

## West Liberty City Council Meeting Minutes 03-07-2023

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

### Meetings will be recorded.

Mayor Ethan Anderson called the meeting to order at 7:34pm by roll call: Present: Mayor Pro Tem, Cara McFerren, City Council Members: Dana Dominguez, Josh Shiltz, Ashley Smith, and Omar Martinez. City Staff in attendance: City Manager Haugland, City Clerk Geertz, Deputy City Clerk Hoffert, and Police Chief Werling.

City Council amended and approved the 03/07/2023 Agenda. Amendment included the following: City Council to Appoint Fire Chief, Claims List #1 702,531.54, and Nate Summers under reports for updated on the 2023A GO Bond: McFerren/Shiltz 5-0

City Council approved the following items of the consent agenda: McFerren/Smith 5-0

City Council Meeting Minutes 02/21/2023

City Clerk/Treasurer Report December 2022

City Council elected to appoint West Liberty Fire Chief, Kirt Sickels as recommended by the West Liberty Fire and EMS Association: Smith/Dominguez 5-0

Appointed West Liberty Fire Chief, Kirt Sickels was then sworn into office by Mayor Ethan Anderson.

West Liberty Fire Chief Kirt Sickels presented the 2022 WEST LIBERTY FIRE/EMS Annual Report, the presentation included and update on the calls for service, equipment and members for the year.

City Council approved the West Liberty Fire and EMS Annual Report as presented: McFerren/Shiltz 5-0 the report is hereby received and filed with the City of West Liberty.

### REPORTS – Presented by the following:

Nate Summers- of UMB Bank presented on behalf of the City's Financial Representative the status of 2023A General Obligation Bond Sale and process to of marketing the funds to the investors. Hills Bank & Trust invested \$800,000 and Edward Jones of West Liberty invested in \$100,000 as local interest for local opportunity to further invest.

City Engineer: Rainbow/Maxson Street Improvement project is underway as the contractor will be removing brush and trees from the ditch area this week. We will also be getting together with contractors and staff to go over the plans. Well #2 Phase I and Phase #2 have been approved to proceed forward by Iowa DNR. This is really good news, so we will be holding a meeting with staff to discuss phases in the next week. We have also completed drainage study on Columbus Street, so we look to having this information to present to Council soon.

The West Liberty Food Pantry and West Liberty School provided an update on the use of ARPA funds. Council Member Smith asked a question on the police report, regarding the PD Vehicle to be sold. Chief Sickels communicated the vehicle is ready to go on for auction. Clerk communicated there is a policy in place to set a public hearing and set a sale of the vehicle. Clerk will work with Chief Werling with the process. Mayor briefly added comment about how the City is not permitted to give public property away without following the policy.

City Clerk updated Mayor and Council on the reconciliation project, Clerk and Deputy Clerk have completed the adjusting entries and reconciliation items needed. We will follow up Bowan and Miller regarding the project. The City has been provided an extension until June 30, 2023 to complete the 2022 Audit Report. Committee Meetings: Chair Update-Fire/EMS Taskforce Meeting 2/27/2023: Council Member Dominguez provided an update as Chair. Continued to work through the draft 28E Agreement, Mindy Sickels Sterbenz walked committee through the revised version to identify items are in line with the Iowa Code for 28E

Agreements. Eric Christensen will be working on By-Laws for the Agency. Eric has also reached out to Solon to set a meeting discussion for the Committee. We will continue to look into lease agreements and prepare to send the draft 28E Agreement to legal counsel.

#### PUBLIC HEARING; WEST LIBERTY DUTTON URBAN RENEWAL AREA

City Council approved by roll call vote to open the public hearing for on the Proposed Designation of the West Liberty Dutton Urban Renewal Area: Dominguez/Smith: Yes- McFerren, Dominguez, Shiltz, Smith, and Martinez: No- 0: Open 5-0

City Clerk reported no public comments received or present for the meeting.

City Council approved to close by roll call vote: Smith/Dominguez: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez: No-0 Closed 5-0

City Council approved by roll call vote Resolution 20230307-14: Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and Approve Urban Renewal Plan and Project for the West Liberty Dutton Urban Renewal Area: Simth/McFerren: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez: No-0 approved 5-0

Discussion: City Manager Haugland: Previous meeting Council voted to remove the property from Urban Renewal Area, this meeting we will vote to put the property back in the Urban Renewal Area for use of TIF to start over. The Urban Renewal process also required to set a public meeting with the School District and Muscatine County Board of Supervisors. County Supervisor Kirchner attended, and City Clerk Geertz went over the plan with him. The Planning and Zoning also held a meeting last night and voted 4-0 in favor of the development meeting the City's comprehensive plan with land development and recommend City Council to approve the Urban Renewal amended plan as presented.

City Council approved by roll call vote Ordinance 20230307- 03 Providing for the Division of Taxes Levied on Taxable Property in the West Liberty Dutton Urban Renewal Area, Pursuant to Section 403.19 of the Code of Iowa:

First Reading: Smith/McFerren: McFerren, Dominguez, Smith, Shiltz, and Martinez: No-0 approved 5-0

Second Reading: By the statutory rule, requiring an ordinance to be considered and voted for passage at 2 council meetings, for to the meeting at which it is to be finally passed and suspended. The mayor put the question on motion, and a role being called the following: Smith/McFerren by roll call vote approved: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez: No-0 approved 5-0

Third and Final: Mayor, now we put upon its final consideration and adoption of Ordinance 20230307-03 by roll call vote: Smith/McFerren: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez: No- 0 approved 5-0

City Council approved by roll call vote Resolution 20230307-15 Setting a Date of Meeting at Which it is Proposed to Approve a Development Agreement with GHS Development, Inc., Including Annual Appropriation Tax Increment Payments: McFerren/Martinez: Yes: Martinez, Smith, Shiltz, McFerren and Dominguez No-0 approved 5-0.

#### PUBLIC HEARING: ELECTRIC RATE AMENDMENT

City Council approved to open the public hearing by roll call vote: McFerren/Martinez: Yes Martinez, Shiltz, Smith, Dominguez, and McFerren: No-0 approved 5-0

Public Comments and/or Correspondence- No correspondence or public communication.

Close the Public Hearing by roll call vote: Smith/McFerren: Yes: Martinez, Shiltz, Smith, Dominguez, and McFerren: No-0 closed 5-0

City Council approved the First Reading by roll call vote:

Ordinance No. 20230307- 02 Amending Title 7, Chapter 3, Section 10: Electric Light and Power Rates of the Municipal Code of West Liberty, Iowa Adopting New Electric Rates: Dominguez/McFerren: Yes: Martinez,

Shiltz, Smith, Dominguez, and McFerren: No-0 approved first reading 5-0

Discussion: City Clerk communicated appreciation of Deputy Clerk Hoffert and work to bring the billing and rate changes in line in the Ordinance. Deputy Clerk Hoffert: Hoffert provided details with the Ordinance as proposed and communicated the work with the Verbal of BHMG, Electric Engineers and review of historic ordinance to create the information is in line with the billing and timeline needed to address changes now and going forward.

City Council approved Vendor Voucher Claims List #1 in the amount of \$702,531.54: Smith/McFerren approved 5-0

Dominguez had question on item #15 JR's Vendor, vehicle repairs totaling \$10,000, City Manager Haugland communicated this was multiple vehicles, police cars and garbage truck. Garbage truck of the largest portion was due to IDOT inspections to bring in compliance to trade the vehicle in for the new automated truck.

City Council approved Vendor Voucher Claims List #2 in the amount of \$120.00: Martinez/Dominguez approved 4-0-1 (abstention by McFerren)

City Clerk provided email correspondence of concern by Jan Fulwider- speeding in the downtown streets. Police Chief has responded to Jan and provided additional patrolling and asked we look at adding a stop sign at Spencer and 3<sup>rd</sup> Street.

Council Member McFerren received communication pertaining to concerns of the Railroad and a derailment. City should include this in an emergency plan and review the with the County on the EMA agreement. Mayor will have an assigned committee, such as the Policy/Ordinance to review and establish an emergency plan of the City. Smith received correspondence about the City meeting video and reviewed with staff on the timing of uploading. I received some good input on use of the phone during the meeting. I have the City Code pulled up on my phone, but since I have a tablet, I have brought this instead, and it was good input. I received correspondence staff in support of Geertz being promoted to City Manager. I also received concern with the City not following the due diligence of hiring a City Manager from public. Martinez, communicate he received the same. City Clerk did provide information on working with Communications, Brittany to upload the video of Council Meeting first. Brittany did accept the being promoted to Communication Director, and we will be looking at her job description. Smith recommended live stream with YouTube, and staff will review if this is something we can look to implement, but there is some work needed to be done and train. Deputy Clerk Hoffert recognized front line staff for the good job on customer service and Clerk and I recognize this with them as well.

Old Business:

City Council approved the mayor's appointment of City Council to Committees: Smith/McFerren 5-0.

Mayor has asked City Council to review the draft City Council Rules of Conduct, the draft is a policy on how the City Council will conduct meetings, and I would like to assign this task to Finance and Ordinance.

New Business:

City Council approved by roll call vote: Resolution 20230307-16 approving Bond Purchase Agreement, providing for the issuance of General Obligation Corporate Purpose Bonds, Series 2023A and providing for the levy of taxes to pay the same: Smith/McFerren: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez No-0 approved 5-0

City Council approved Resolution 20230307-17 Approving Write Off Bad Debt \$8,111.40 for uncollectible Ambulance Billing: McFerren/Martinez: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez No-0 approved 5-0

City Council approved Resolution 20230307-18 Approving to Submit the amount of \$8,150.27 uncollectible Ambulance Billing to The Iowa Income Offset Program to Collect Debt: Martinez/McFerren: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez: No-0 approved 5-0

City Council approved Resolution 20230307-19 Approving Bad Debt and Write- Off \$ 3,320.28 uncollectible Utility Billing: Smith/Martinez: McFerren, Dominguez, Smith, Shiltz, and Martinez: No-0 approved 5-0

City Council approved Resolution 20230307-20 Approving to Submit \$21,075.37 uncollectible Utility Billing to The Iowa Income Offset Program to Collect Debt: McFerren/Martinez: Yes: McFerren, Dominguez, Smith, Shiltz, and Martinez No-0 approved 5-0.

City Council voted down to consider moving forward on the feasibility study for the Kimberly Park Pool: Smith/Dominguez: No-0-5

Discussion: Smith had questions pertaining to the feasibility with annexation, and Clerk communicated this would be a bigger discussion. Clerk Geertz explained the purpose of the feasibility study would be to determine specific information pertaining to types of repairs, new pool, and facility type. City Council would like to have more information pertaining to the scope of work for the cost.

City Council set the Date for Special City Council Meeting March 20, 2023, for the Purpose of Interview of City Manager Applicants: Martinez/Dominguez approved 5-0

Mayor and Mayor Pro Tem will review application on March 10<sup>th</sup> and follow up with Council pertaining to the applicants.

City Council set the Date for FY 2023-2024 Budget Work Session for March 29, 2023, at 6:00pm: Smith/Dominguez approved 5-0

ADJOURNMENT 10:01pm Smith/Martinez approved 5-0