

## MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY IOWA

APRIL 06, 2023

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Mayor Ethan Anderson called the meeting to order at 5:45 p.m. by roll call. City Council Members in attendance: Councilmember Josh Shiltz, Councilmember Dana Dominguez, Councilmember Ashley Smith, and Councilmember Omar Martinez. Mayor Pro Tem Cara McFerren was absent from the meeting. City Staff in attendance: Clerk Lee Geertz, Deputy Clerk Shari Hoffert, Communications Specialist Brittany Woodson, Sgt. Jack Bierman, WWTP Superintendent Craig Juergens, Library Director Allie Paarsmith, Public Works Superintendent Adam Reinhardt, Administrative Clerk Emily Reinhardt, and Administrative Clerk Melissa Stout.

City Council approved the agenda with an amendment to Section 5 C: striking the January 2023 Clerk/Treasurers Report. Dominguez/Shiltz (4-0)

The meeting began with the Appointment of the City Manager and the Interim City Clerk.

Lee Geertz was appointed by Resolution 20230406-27: A Resolution to Appoint Lee Geertz as City Manager and accept the employment agreement for the position of City Manager in West Liberty, IA. Shiltz/Dominguez- Roll Call Vote: Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (4-0)

Deputy City Clerk was appointed by Resolution 20230406-28: A Resolution to Appoint Shari Hoffert as Interim City Clerk. Dominguez/Shiltz- Roll Call Vote: Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (4-0)

There was a short recess at 5:52 p.m.

The meeting reconvened at 6:07 p.m. Councilmember Ashley Smith exited the meeting, Councilmembers Shiltz, Dominguez, and Martinez stayed present for the remainder of the meeting.

There was a Mayoral Proclamation to recognize April 06, 2023, as Junior Achievement Day.

Reports: City Manager Geertz spoke of the severe weather the City has had the last week and communicated that on April 15<sup>th</sup> she will be attending the emergency preparedness conference and then plans to bring in the school and business district to discuss procedures moving forward. She extended a special thank you to WLCSD Superintendent Shaun Kruger for assisting the community during the severe weather warnings. City Manager Geertz also communicated that there was a meeting set up by WeLead with the community developers and the City and that the meeting went well. There was a lot of information given and there will be discussions with the Committees over this information. Mayor Anderson communicated that he received communication that the meeting was encouraging to the developers.

City Engineer Leo Foley communicated that Well #2 was on the agenda and if it is approved, they would send to bid on Monday, April 10<sup>th</sup>, 2023. He communicated that the Rainbow/Maxson project is moving along, and they were finishing the culvert in front of subway so there will be a two way access again. City Engineer Foley communicated that at the next meeting there would be a small contract for the WWTP 5 year permit through the DNR so there would be multiple samplings happening in the near future.

Vendor Voucher Claims List #1 in the amount of \$778,497.41 was approved. Dominguez/Martinez (3-0)  
Vendor Voucher Claims List #2 in the amount of \$120.00 was approved. Dominguez/Shiltz (3-0)

During the public comments, Councilmember Shiltz communicated that he had received recommendations to inform the community about what sirens mean, when they are turned on etc. The Council discussed different options for getting information to community members with the possibility of

sending information instructions or important information to changes within the City with customer utility bills. Interim City Clerk Hoffert communicated that she would look into options for adding this to the utility bills.

City Manager Geertz communicated that she followed up with Ms. Vargas and had not yet received a response to date. She has also been in contact with Ms. Jensen regarding her concerns as well.

The event request for the American Legion Easter Egg Hunt was approved for 04/08/2023.  
Shiltz/Dominguez (3-0)

Resolution 20230404-24: A Resolution to Consider Approval of Electric Staff Hire and Wages and Ambulance Department Hire and Wages. City Manager Geertz communicated that both hires are previous City Employees that the City has invested in, and the City has the ability to bring these employees back.  
Dominguez/Martinez- Roll Call Vote: Dominguez-Y, Shiltz-Y, Martinez-Y (3-0)

Resolution 20230404-25: A Resolution to Consider Approval for PE#1 for the Rainbow/Maxson Street Upgrade with All American Concrete, INC in the amount of \$24,177.50. City Engineer Leo Foley communicated with Council that he would be speaking with All American Concrete, INC about the Columbus Street sidewalk to see if it would be included or if it would be extra outside of their current bid.  
Shiltz/Martinez Roll Call Vote: Dominguez-Y, Shiltz-Y, Martinez-Y (3-0)

Resolution 20230404-26: A Resolution to Consider Approval of Well #2 Veenstra and Kimm Proposed Project Plans, Cost Estimates, and Set Public Hearing. City Engineer Foley communicated that there are two separate parts, the segmented well and the building structure surrounding the well.  
Dominguez/Shiltz Roll Call Vote: Dominguez-Y, Shiltz-Y, Martinez-Y (3-0)

The City Council had discussion about the posting of the City Clerk Position. City Manger Geertz communicated the posting would go up for 10 days on the City Website and the City Bulletin Board to follow procedure with the other positions and follow Veteran's Preference. The Council was in consensus with posting the position.

The date for the Ordinance Amendment for Ragbrai Vendors 2023 was set for April 18,2023 at 7:30 p.m.  
Dominguez/Martinez (3-0)

The date for a Public Hearing to Adopt Fiscal Year 2023-2023 Budget was set for April 18, 2023, at 7:30 p.m. Martinez/Dominguez (3-0)

The City Council Entered into a Closed Session pursuant to Iowa Code Section 21.5 (c) The City Council would like to go into a closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the government body in that litigation. Shiltz/Dominguez- Roll Call Vote: Dominguez-Y, Shiltz-Y, Martinez-Y (3-0)

The City Council re-entered open session. Shiltz/Dominguez- Roll Call Vote: Dominguez-Y, Shiltz-Y, Martinez-Y (3-0)

There was a motion to adjourn at 8:53 p.m. Dominguez/Shiltz (3-0)

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Mayor, Ethan Anderson

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Interim City Clerk, Shari Hoffert