

MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY IOWA

December 05, 2023

Mayor Ethan Anderson called the Regular Council Meeting to order at 7:30 p.m. by roll call. City Council Members in attendance: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, Councilmember Dana Dominguez. and Councilmember Omar Martinez. Councilmember Ashley Smith was present via zoom but did not vote until the closed session. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Deputy City Clerk Emily Reinhardt, Communications Specialist Brittany Woodson, Interim Police Chief Don Strong, Corporal Nick Blocker, Officer Derek Holmes, Officer Rusbel Calderon, Officer Jessica Saleh, and Library Director Allie Paarsmith.

City Council approved the agenda. Dominguez/McFerren (4-0)

City Council approved the consent agenda. Dominguez/McFerren (4-0)

The Life Saving Award was presented to Officer Derek Holmes in honor of a situation that happened in January 2023. Interim Chief Strong awarded Officer Holmes with a certificate and the survivor presented Officer Holmes with a Life Saving Honor Medal. Officer Holmes was able to act quickly, sustaining life for the survivor. Officer Holmes' family as well as the survivor's family were all present for this award. Officer Holmes communicated that it was an honor to receive this award and said that he and the survivor have built a friendship through this tragic event, and he looks forward to continuing to build that relationship. Mayor Ethan Anderson communicated that this was very well deserved on behalf of Officer Holmes.

Reports: City Engineer Leo Foley communicated that the boaring for the WWTP has been completed and this project is moving along. Foley communicated that half of the trail on Rainbow has been completed. Foley communicated that he has forwarded the expansion loop specifics for possible annexation into the city, to Mr. Veenstra and he should have a price by the end of the week. City Manager Geertz communicated that the streets department has been picking up leaves, but with the moisture from precipitation this makes it difficult. Once the leaves are wet, it is not as easy to pick the leaves up.

Mayor Ethan Anderson communicated that the city will be holding Police Chief interviews on Monday, December 11. The City received 5 applicants and will be interviewing 3 of the applicants. Mayor Pro Tem Cara McFerren communicated that the employee committee met and went over the set timeline and reviewed all the documents.

Mayor Ethan Anderson communicated that there are final adjustments being made for the ongoing fire discussions. The attorneys are working on everything to get both the agreement and settlements finalized.

Palenque Bar's 12-month Class C Retail Alcohol License was approved. Shiltz/Martinez (4-0)

Vendor Voucher Claims List #1 in the amount of \$340,323.08 was approved. McFerren/Dominguez (4-0)

During the Public Comment Section: Mayor Pro Tem McFerren communicated that she had been contacted to follow up on the 300 block of 3rd street to see if Streets Superintendent Reinhardt was still planning on addressing the alleyway between Miller and Clark with the dip. City Manager Geertz communicated she would follow up with the superintendent. City Manager Geertz communicated that she had received a complaint about noise at Palenque bar and would follow up with Interim Chief Strong.

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on the purchase of a new Community Service Officer Vehicle. City Manager communicated that the current vehicle known as the Animal Control Vehicle is having costly repairs due to the age. The city has gone through Wiele Chevrolet Inc. and has been able to find a new fleet vehicle, a 2024 Chevy Equinox. Geertz did communicate that she had looked at other sources and all the vehicles had over 100,000 miles. Council made a motion to approve the purchase of the new Community Service Officer Vehicle to include the warranty. Dominguez/Shiltz (4-0)

There was discussion and appropriate action by the Council of the City of West Liberty, IA, on the promotion of Streets Superintendent Reinhardt to Public Works Director with a new job description. City Manager Geertz communicated that Streets Superintendent Reinhardt is already completing the duties of a Public Works Director but does not have the authority. This would allow middle management in the field similar to how the City Clerk works in the financial department. This promotion would allow the superintendents to have a point of contact in the absence of the City Manager. City Manager Geertz recommended taking the job description to the employee committee as they are currently working on others and bring back to Council for review and approval. There was a motion to approve moving forward with the promotion to Public Works Director and implementing an updated job description to fit the position. Dominguez/McFerren (4-0)

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There was discussion and appropriate action by the Council of the City of West Liberty, IA, on two event requests for Father Guillermo on December 10th and December 12th. Police escort was requested for the December 10th event. City Manager Geertz communicated she would follow up with Father Guillermo to get the time and coordinate with Interim Chief Strong on the event. There was a motion to approve both requests. Martinez/Dominguez (4-0)

There was discussion and appropriate action by the Council of the City of West Liberty, IA, on the MUSCOM upgrade to the satellite on the water tower. Chris Jasper from MUSCOM communicated that he has provided the structural analysis and there are no concerns with wind or soil. They would like to move forward with the placement of the new satellite. There was a motion to approve moving forward with the upgrade. McFerren/Shiltz (4-0)

Resolution 20231205-103: A Resolution Approving the Filing of the Tax Increment Financing (TIF) Report for Fiscal Year Ending June 30, 2023, was approved by roll call vote. Martinez/McFerren Martinez-Y, Shiltz-Y, Dominguez-Y, McFerren-Y (4-0)

Resolution 20231205-104: A Resolution Obligating funds from the Urban Renewal Tax Revenue Fund for appropriation to payment of Annual Appropriation Tax Increment Financed Obligations which shall come due in the next Succeeding Fiscal Year was approved by roll call vote. Martinez/Shiltz Martinez-Y, Shiltz-Y, Dominguez-Y, McFerren-Y (4-0)

Resolution 20231205-105: A Resolution Approving the Street Finance Report for Fiscal Year Ending June 30, 2023, and Authorizing the Clerk to file with the Iowa Department of Transportation was approved by roll call vote. McFerren/Dominguez Dominguez-Y, Shiltz-Y, Martinez-Y, McFerren-Y (4-0)

Resolution 20231205-106: A Resolution Approving the Filing of the Annual Urban Renewal Report for Fiscal Year Ending June 30, 2023, to the Iowa Department of Management was approved by roll call vote. McFerren/Shiltz (4-0)

Resolution 20231205-107: A Resolution Approving the City of West Liberty Camera Policy was approved by roll call vote. McFerren/Shiltz Martinez-Y, Shiltz-Y, Dominguez-Y, McFerren-Y (4-0)

Resolution 20231205-108: A Resolution Approving Payment to NALEO for Councilmember Martinez and Councilmember Dominguez was approved by roll call vote. McFerren/Shiltz Shiltz-Y, McFerren-Y, Martinez-Y, Dominguez-Y (4-0) The membership will be for a one-year time frame.

Resolution 20231205-109: A Resolution Approving the Change Order from Northway Well and Pump for the Well #2 Phase 2: Pumphouse Improvement Project- Well Improvements for the Mag Meter and End Date was approved by roll call vote. McFerren/ Martinez McFerren-Y, Dominguez-Y, Shiltz-Y Martinez-Y (4-0) City Engineer Leo Foley communicated that this would work with the other wells that we have, and it was requested by Superintendent Goodale. The reason for the extension date to March 2024 is due to the ability to get this meter, but Northway does have the pumps and motors to where this could be used manually for the time.

Resolution 20231205-110: A Resolution to Approve PE No 2 from All American Concrete, Inc. for the Knotty Circle/Division Street Project in the City of West Liberty was approved by roll call vote. McFerren/Shiltz Shiltz-Y, Martinez-Y, Dominguez-Y, McFerren-Y (4-0) City Engineer Leo Foley communicated that the project is almost complete, but there is still discussion going on about the unexpected items that happened with the contractors and the water and electric utility. Foley will continue to work with City Manager Geertz and the contractor to get this part handled so that the work can be completed.

The City Council entered into closed session pursuant to Iowa Code Section 21.5 (i) to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Martinez/Shiltz Shiltz-Y, McFerren-Y, Martinez-Y, Dominguez-Y, Smith-Y (5-0)

City Council entered back to open session by roll call vote. McFerren/Shiltz McFerren-Y, Shiltz-Y, Dominguez-Y, Martinez-Y, Smith-Y (5-0)

There was a motion made after closed session to allow a requested continuance from closed session. McFerren/Shiltz (3-0-2 abstentions Dominguez/Martinez)

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There was a motion to adjourn at 9:34 p.m. Smith/McFerren (5-0)

Mayor, Ethan Anderson

ATTEST:

City Clerk, Shari Hoffert