> • Continuing work on updating city code • Evaluating PD nuisance/ordinance and fine violations • Re-codification and updating city codes • Make the city code enforceable and accurate • Update the policy on condition/appearance of homes and businesses | 2 | 2 | 6 |
| 8. Work with developers to increase more housing options and opportunities – senior housing and single family housing | 1 | 4 | 6 |
| 9. Creative initiatives and events to get the public involved and excited about living in West Liberty. | 2 | 1 | 5 |
| 10. Updating Police Department policy manual and making it applicable | 0 | 4 | 4 |

| | | | |
|--|---|---|---|
| | | | |
| 11. Reviewing Police Department vacation policy and salaried supervisor policy | 0 | 4 | 4 |
| 12. Hire full time Fire Chief | 1 | 1 | 3 |
| 13. Social safety net resources -- not church provided | 0 | 3 | 3 |
| 14. Expansion of businesses in the Industrial Park | 1 | 1 | 3 |
| 15. Work on 28E agreement with Board of supervisors | 1 | 0 | 2 |
| 16. Update permits/forms/charges for services provided by the City | 0 | 1 | 1 |
| 17. Update and re-evaluate sewer and water rates | 0 | 0 | 0 |
| 18. Planning and Zoning Board recruitment for members | 0 | 0 | 0 |
| 19. Eliminate city brush pile burning | 0 | 0 | 0 |
| 20. Beautification opportunities for homeowners and renters | 0 | 0 | 0 |

**EXHIBIT D-FINAL
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**

Capital Projects – Mayor & City Council Members Rankings

| Capital Project/Equipment Purchase | Top Priority | Second Priority | Total Score |
|---|---------------------|------------------------|--------------------|
| 1. Addition of more electric generation and Addition of instant start on generator for station power | 6 | 0 | 12 |
| 2. Getting natural gas line into the Electric Power Plant | 4 | 1 | 9 |
| 3. New Swimming Pool/Recreation Center | 3 | 2 | 8 |
| 4. 4 th Street and Miller intersection reconstruction project | 3 | 1 | 7 |
| 5. Dog park | 3 | 1 | 7 |
| 6. 6 th Street improvement s- streets and utilities | 2 | 1 | 5 |
| 7. New outdoor swimming pool/aquatic center | 1 | 2 | 4 |
| 8. North Dutton & 1 st Street properties – convert to housing development Projects | 1 | 2 | 4 |
| 9. Additional soccer field & softball fields at Dutton Park and Wapsi fields into green space/dog park | 0 | 3 | 3 |
| 10. Trail extensions throughout the City & connect to Nichols or West Branch | 1 | 1 | 3 |
| 11. Storage & Garage Facility for all Departments <ul style="list-style-type: none"> • New Park and Recreation office/garage • New City storage shed/garage • Demolition of the parks shop and replacing it with a new building that would be sufficient space for storage for other departments, if needed. | 0 | 2 | 2 |
| 12. Pave/asphalt downtown alleyways - \$70,000. | 0 | 2 | 2 |
| 13. Street Projects - continue to include the infrastructure below street level | 0 | 2 | 2 |
| 14. Tool Library for community use | 0 | 1 | 1 |
| 15. Mini Pitch field | 0 | 1 | 1 |
| 16. New rear load garbage truck - \$150,000 to \$180,000 | 0 | 0 | 0 |
| 17. Cameral systems throughout the community – Railroad crossings | 0 | 0 | 0 |
| 18. New warehouse/garage for Electric Department | 0 | 0 | 0 |
| 19. Library remodeling project | 0 | 0 | 0 |

**EXHIBIT E-1
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**

Teamwork Suggestions – Mayor & City Council Members Responses

1. Communication strategies between staff, department heads and city leadership
2. Support training of all city staff and elected officials – Policies & Programs

**EXHIBIT E-2
CITY OF WEST LIBERTY, IOWA
STRATEGIC PLANNING SESSION – 2022**



Teamwork Suggestions – Department Heads

1. Supervisors and City Manager communication – continue staff meetings - Given
2. Create a Council Calendar for work session – schedule training and team building to include work retreats
3. Council communication procedure – City Manager as the first step of questions and communication
4. Transparency and consistency by creating policy and strengthening communications
5. All stay the course of the planning and goals established and not get distracted by changing the course with something new and not in the plan, unless going through a process with City Leadership and Staff.
6. Department Supervisors training to communicate with staff on goals and planning.
7. Have organized and productive city council meetings
8. Attend team building and leadership seminars
9. Job shadowing certain jobs within the City in order to gain insight into City's day to day operations
10. Schedule a tour of all City owned utilities - Given
11. Spending time on community outreach so that the community shows more interest and support for the mayor and city council
12. Introduce themselves to the community in creative ways
13. Portray a positive and sincere caring for the well-being of the community
14. Don't focus on individual agendas with in the City
15. Be more decisive when it comes to getting things done
16. Ask questions and take action when advised on unsafe working conditions
17. Department Head training in HR on communications, policies, programs, and tech resources

18. EDI training – all City Departments
19. Discussion between departments regarding resources & vendors for cost savings
20. Schedule more meetings with individual City Departments and work sessions involving all City Departments
21. Hire the right vendor or company for the various projects – architects vs. engineers



West Liberty Fire & EMS

November 1 - 30 2021 Update

EMS Calls – 1/1 – 11/30 – Total calls 544

Fire Calls – 1/1 – 11/30 – Total for year 121

30-year air packs and bottles are in service

Fit Testing to be done 12/14/21

COVID-19 update – Having continued COVID -19 safety training per Medical Director- positive COVID cases currently in Muscatine County.

PPE – currently have a sufficient supply. Have used an ultra-violet light to help sanitize ambulances after COVID calls.

All trucks in service are in service.

Members lost since January 1 – 6

Members gained - 2

Members out due to medical issues – 1

Members with EMT Certification – 12

Totals Members – 25

Kirt Sickels

Chief WLFD

Lee Geertz

From: Lee Geertz
Sent: Thursday, December 16, 2021 6:29 AM
To: Sickels Sterbenz, Mindy E; David Haugland
Cc: katielynnmccullough@gmail.com; Kirt Sickels; Sandy Heick; Eric Christensen; Tom Christensen; Robert Hartman
Subject: RE: WLFD Election of Officers

We will provide the information to Council with Chief Sickels report. If you can provide minutes to your meeting as well, then I can record them as well.

Thank you and congratulations to to appointees.

Lee

Sent from my U.S.Cellular© Smartphone

----- Original message -----

From: "Sickels Sterbenz, Mindy E" <mindy-sickels@uiowa.edu>
Date: 12/15/21 3:28 PM (GMT-06:00)
To: Lee Geertz <lgeertz@cityofwestlibertyia.org>, David Haugland <dhaugland@CityofWestLibertyIA.org>
Cc: katielynnmccullough@gmail.com, Kirt Sickels <ksickels@CityofWestLibertyIA.org>, Sandy Heick <sheick@CityofWestLibertyIA.org>, Eric Christensen <echristensen57@gmail.com>, Tom Christensen <bodyworks57@live.com>, Robert Hartman <rhartman@CityofWestLibertyIA.org>
Subject: WLFD Election of Officers

Good Afternoon,

Per our Organization By-Laws, the WLFD held its annual election of officers last night during our business meeting. As Secretary/Treasurer, I am sending this email as notification of the elected officers, beginning January 1, 2022. Please let us know of next steps, if any, or requirements regarding acknowledgement of these appointees:

Newly-elected/Incoming Officers:

- Trustee: Dillon Christensen
- EMS Captain: Tamara Wigim

Incumbent/Continuing Officer Appointments:

- Fire Chief: Kirt Sickels
- Assistant Fire Chief: Tom Christensen
- Fire Captain: Brian Flake
- Secretary/Treasurer: Mindy Sickels Sterbenz
- Trustees: Eric Christensen, Carlos Jacques

Respectfully,

Mindy

WLFD Fire Meeting Minutes

December 8, 2020

Meeting called to order: 18:34 by Fire Chief Sickels

ATTENDANCE taken: 20 Members present; 6 Excused; 2 Unexcused

TRAINING TONIGHT: water tank training

Meeting minutes from November meeting sent to meeting attendees via email. Motion to approve meeting minutes for November made by Tom Christensen; 2nd made by Tammy Wigim. Meeting minutes approved with no negative votes.

Treasurer's Report: No financial update is available from City of West Liberty. Checking account balance relayed to meeting attendees. Motion to approve partial financial report made by Kurt Heckman; 2nd by Mike Duytchsaver. Motion carried with no negative votes.

Blaine Kelly inquired about bill for work on air compressor. Chief indicated the bill was submitted to City of West Liberty per their accounts payable policy and will check on this.

Request from Secretary/Treasurer for payment of bills:

- \$25.80 for checks for the checking account
- \$57.60 to Kirt Sickels for 20-year plaque for Robert Rock made by Harry's Custom Trophies.

Motion to approve payment of bills made by Brian Flake; 2nd motion made by Eric Christensen. Motion approved with no negative votes

Communications:

- Recent memorial donations:
 - Donna Alt \$200

Old Business

- Gator Tickets: please give to Tammy Wigim ASAP. Will do the drawing Friday night at the Country Club.
- Christmas Party will be this Friday night. Social hour at 5:30pm; dinner at 7pm. Two meals will need to go to the care facility to Chuck Newcomb and his wife. In the past, we have had snacks for the social hour and purchased \$40 gift cards for spouses as a Thank you to them for putting up with the time our volunteers spend away from family and events. Blaine Kelly made motion to approve the purchase of snacks and gift cards for spouses; motion 2nd by Brian Flake. Motion approved with no negative votes.

New Business:

- New Council has requested to have a meeting with the WLFD. This would be after the 1st of the year; more to come on this.

- We were supposed to have fit testing tonight, but we found out that the old hood fit test is obsolete, so we are working on getting this done through Darrel Jansen. More to come on this, but we are hoping for the first fire meeting of the next year (January).
- When ambulance pagers go off, if a 2nd page is requested, please respond! This means everyone--- including those who are not assigned to a crew/team or are considered “fire only”.
- To help out with inventory and maintenance on trucks – Chief is assigning Truck Lieutenants. The Truck Lieutenants can assign a 2nd to assist with keeping trucks in good shape.
 - Go through the truck and inventory everything. Will need a list of the inventory so we have it.
 - If you identify something that needs replaced or fixed, notify a trustee ASAP
 - Trucks need to be checked at least every other month
 - Truck Lieutenants are as follows:
 - 711 – Omar Martinez
 - 712 – Carlos Jacques
 - 713 – Blaine Kelly
 - 714 – Mayela Ambriz Cruz
 - 715 – Dillon Christensen
 - 716 – Davy Lechuga
 - 719 – Brian Flake
- Radio traffic – be careful what you are saying on the radio. **DO NOT GIVE ANY PATIENT INFORMATION** over the radio. To provide information to EMT/paramedics en route, call them on the phone if need be. Also, be sure if you are arriving on scene in personal vehicle, that you are parked far away from the scene and out of the way of emergency vehicles.

Open to Floor:

- Null report

Trustees:

- Null report

Election of Officers for 2022: Our Election Committee (Blaine Kelly, Davy Lechuga, and Paul Reed) indicated 6 open positions had 8 individuals come forward to run:

- Fire Chief: Per Election Committee lead Blaine Kelly, Kirt Sickels has come forward to run for this position.

Assistant Chief Tom Christensen opened the floor for opportunity to come forward to run for Fire Chief. Three calls for nominations were made with no members coming forward; Tammy Wigim made motion to cease all nominations from the floor and accept Kirt Sickels’ nomination for Fire Chief. Motion was 2nd by Brian Flake. Closed all nominations and vote was held to accept Kirt Sickels as Fire Chief. Motion carried with no negative votes.

- Assistant Fire Chief: Per Election Committee Davy Lechuga, Tom Christensen has come forward to run for this position.

Fire Chief Sickels opened the floor for opportunity to come forward to run for Assistant Fire Chief. Three calls for nominations were made with no members coming forward; Brian Flake made motion to cease all nominations from the floor and accept Tom Christensen's nomination for Assistant Fire Chief. Motion was 2nd by Carlos Jacques. Closed all nominations and vote was held to accept Tom Christensen as Assistant Fire Chief. Motion carried with no negative votes.

- Fire Captain: Per Election Committee lead Blaine Kelly, Brian Flake has come forward to run for this position.

Fire Chief Sickels opened the floor for opportunity to come forward to run for Fire Captain. Three calls for nominations were made with no members coming forward; Tom Christensen made motion to cease all nominations from the floor and accept Brian Flake's nomination for Fire Captain. Motion was 2nd by Mike Duytschaver. Closed all nominations and vote was held to accept Brian Flake as Fire Captain. Motion carried with no negative votes.

- Secretary/Treasurer: Per Election Committee lead Blaine Kelly, Mindy Sickels Sterbenz has come forward to run for this position.

Fire Chief Sickels opened the floor for opportunity to come forward to run for Secretary/Treasurer. Three calls for nominations were made with no members coming forward; Mike Duytschaver made motion to cease all nominations from the floor and accept Mindy Sickels Sterbenz's nomination for Secretary/Treasurer. Motion was 2nd by Eric Christensen. Closed all nominations and vote was held to accept Mindy Sickels Sterbenz as Secretary/Treasurer. Motion carried with no negative votes.

- EMS Captain: Per Election Committee lead Blaine Kelly: Tammy Wigim and Kathy Esmoil have come forward to run for this position.

Fire Chief Sickels opened the floor for opportunity to come forward to run for EMS Captain. There are two nominees on the floor. Three calls for further nominations from the floor were made with no members coming forward; Kurt Heckman made motion to cease all nominations from the floor; Brian Flake 2nd motion. Closed all nominations and secret ballot vote was held. Tammy Wigim was elected as EMS Captain by unanimous majority vote.

- Trustees (3-year term): Per Election Committee, Mayela Ambriz Cruz and Dillon Christensen have come forward to run for trustee position.

Fire Chief Sickels opened the floor for opportunity to come forward to run for trustee. There are two nominees on the floor. Three calls for further nominations from the floor were made with no members coming forward; Kurt Heckman made motion to cease all nominations from the floor; Brian Flake 2nd motion. Closed secret ballot vote was held and Dillon Christensen was elected as trustee by majority vote.

- For Christmas party Friday night, Tammy and Matt Wigim have volunteered to take calls this night. Secretary/Treasurer Sickels Sterbenz made motion to pay them \$250 for covering calls Friday night through Saturday morning. Davy Lechuga 2nd motion. Chief Sickels opened floor to discussion. No further comments from floor were made. Motion carried with no negative votes.

MOTION to adjourn business meeting made by Mike Duytchaver; 2nd made by Tammy Wigim. Business Meeting adjourned 19:18**

Pot Drawing won by: Matt Wigim



*CITY OF
WEST LIBERTY
A COMMUNITY OF OPPORTUNITY*

November 4th, 2020

Mayor and Council
City Manager David Haugland
City of West Liberty
409 N. Calhoun Street
West Liberty, IA 52776

Subject: Monthly Sanitary Sewer Overflows September

To Whom it concerns:

I am pleased to inform you we had no SSO's or bypass. Unfortunately, we had backups at two separate locations. One was at the Walnut St lift station, it was caused by a squirrel blowing a fuse that fed the lift station. Power was restored and the lift station worked as it should. The second location was on Nelson St, we had to jet and vac the line out on three separate occasions but believe we found and removed the cause of the blockage. We are currently working with the supplier of our chemicals for the lift station to try and find a way to alleviate the FOGs in the line that runs through the bean field. We have been keeping a close eye on the manholes to ensure it does not get to a point where it is affecting the residents on Nelson street any further. We intend to run a camera up the line as soon as it gets a little colder and flows slow down, it is a heavy flow area so it would be very hard to see anything with the water flowing that fast and high. We also need the beanfield to firm up a little bit so we can drive out there without further damaging the field or getting our equipment stuck.

If you have any questions, please do not hesitate to call.

Sincerely,

Danny Goodale
Water, Sewer Supervisor



*CITY OF
WEST LIBERTY
A COMMUNITY OF OPPORTUNITY*

December 10th , 2020

Mayor and Council
City Manager David Haugland
City of West Liberty
409 N. Calhoun Street
West Liberty, IA 52776

Subject: Monthly Sanitary Sewer Overflows September

To Whom it concerns:

I am pleased to inform you we had no SSO's, bypass, or backups.

If you have any questions, please do not hesitate to call.

Sincerely,

Danny Goodale
Water, Sewer Supervisor

City of West Liberty Staff Meeting Minutes 12/13/21

10:30 a.m.

In attendance:

City Manager, Haugland
City Clerk, Geertz
Deputy City Clerk, Hoffert
Police Chief, Werling
Library Director, Paarsmith
WWTP Superintendent, Juergens
Street Superintendent, Reinhardt
IT, Park/Rec Director, Heath
Communication Specialist, Lane
Electric Superintendent, Ed Tvrs

Electric: Superintendent, Ed Tvrs, communicated that they will be upgrading some of the secondaries this week. Neumiller will be in town to complete the underground project on Holden Ave. Tvrs communicated that he would like to have additional information when electricians are calling in for building permits and reconnects. He would like to have administrative staff take down all the information, complete a service request and get this to him.

Police: Superintendent, Eric Werling, communicated that shop with a cop was a tremendous success. They were able to take more than their normal number of kids and they are going to be helping the high school students this week. The department raised \$12,267.00 which is a significant increase in the amount raised in years past. The taurus is having work completed which will be \$4,000 or more to complete. This is the best squad they have in the fleet currently. Chief Werling spoke to the school about shootings and barricade devices that would be beneficial for the schools to have. He let them know he would be willing to help them install them and show them how to use them properly. The Police Department is also working with the attorney to see what liabilities they would have if they were to do vehicle unlocks for our community members.

Communications: Communications Specialist, Jacob Lane, communicated that he is continuing to work on social media updates and pushing out the new calendar, closures for the holidays and paperless billing. He is also communicating garbage routes and budget billing for community members as well. He was able to take a few of the office staff's photos and will continue to do this until completed to get them out on the website.

WWTP: Superintendent, Craig Juergens, communicated that Prybil came and cleaned out their solids for them. His department is working with the DNR for the 5-year plan, working on his reports and he attended the second digester meeting with WLF.

Financial Administration: Deputy City Clerk, Shari Hoffert, communicated that the entire staff is back at city hall. She wanted to take time to thank all the staff for the hard work with people being out of the office due to illness and asked that if departments saw them to acknowledge their hard work. She is continuing to set up and in office visit with our Auditors. She has been working with Kathy Esmoil on the ambulance audit and helping answer questions that she has. The credit card reconciliation is still being

processed for fiscal year at this time. Hoffert will work with City Staff to get items put away so that the boxes can be cleared. Our printer is now back at City Hall and set up for the entire staff to be able to use. Bill pay date is Wednesday so the staff will be busy processing payments. Front staff would like to ask for more communication during project times. If it is a planned project, they have asked if the superintendents could email that morning so that they do not have to bother them when community members are calling in. Payroll needs to be in today no later than noon and the email that was sent out about insurance needs to be sent back to her with any updates that need to be done by the end of the day.

Parks/Recreation/IT: Superintendent, Nick Heath, communicated that his guys are doing park clean ups, getting ready for snow clean up and helping Adam's department with the cleanup of Chesebro. Heath has been spending majority of his time working on IT with the PD and City Hall moving back in. He brought up to Superintendent Tvrs, that there are not lights on the timer courts and wanted to have his department look at this and see what was causing this to happen.

Streets/Solid Waste: Superintendent, Adam Reinhardt, communicated that his guys were able to do some maintenance on some dumpsters. They pulled some from town and did some welding on them. They were also able to get the inside and outside of the trucks cleaned, which is something that needed to be done. Nick and Adam's guys are going to be cleaning up Chesebro tree lines as it had been brought up to Adam previously. With the nice weather they are wanting to get this taken care of/ The automatic garage truck needed a part replaced and that came in. The recycling trailer has been at JR's waiting to be fixed so recycling will need to be taken down twice this week once it is fixed. Reinhardt communicated that they will be cleaning the shop and getting ready for the Christmas potluck as well.

City Manager: City Manager, Dave Haugland, communicated that the city is working on the electric rate study. He attended the safety training and assisted with the Shop with the Cop program. He attended the WLF second digester meeting with the engineers and WWTP Superintended Craig Juergens. He wanted to thank Nick and Ed for their assistance in moving from WeLead to City Hall and stated that it was appreciated. He had a meeting with Bob Cline who had multiple items he wanted to address. Haugland spoke with JR about some utility questions and the electric service rules. He spoke with Leo regarding Well #2. Haugland, Geertz and Ken Brooks will be meeting to finalize the move from the WeLead building. He discussed the WL Country Club sewer connection, but stated that he has not yet seen the plans for this. Haugland wanted the staff to know that there will be no staff meeting the 27th and that he will be out of the office December 20th and then December 22nd through December 31st, but let staff know if they needed anything to contact him.

City Clerk: City Clerk, Lee Geertz, communicated that everyone is back at city hall and that Kathy Esmoil is also at city hall completing an internal audit of the ambulance. She is working on getting the safety committee an updated list of employees as requested. Geertz will be completing budget amendments and electric reports that are due. The electric rate study and the garbage rate study are both going on at this point. Chip Schultz is to have a meeting regarding the garbage rate study. The insurance documents will be given to all employees with this payroll. There will be a form that everyone must sign, and it needs to be returned by Monday, December 20th. Her plan is to have the w-2's out by the first of the year and she wanted to let everyone know that this year was a good year for getting flex taken care of. She is getting all of that updated and finished this week.

Water/Sewer: Superintendent, Danny Goodale, communicated that his department has completed flushing hydrants. There was a water main break from the well to the water plant that needed to be repaired. In the next three years well two and well one actuators will need to be replaced. The school engineer has contacted Goodale for the sewer that will be going in at the Elementary. The department had issues with their vac truck that has been resolved. They removed the doghouse at the Electrical plant as well. This week will consist of reading meters, taking care of missed reads and abnormalities and installing thirty-two new MXU's to shorten the amount of walking time for the department.

Library: Superintendent, Allie Paarsmith, communicated that they were going to be appointing new Board Members and that it would need to go before Council. The board members recommended are Vanessa Espinoza, Carly Duytchshaver, David Smith, Maria Lugo, and Ariel Levin. The library has been selected for a social worker for community access. There is a total of \$50,000 and West Liberty would get a portion of that. They were closed on Wednesday the 8th due to staffing shortage, but they are back open and healthy.