

MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY IOWA

JUNE 6TH, 2023

The City Council of West Liberty held a Work Session with the Fire/EMS Task Force to discuss the 28e Agreement with the proposed new agency for the West Liberty Fire and EMS Department. The meeting began at 6:06 p.m. Mayor Ethan Anderson began the meeting by communicating the history of the Fire Department and the way it was set up decades ago to have the City of West Liberty handle the fiduciary responsibility of the Fire Department. Mayor Anderson thanked the Task Force and all the hard work they have put in. He communicated that there is still a way to go and asked for patience as this continues to move forward. Councilmember Dominguez discussed the updates that had been made over the past several months. Dominguez communicated the Task Force has been in Contact with Solon and has adjusted the 28e and Bi-laws to explain more of the roles and procedures for operations. There was conversation about the change of removing the formula calculation and making it fair between the Rural and City for payments to support the new agency. The focus is to have the services available for both areas and have the department to support the necessary services. Mindy Sickels explained the operation of the new agency and the employees that would be staffed to handle the day-to-day operations along with the setting up of the Board of Directors. Sickels explained that there is very in-depth communication about who handles which items to make sure that there is segregation amongst the positions with the Fire Chief overseeing the day-to-day operations. Mayor Anderson asked for more details on the Consultant who is to be stepping in. Eric Christensen communicated that out of the 4 that were selected there were two that were reliable and two that were not reliable. The selected one is familiar with work in Iowa. Councilmember Smith brought up having the changes corrected before it went to the Consultant, so the documents were adjusted to fit what the end goal is. There was also communication about having the Consultant speak with the Rural and the City during this process as well and having the possibility of the City covering additional funding to have all areas reviewed, not just the documents that are being submitted. The City has communicated with the Consultant along with Mr. Christensen currently. Fire Chief Kirt Sickels extended his gratitude to the Task Force and the amount of work they have put in to working together over the last several months. 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 7:40 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/Shiltz (5-0)

Resolution 20230606-43: A Resolution to Appoint Shari Hoffert as the City Clerk of the City of West Liberty and Establish Wage was approved by Roll Call Vote. McFerren/Smith McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

Shari Hoffert took the Oath of Office as the City Clerk for the City of West Liberty.

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

City Council approved the 12-month Special Class E Alcohol License for Casey's General Store with an expiration date of June 30th, 2024. McFerren/Smith (5-0)

Reports: City Engineer Leo Foley communicated that the east side drainage study is complete, but they are not yet ready to present as they are working through some items still. Foley communicated that V&K have the Well #2 contracts in hand that have been approved by City Council and everything looks good. Foley communicated that 80% of Knotty Circle is complete and the preliminary plan has been shared with the Streets Superintendent and the City Manager. V&K will then provide alternatives to delay or find extra money as the original plan was just to overlay and it no longer looks to be a good option. Electric Superintendent Ed Tvrs communicated that there have been 6 outages recently and that 3 of the outages were due to squirrels, 1 outage was due to lightning, and 2 were due to broken switches. The replacement of switches is in the upcoming year for other areas. City Manager Geertz communicated that City hall has been very busy. Geertz has had many development discussions over the Utility and

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Utility Costs. Geertz communicated that she is working on completing evaluations, finishing up the handbook draft, and continuing to work with administration to transfer over job duties. Councilmember Martinez communicated with Police Chief Eric Werling about the decals that were drawn by the West Liberty Community School Students and inquired about when the decals would be finalized. Werling communicated that staff liked pieces of several of the proposed ideas and needed to set up time to meet with the School and Cardinal Graphics to finalize the decals for the new squad car. Councilmember Shiltz communicated that there is still a large amount of trailers on Freedom St. and asked for an update. Police Chief Werling communicated several of the trailers were being worked on at JR's and others saw the trailers and believed they could park there. Werling proposed putting signage on Freedom street because right now there is no way to enforce this, the Police Department has just been communicating with owners and they have all been working to get this issue resolved.

Vendor Voucher Claims List #1 in the amount of \$1,856,922.89 was approved. McFerren/Smith (5-0)
Vendor Voucher Claims List #2 in the amount of \$664.00 was approved. Smith/Martinez (4-0-1 abstention McFerren)
Vendor Voucher Claims List Library in the amount of \$17,248.39 was approved. Martinez/McFerren (5-0)

During the Public Comment Section: Mayor Pro Tem Cara McFerren communicated that a community member has been witnessing out of town dumping in the dumpsters behind third street. McFerren also communicated that the Heritage Foundation has several trees down on the walking trail and wanted to communicate that this is not City property, and the Heritage Foundation is working to get the trail cleaned up. City Manger Geertz communicated that she has discussed this with the City Departments and the City is working on ways to help assist the Heritage Foundation. Councilmember Smith communicated that she had a community member reach out about a renovation that has happened and the community member communicated that the electrical has still not been connected. City Manager Geertz communicated that she would investigate this.

There was Discussion and Appropriate Action for the Kimberly Pool Feasibility Study. McFerren/Smith (5-0)
The City Council consented to follow Staff's Recommendation to Accept the bid from One Design Architecture.

There was Discussion and Appropriate Follow Up on for the Downtown Taskforce. Smith/Martinez (5-0)
Mayor Ethan Anderson questioned whether any of the members of the Taskforce that was dissolved. WeLead Director Ken Brooks communicated that he had spoke with them and their recommendation was to transfer the funds to the Chamber to continue with the beautification of Downtown with the possibility of using the funds for a Welcome Sign into the Downtown District. The council consented to have the funds transferred to the Chamber for the continuation of the beautification of the Downtown District.

There was Discussion and Appropriate Action for the July 4th Council Meeting. Smith/Shiltz (5-0)
This discussion was about whether the July 4th meeting would be rescheduled or if there would be only one meeting in July. The Council consented to only have the one meeting in July and not reschedule the July 4th meeting.

Resolution 20230606-44: A Resolution Amending the Employee Handbook to Update Holiday Hours and Floating Holiday Hours to Match Hours Worked not to exceed 12 Hours was approved by Roll Call Vote.
Martinez/Dominguez McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

Resolution 20230606-45: Approving Organization Resolution with West Liberty State Bank Office of South Ottumwa Savings Bank was approved by Roll Call Vote. Smith/Dominguez McFerren-Y, Dominguez-Y, Smith0Y, Shiltz-Y, Martinez-Y (5-0)

Resolution 20230606-46: A Resolution Updating the City of West Liberty Fee Appendix was approved by Roll Call Vote. Smith/Shiltz Martinez-Y, Shiltz-Y, Smith-Y, Dominguez-Y, McFerren-Y (5-0)

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Resolution 20230606-47: A Resolution Approving the West Liberty Police Department to Enter into a Contract with Language Link for Translation Services was approved by Roll Call Vote. Martinez/Dominguez Martinez-Y, Shiltz-Y, Smith-Y, Dominguez-Y, McFerren-Y (5-0)

Resolution 20230606-48: A Resolution Accepting the Final Plat of Parizek's Subdivision Request, West Liberty, IA was approved by Roll Call Vote. Smith/Dominguez Martinez-Y, Shiltz-Y, Smith-Y, Dominguez-Y, McFerren-Y (5-0)

Resolution 20230606-49: A Resolution Accepting the Preliminary and Final Plat of Next Gen Subdivision, West Liberty, IA was approved by Roll Call Vote. Smith/Martinez Martinez-Y, Shiltz-Y, Smith-Y, Dominguez-Y, McFerren-Y (5-0)

Resolution 20230606-50: A Resolution Setting Positions and Salaries/Wages for Financial Administration and The Ambulance Department was approved by Roll Call Vote. Smith/Martinez McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

Resolution 20230606-51: A Resolution to Approve Pay Estimate No 3 from All American Concrete, Inc. for the Rainbow/Maxson Street Project was approved by Roll Call Vote. This project is to be completed in the fall of 2023. Martinez/Smith McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

Resolution 20230606-52: A Resolution to Approve Change Order No 2 from All American Concrete, Inc. for the Rainbow/Maxson Street Upgrade Project was approved by Roll Call Vote. This is to complete the 2 culverts to make them the same height as the Road as they originally had not anticipated, needing to adjust any height during this portion of the project. Martinez/Smith Martinez-Y, Shiltz-Y, Smith-Y, Dominguez-Y, McFerren-Y (5-0)

The City Council of West Liberty entered into a Closed Session pursuant to Iowa Code Section 21.5 (i) to Evaluate the Professional Competency at the request of the City Manager/City Clerk whose Appointment, Hiring, Performance, and Discharge is being considered by Roll Call Vote. Smith/Martinez McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

The City Council of West Liberty returned to the Regular Council Meeting by Roll Call Vote. Smith/Dominguez McFerren-Y, Dominguez-Y, Smith-Y, Shiltz-Y, Martinez-Y (5-0)

There was a motion to adjourn at 9:22 p.m. Smith/Martinez (5-0)

Mayor, Ethan Anderson

ATTEST:

City Clerk, Shari Hoffert