

MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY IOWA

MAY 16, 2023

The City Council of West Liberty held a Work Session with Parks and Rec Director Nick Heath. The Work Session was called to order at 6:05 p.m. by Mayor Ethan Anderson. Council Members Present: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, Councilmember Dana Dominguez, Councilmember Ashley Smith, and Councilmember Omar Martinez. City Staff in attendance: City Manager Lee Geertz, Interim City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, Library Director Allie Paarsmith and Park and Rec Director Nick Heath. Parks and Rec Director Nick Heath went through the Master Parks Plan with the Council. He communicated that the purpose of this plan is to offer a high quality of life for our community members and attract new people to join our Community. Heath communicated that the City of West Liberty has geographical constraints due to the railroad. It was also communicated that there is a large issue without having permanent bathrooms in our City Parks and this would need to be looked at soon. Heath communicated that his Board wanted to also look at the connection of a trail from Dutton to Wapsi, adding more sidewalks at Kimberly Park along with parking spaces, updating Railroad Park and the City Pool. The pool's age is causing many problems and the ability to keep the pool open is becoming more difficult. Heath provided quotes to the Council for Facility Study that needs to be conducted and communicated that this needs addressed quickly. The future of the pool would be addressed in the Study as well as different options for upgrades if possible, or new facilities including the amenities of each option. The full work session can be viewed on the City's Website or the City's Facebook Page.

Mayor Ethan Anderson called the Regular Council Meeting to order at 7:36 p.m. by roll call. City Council Members in attendance: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, Councilmember Dana Dominguez, Councilmember Ashley Smith, and Councilmember Omar Martinez. City Staff in attendance: City Manager Lee Geertz, Interim City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, Police Chief Eric Werling and Library Director Allie Paarsmith.

City Council approved the agenda. McFerren/Smith (5-0)

New Officer Don Strong took his Oath of Office for the City of West Liberty Police Department.

City Council approved the consent agenda. Smith/McFerren (5-0)

City Council approved the 12-month Special Class C Alcohol License for Liberty Public House with an expiration date of July 4th, 2024. Smith/McFerren (5-0)

Reports: City Engineer Leo Foley communicated that the Well #2 Project is now providing the contracts, bonding, and insurance to get things rolling. Foley communicated that the Rainbow/Maxson Street Project is going well and that they have made the cut to incorporate the Columbus St. Sidewalk connection. Foley is still waiting to hear back from All American Concrete with costs for the Columbus St. Sidewalk Project. Councilmember Dominguez questioned if Council gets to see the plans for the Developments going on in the City. City Manager Geertz communicated that these were provided to the previous Council but stated that there would be more coming as the projects develop. Interim City Clerk communicated that the Meadows Development went to the Board of Adjustments for approval, but images of the homes and layout of the lots could be provided to Council. Mayor Anderson asked that photos of the designs of the homes be brought to Council so the Council could have eyes on the documents and be aware of the Developments happening. Councilmember Smith asked for clarification on the City Manager report about the discussion of annexation and if this would be brought to Council. City Manager Geertz communicated that the project for annexation is still in the beginning stages and the developer has reached out to ask questions about annexation. Geertz also communicated that a large leak had been repaired on the corner of Sixth St. and Miller St and thanked the homeowner for their patience during this process. Mayor Pro Tem McFerren made a comment on the Library Director's report from the social workers communicating that this had a lot of good information and went in line with the work session on the Master Park's Plan Council had prior to the Regular Council Meeting. Councilmember Smith also communicated with Library Director Paarsmith to inquire about the Summer Reading Program response. Paarsmith communicated that they have had good response but would look at the hours and adjust for any increase. Mayor Pro Tem McFerren asked Communications Specialist Woodson to elaborate on her report for the Safety Committee on Mental Health. Woodson communicated that the focus is on

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education for Mental Health through IMWCA and the increase of Mental Health deaths have increased significantly. Woodson communicated that the Mental Health Conditions for the 19- to 30-year-old age group who suffer from some form of anxiety is currently around fifty to sixty percent.

There was a Public Hearing held for the Proposed Plans and Specifications and Proposed form of Contract for the “Well #2 Improvements-Phase 2” Project for the City of West Liberty. The Public Hearing was opened by Roll Call Vote. Smith/McFerren McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

During the comments of the Public Hearing, Engineer Leo Foley communicated that this Public Hearing was for the room inside the Powerhouse. Councilmember Smith inquired about how mandatory inputting this room was. Foley communicated that the DNR says the City needs this and if the City does nothing, the DNR will Reject it. Mayor Pro Tem McFerren wanted clarification on the verbiage guarantee 1 year after acceptance. Foley communicated that it is 1 year from when Council approves and accepts everything as being completed. This would not include warranties on doors or any other items that have their own warranties as they would override the 1-year guarantee.

The Public Hearing was closed by Roll Call Vote. McFerren/Smith McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

Resolution 20230516-38: A Resolution to Approve Plans and Specifications and Form of Contract for Well #2 Phase 2 was approved by Roll Call Vote. Smith/McFerren Martinez-Y, Shiltz-Y, Smith-Y, Dominguez-Y, McFerren-Y (5-0)

Vendor Voucher Claims List #1 in the amount of \$700,434.22 was approved. Smith/McFerren (5-0)
Vendor Voucher Claims List #2 in the amount of \$30.00 was approved. Smith/Martinez (4-0-1 abstention McFerren)

During the Public Comment Section: WeLead Director Ken Brooks thanked everyone who attended the WeLead Luncheon and extended a special thanks to Mayor Ethan Anderson for his excellent Speech. Brooks also communicated that he would like to invite everyone to attend next year and that he would send the WeLead Annual Report to the City Clerk to include in the reports for the next Council Meeting. Mayor Anderson communicated that the meeting was very informative and thanked WeLead Director Brooks for the invitation to speak during the meeting. Councilmember Martinez communicated that Iowa City is hosting a tech start up training for business startups on June 9th, 10th, and 11th. The cost for it is \$25.00 and the training provides breakfast, lunch, and dinner. It will be located at Merge in Downtown Iowa City for anyone who is interested in attending.

There was Discussion and Appropriate Follow Up on City Hall Staffing Hours. Smith/Martinez (5-0)
Interim Clerk Hoffert communicated that the proposed hours of operation would be 8:00 a.m. to 4:30 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. On Wednesday afternoons, City Hall Administration recommended closing at 1:00 p.m. to have a set day for training and meetings. Staff will still process payments that are submitted through the online payment system for credit cards and process the payments that come in through the drop box after the closure at 1:00 p.m. Councilmember Smith communicated that everything sounded great, but the only concern was for people who are not able to get into the office if they do not get off work in time. Councilmember Smith also communicated that 6 months seemed like a long trial period and recommended dropping that down to 3 months. City Manager Geertz communicated that City Staff would be able to make appointments for situations that would not allow Community Members to get into the office during other times in the week. Council consented with approval of the new Staffing Hours at 8:00 a.m. to 4:30 p.m. on Monday, Tuesday, Thursday, and Friday, with closure at 1:00 p.m. on Wednesday for staff training and meetings for a 3 month trial period.

There was Discussion and Appropriate Follow Up on the Porta Potty Action Item for Ragbrai 2023. Martinez/Shiltz (5-0) City Manager Geertz provided quotes from two different companies for Porta Potty’s for the 2023 Ragbrai Event. Councilmember Smith questioned the amount of Porta Potty’s presented and wanted to clarify if this was

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necessary for the event. City Manager Geertz communicated that the last time Ragbrai came through, the amount we had was not enough and with the proposed numbers it was recommended to have more, but she cut it back to 75. Mayor Pro Tem McFerren communicated that she recommended proceeding with the staff recommendation. Council consented with Approval of the Outhouse Sanitation quote not to exceed \$8,500.00 for the rental of Porta Potty's.

Resolution 20230516-39: A Resolution to Approve and Accept the Bid From S.G. Construction Co. in the amount of \$74,958.00 for Well #2 Phase 2, Project was approved by Roll Call Vote. McFerren/Smith McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

Resolution 20230516-40: A Resolution for Full Time Police Officer Wage Increase was approved by Roll Call Vote. McFerren/Dominguez McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

The date was set for a Special Meeting for a Budget Amendment for the Fiscal Year Ending June 30th, 2023, at 6:00 p.m. on May 30th, 2023. Smith/McFerren (5-0)

The date for the Fire/EMS Task Force Work Session over the 28e Agreement was set for 6:00 p.m. on June 6th, 2023. Smith/Martinez (5-0)

There was a motion to adjourn at 8:53 p.m. Smith/Dominguez (5-0)

Mayor, Ethan Anderson

ATTEST:

Interim City Clerk, Shari Hoffert