

## MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

December 19, 2023

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Mayor Mark Smith called the Regular Council Meeting to order at 7:31 p.m. by roll call. City Council Members in attendance: Councilmember Josh Shiltz, Councilmember Tim Parizek, and Councilmember Omar Martinez. Councilmember Dana Dominguez and Mayor Pro Tem Cara McFerren 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. Shiltz/Martinez (3-0)

City Council approved the consent agenda. Shiltz/Martinez (3-0)

The City of West Liberty had the public Oath of Office for the Mayor Mark Smith, Councilmember Joshua Shiltz, and Councilmember Tim Parizek.

Mayor Mark Smith appointed the new Chief of Police Joshua Houser.

City Council passed Resolution 20231219-111: A Resolution Approving the Chief of Police Appointment and Employment agreement with New Chief of Police Joshua Houser by roll call vote. Shiltz/Martinez Parizek-Y, Shiltz-Y, Martinez-Y (3-0)

Chief Houser took his Oath of Office.

Mayor Mark Smith extended a congratulations to Maria Guadalupe Majica Campos on obtaining United States Citizenship. Mayor Smith communicated that he got to be part of the December 8<sup>th</sup> ceremony for Maria and wants to bring notification to the City of West Liberty when this happens. Mayor Smith invites people to reach out if they know of others going through this process so that they can be recognized as well moving forward.

Reports: City Engineer Leo Foley communicated that the Wastewater Treatment Plant project is moving along. Foley also communicated that the roofing project for the powerhouse project is getting ready to kick off. Library Director Allie Paarsmith communicated that the library has received chrome books and has received adult headphones for upstairs. Paarsmith also communicated that there are tough times at the library with children during this time and will be speaking with the Police Department regarding this. City Manager Geertz communicated that she has met with Library Director Paarsmith and has worked through some of the items for the upcoming budget.

Thoma Market LLC 12-month Class E Retail Alcohol License was approved. Shiltz/Martinez (3-0)

Vendor Voucher Claims List #1 in the amount of \$572,645.81 was approved. Shiltz/Martinez (3-0)

During the Public Comment Section: Councilmember Josh Shiltz communicated that a community member had reached out and inquired about the lighting on Knotty Circle because it was extremely dark in the area. Shiltz communicated that he spoke with City Manager Geertz, and this was taken care of. The lighting has been handled. City Manager Geertz communicated that City Engineer Leo Foley worked to get this taken care of. Geertz extended a thanks to the Fire and Ems Department for the invitation to their annual awards benefit. Geertz also communicated that City Hall would be closing at 11:00 a.m. on December 20<sup>th</sup>, 2023, for the annual Shop with a Cop program.

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on the Economic Development Grant Application for PPB Properties LLC at 110 N Columbus St. in West Liberty, IA 52776. This grant application is for the 2<sup>nd</sup> half of the building that houses Carquest. There is a business that wants to move into the building, but it has been vacant and will need a large amount of remodeling. This is why PPB Properties LLC is applying for the matching grant. There was a motion to approve the application request for PPB Properties LLC. Shiltz/Martinez (3-0)

Resolution 20231219-112: A Resolution Reaffirming and Ratifying the Actions of the City Council and Former Mayor of the City of West Liberty, IA from November 8<sup>th</sup>, 2023, through December 5<sup>th</sup>, 2023, was approved by roll call vote. Martinez/Shiltz Shiltz-Y, Martinez-Y, Parizek-Y (3-0) This resolution is to reaffirm the actions of the Council after the November 7<sup>th</sup> election. Councilmembers and Mayors that are appointed end their term after the election. After further clarification from the County Auditor, the City of West Liberty moved forward to get the new members sworn into office.

Resolution 20231219-113: A Resolution to Approve Pay Estimate No 9 from All American Concrete, Inc. for the Rainbow/Maxson Street Project in West Liberty, IA 52776 was approved by roll call vote. Shiltz/Martinez Martinez-Y, Parizek-Y, Shiltz-Y (3-0) City Engineer Leo Foley communicated that the trail is essentially done minus the lighting. The project is about 75% done and they will have the control switch in the spring along with finishing up the dormant seeding.

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Resolution 20231219-114: A Resolution to Approve Pay Estimate No 3 from All American Concrete, Inc. for the Knotty Circle/Division Street Project in West Liberty, IA 52776 was approved by roll call vote. Martinez/Shiltz Parizek-Y, Shiltz-Y, Martinez-Y (3-0) City Engineer Leo Foley communicated that there have been difficulties with this project. The contractors have a little bit of clean-up work left and there will be another Pay Estimate for this project along with a change order to be discussed at the next meeting.

Resolution 20231219-115: A Resolution to Approve the Construction Engineering Services Agreement for the Powerhouse Re-Roofing Project was approved by roll call vote. Shiltz/Martinez Shiltz-Y, Martinez-Y, Parizek-Y (3-0) City Engineer Leo Foley communicated that this is with Veenstra & Kimm to make sure the City gets the finished project they are looking for. This project was set out for bid by the Electric Engineers BHMG. D.C. Taylor will be completing this work and Veenstra & Kimm will make sure that it falls into the City's standards.

There was a motion to adjourn at 8:10 p.m. Shiltz/Martinez (3-0)

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Mayor, Mark Smith

ATTEST:

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City Clerk, Shari Hoffert