

## MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY IOWA

August 01, 2023

---

Mayor Ethan Anderson called the Regular Council Meeting to order at 7:31 p.m. by Roll Call. City Council Members in attendance: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, and Councilmember Dana Dominguez. Councilmembers Ashley Smith and Omar Martinez were absent from the meeting. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, and Library Director Allie Paarsmith.

City Council approved the Agenda with the Amendment to strike item J Resolution 20230801-67 and add item M Resolution 20230801-70 to replace the amount of the Revised Change Order (\$6903.00 less on the revision). McFerren/Dominguez (3-0)

City Council approved the consent agenda with the Amended Council Meeting Minutes to include "Smith" after Councilmember for the July 18<sup>th</sup>, 2023, meeting. Shiltz/Dominguez (3-0)

Reports: City Engineer Leo Foley communicated the Well #2 Project is moving along, and they have started the new door and driveway. Foley will need to have communication on when the roof will be coming in. There was an issue with water being problematic in this area so the last thing to be completed will be the interior wall. There were no employee reports due to all reports being submitted at the single meeting in July.

Vendor Voucher Claims List #1 in the amount of \$897,388.75 was approved. Dominguez/Shiltz (3-0)

During the Public Comment Section: Councilmember Dominguez communicated she volunteered for Ragbrai and there was a lot of communication from riders about the availability of porta potties. The wait was very minimal, and volunteers were able to keep them stocked and cleaned more easily. Mayor Ethan Anderson was stationed at the Water Filling Station and there were many comments about the set up and riders expressed that it was one of the best stations on the Route. City Manager Lee Geertz communicated that she spoke with Lisa Browning about the clean-up process after Ragbrai. Mrs. Browning was upset that she had to contact the City to voice the concern about the debris on the sidewalk and the streets after the event. City Manager Geertz communicated that the Street Sweeper was out and that the Water Department was going to be spraying the sidewalks and parts of the street not able to be swept by the sweeper with the Sewer Vac Truck. With the amount of hours worked on Saturday, City Manager Geertz communicated that staff came back in on Sunday morning to finish cleaning up the small amounts of trash that were left behind on Saturday. Mayor Anderson communicated that big events are hard to prepare for and overall, even with the smaller items that could be fixed the City did a good job. He gave a shout out to the Chamber and Charles Brooke for taking on the huge task and having a successful event. Mayor Pro Tem Cara McFerren communicated that the customers on 3<sup>rd</sup> and 4<sup>th</sup> street were pleased with Superintendent Reinhardt reaching out to them about their questions on the alley. McFerren also inquired about the sign on Prairie Street and asked for an update on the progress. City Manager Geertz communicated that the department cut the trees down around it and there will need to be discussion about maintenance going forward for this sign. Mayor Anderson communicated that the Lions, Rotary and Gun Club symbols are on the sign. City Manager Geertz communicated that she would work to get something set up for maintenance going forward working with all parties involved.

There was Discussion and Appropriate Action for the Event Assistance and Street Closure Request for the St. Joseph Catholic Church on September 3<sup>rd</sup>, 2023. This is an annual event that used to be held downtown, but now is on 6<sup>th</sup> street between Calhoun and Clay. There was a motion to approve the Event Assistance and Street Closure Request. Dominguez/McFerren (3-0)

There was Discussion and Appropriate Action for the Event Assistance and Street Closure Request for Juan Quinones and Jaqueline Centeno (Independent Pentecostal Church) on April 12<sup>th</sup>, 2023. This is for free school supplies. There was recommendation to follow closure and close off all of Spencer St. to make this a safe event. Mayor Ethan Anderson communicated to City Staff to have the conversation with the applicants. There was a motion to approve the Event Assistance and Street Closure Request. Dominguez/Shiltz (3-0)

There was Discussion and Appropriate Action for the Reimbursement Request for Angela Hotz. Kelly Morrison communicated with City Administration that the family originally had wanted the two weeks of swim lessons, but the amount brought in did not cover the entire amount and the child was the one bringing the funding in. The customer also wrote a letter stating that there was only one week of lessons taken by the children. The amount owed to the customer would be \$40.00. There was a motion to approve the reimbursement request for Angela Hotz in the amount of \$40.00. McFerren/Shiltz (3-0)

There was Discussion and Appropriate Action for an Agreement between the City of West Liberty and Brad Akers with the Meadow's Development. City Manager Geertz communicated that she would like to have direction on forming an Agreement between the City and Brad Aker's for the Meadow's Development to move forward with the installation of the Utility and

## MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY IOWA

July 18<sup>th</sup>, 2023

---

completion of the project. There was a motion to approve work to be started on the Draft Agreement as proposed by City Manager Geertz. McFerren/Dominguez (3-0)

Resolution 20230801-62: A Resolution to Disburse the Additional \$25,000.00 to WeLead as Proposed in the 2023-2024 budget was approved by Roll Call Vote. Dominguez/Shiltz McFerren-Y, Dominguez-Y, Shiltz-Y (3-0)

Resolution 20230801-63: A Resolution to Approve the Purchase of a Bobcat E35 Mini Excavator for the Streets Department was approved by Roll Call Vote. Dominguez/McFerren Shiltz-Y, Dominguez-Y, McFerren-Y (3-0) This will take place of the F550 that was to be purchased this year as it was cancelled by Ford Motor Company for the State Bid. This will change the CIP to include the Bobcat this year and reapply for the F550 next fiscal year.

Resolution 20230801-64: A Resolution Setting the Wage for the Electric Journeyman Lineman 2023 was approved by Roll Call Vote. Shiltz/Dominguez Shiltz-Y, Dominguez-Y, McFerren-Y (3-0)

Resolution 20230801-65: A Resolution Accepting the Plans for the Meadow's Development Built as-Is with Recommendation from the Planning and Zoning Commission was approved by Roll Call Vote. Dominguez/Shiltz Shiltz-Y, Dominguez-Y, McFerren-Y (3-0) This is for the switching of the retention basin from Columbus Street to Calhoun Street to be able to connect to the City Sewer. The basin is intended to be a dry basin but will have liquid in it after heavy rains.

Resolution 20230801-66: A Resolution to Accept the Agreement between the USAR and the City of West Liberty for WeeCare was approved by Roll Call Vote. Dominguez/McFerren Shiltz-Y, Dominguez-Y, McFerren-Y (3-0) The City of West Liberty is the First in the Nation to work with WeeCare. The City has already approved the agreement with WeeCare, and this is the second part of it through the USAR (Department of Defense). This is an exciting time for the City of West Liberty.

Resolution 20230801-67: A Resolution to Accept Change Order No 3 in the Amount of \$74,614.50 to add the Columbus Street Sidewalk Improvements was struck from the Agenda and Replaced with Resolution 20230801-70.

Resolution 20230801-68: A Resolution to Approve the Schedule for Public Hearing, Bidding, And Estimate of Cost for the Knotty Circle and Division Street Project was approved by Roll Call Vote. Dominguez/McFerren Shiltz-Y, Dominguez-Y, McFerren-Y (3-0) City Engineer Leo Foley communicated that Gibson was taken out of this and it will be completed next year. Foley communicated that ½ of Division Street would have sidewalks completed, but the other half would need to be put on hold until we could acquire Right of Way. Mayor Ethan Anderson asked if this was something that could keep going so that it could be completed with the project. Foley communicated that on the 15<sup>th</sup> Council Meeting he could bring back more information on this portion of the project for Council.

Resolution 20230801-69: A Resolution Approving the Travel Expenses to the Pentagon for the Signing of the WeeCare Agreement was approved by Roll Call Vote. Dominguez/McFerren Shiltz-Y, Dominguez-Y, McFerren-Y (3-0) Mayor Anderson communicated that the Department of Defense invited City Representatives to come to the Pentagon for the Signing. It will be Councilmember Dominguez, City Manager Geertz, Mayor Anderson, and WeLead Director Ken Brooks. Councilmember Dominguez communicated that it is important to go to events like these and talk about our community with the right people. This is how opportunities come up for West Liberty and this will be a huge help for so many families within up to 100 miles from the City of West Liberty.

Resolution 20230801-70: A Resolution to Accept Change Order No 3 Rev-1 in the Amount of \$67,711.50 to add the Columbus Street Sidewalk Improvements was approved by Roll Call Vote. Dominguez/Shiltz Shiltz-Y, Dominguez-Y, McFerren-Y (3-0) This Resolution took place of the original one presented as there was an item that needed to be changed and it lowered the price for the Change Order. The Mayor questioned whose responsibility it was to connect the sidewalk to Subway. City Engineer Leo Foley communicated that it is typically the business owner, but there could be conversations with the owner to come up with a solution moving forward. City Manager Geertz said that she could communicate with the business owner and bring that information back to Council.

There was a motion to adjourn at 8:55p.m. Dominguez/Shiltz (3-0)

---

Mayor, Ethan Anderson

Attest:

---

City Clerk, Shari Hoffert