

## MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

January 16<sup>th</sup>, 2024

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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: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, Councilmember Tim Parizek, Councilmember Dana Dominguez, and Councilmember Omar Martinez. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, Police Chief Josh Houser, and Library Director Allie Paarsmith.

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

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

Reports: City Engineer Leo Foley was not present at the January 16<sup>th</sup>, 2024, meeting. Councilmember Shiltz communicated that he wanted to thank all the Departments for the crossover and help during the recent storm events. City Manager Geertz communicated that she wanted to thank all the Departments for their hard work and chipping in during the storm. Geertz communicated that there were no power outages for the City of West Liberty while there were for other areas. Geertz also thanked the Mayor and City Staff for making food for the Departments during their snow removal in the past week.

The 12-month Special Class B Retail Native Wine License for the Flower Yard LLC was approved. McFerren/Martinez (5-0)

The 12-month Class C Retail Alcohol License for the Muscatine County Fair was approved pending dramshop approval. McFerren/Parizek (5-0)

The 12-month Class C Retail Alcohol License for Flamas Night Club, LLC was approved pending dramshop approval. McFerren/Shiltz (5-0)

Vendor Voucher Claims List #1 in the amount of \$539,459.72 was approved. McFerren/Martinez (5-0)

During the Public Comment Section: Community Member Paul Reed addressed the Council concerning emails he had sent with no response. Mayor Mark Smith communicated that the item was not on the agenda but communicated that the Council had heard his concerns. Mayor Pro Tem Cara McFerren communicated that she had correspondence with two community members that wanted to extend their thanks to the City Departments and Staff for the snow removal and cleaning of the streets. City Manager Geertz communicated that she had correspondence from Craig Ash regarding the downtown district. Geertz communicated that Mr. Ash would be present for the February 6<sup>th</sup>, 2024, meeting to address the City Council. City Manager Geertz communicated that Ken Brooks from WELEAD was given an award by the West Liberty Police Department for his community service. Geertz also communicated that building inspector Terry Goerdts was presented with the Building Official of the Year Award.

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on sending an RFQ for the City Attorney for the City of West Liberty. City Manager Geertz communicated that Stanley, Lande, and Hunter have been with the City since 2015 and they have served the City well. This would be to have the scope of work and qualifications of attorneys looked at to have the best fit for the City of West Liberty. There was a motion to move forward with setting the date timeline and sending RFQ for the City Attorney for the City of West Liberty. Dominguez/Shiltz (5-0)

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on a reimbursement of loss of wages and mileage to Amber McFarland for an incomplete citation ticket. City Manager Geertz communicated that Ms. McFarland had received a citation with a court date on it, but the ticket never got filed with the County for a court hearing. Ms. McFarland had received a violation for the roof on her garage and has fixed it but took the day off work as an in-home daycare provider and there was no court hearing. Geertz recommended reimbursing Ms. McFarland for the incomplete citation ticket. There was a motion to approve the reimbursement for Ms. Amber McFarland for a total of \$488.00 loss of wages and 42 miles at the IRS mileage rate 0655 totaling \$27.51. McFarland/Shiltz (5-0)

There was discussion and appropriate action by the Council of The City of West Liberty, IA, on approving the goal setting and strategic planning document provided by Callahan Municipal Consultants, LLC. This is the document from the goal setting meeting held by the City Council and Department Heads on December 5<sup>th</sup>, 2023. There was a motion to accept and file the goal setting and strategic planning document for the City of West Liberty. McFerren/Shiltz (5-0)

Resolution 20240116-120: A Resolution to Consider Amending the Iowa Economic Development Nuisance Property & Abandoned Building Remediation Program Contract: 21-NPAB-002 SGA Construction, INC. Project on N. Columbus St. was approved by roll call vote. McFerren/Dominguez Parizek-Y, Shiltz-Y, McFerren-Y, Dominguez-Y, Martinez-Y (5-0) Mayor Pro Tem McFerren wanted to clarify that this was the reassignment of dates for this contract. City Manager Geertz

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communicated that this is for the contract with SGA and the original dates in amendment one were slightly off. WELEAD Director Ken Brooks communicated that the residential portion of this project has been completed and the commercial space that was originally one space is now two. The first one is up and running and the second one is in the final negotiations.

Resolution 20240116-121: A Resolution to Approve and Adopt Writing off Parking Tickets for the West Liberty Police Department was approved by roll call vote. Dominguez/McFerren Shiltz-Y, McFerren-Y, Dominguez-Y, Martinez-Y, Parizek-Y (5-0)

There was a motion to adjourn at 8:13 p.m. McFerren/Martinez (5-0)

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Mayor, Mark Smith

ATTEST:

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City Clerk, Shari Hoffert