

MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

February 6th, 2024

Mayor Mark Smith called the Regular Council Meeting to order at 7:32 p.m. by roll call. City Council Members in attendance: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, and Councilmember Tim Parizek. Councilmember Dana Dominguez and Councilmember Omar Martinez were absent from the meeting. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Deputy City Clerk Emily Reinhardt, Communications Specialist Brittany Woodson, Police Chief Josh Houser, and Library Director Allie Paarsmith.

The City Council approved the agenda. Shiltz/McFerren (3-0)

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

Reports: City Engineer Leo Foley communicated that there was a meeting with West Liberty Foods on the Wastewater Treatment Plant. Foley communicated that the meeting went well, but there may need to be more completed based on what the needs are for West Liberty Foods. Foley communicated that the Wastewater Treatment plant is a great plant for processing especially with the amounts that flow through with West Liberty Foods. Mayor Pro Tem Cara McFerren communicated that she was pleased to see the Police Department having a reserve officer back on board and communicated she would like to see that program back up and running. McFerren also communicated that she would like to see the community program with the Police Department get back up and running. Councilmember Josh Shiltz communicated that he was pleased to see that all of the departments are still coming together. City Manager Lee Geertz communicated that during the large snowstorm, Superintendent Adam Reinhardt had fantastic management despite having two large pieces of equipment break down.

The 12-month Class B Retail Alcohol License was approved. Shiltz/Parizek (3-0)

There was an application submitted for the Board of Adjustments in the City of West Liberty by community member, Jay Simon. The application was approved. Shiltz/McFerren (3-0)

Vendor Voucher Claims List #1 in the amount of \$361,283.20 was approved. McFerren/Parizek (3-0)

Vendor Voucher Claims List #2 in the amount of \$120.00 was tabled due to not having a quorum with Mayor Pro Tem McFerren's abstention. Motion to table. Shiltz/Parizek (3-0)

During the Public Comment Section: There were no public comments from the community. Councilmember Josh Shiltz communicated that he had been contacted about nuisance cats in the downtown area and referred it to City Manager Geertz and Community Liaison/Nuisance Officer Eddie Ortiz. Geertz communicated that Ortiz would be working to get live traps set up to rehome the cats in the downtown area. Mayor Pro Tem Cara McFerren communicated that she had received a complaint about signage in the right of way on Third and Columbus St. City Manager Geertz communicated that the sign had been removed and moving forward she would be sure to communicate to staff about pulling the signs in the right of way.

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on job descriptions for the City Financial Administration. The employee committee had been working with financial administration to work through the job descriptions and completed the final draft. This final draft is being put before City Council for final approval and implementation of the new job descriptions. There was a motion to approve the job descriptions for the City Financial Administration. McFerren/Shiltz (3-0)

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on Economic Development Application 20240206-01 for Ken and Sue Morrison- 307 E A St. in West Liberty, IA 52776. WELEAD Director Ken Brooks communicated that this was the area commonly known as the lumberyard. The plan is to get rid of the small building and add a larger building along with a face lift for the office building with handicapped entrance and new doors. There was a motion to approve Economic Development Application 20240206-01. McFerren/Shiltz (3-0)

Resolution 20240206-122: A Resolution for Disposal of City Property stored at the West Liberty Fire and Ambulance Department was approved by roll call vote. McFerren/Parizek Parizek-Y, Shiltz-Y, McFerren-Y (3-0)

Resolution 20240206-123: A Resolution to a Consent of Mortgage and Assignments of Rents for Bell Kids, LLC in the amount of \$375,000.00 with MidWest One Bank was approved by roll call vote. McFerren/Shiltz Shiltz-Y, McFerren-Y, Parkizek-Y (3-0) City Manager Lee Geertz communicated that this is a business located on City Property that is leased to the business. This is compliance for the bank to have acknowledgement that the owner of the property, the City of West Liberty, is aware that there is a mortgage on the leased property.

Resolution 20240206-124: A Resolution Amending and Approving the Fee Appendix to the City Code for the West Liberty Police Department and the Solid Waste Department was approved by roll call vote. McFerren/Shiltz McFerren-Y, Parizek-Y, Shiltz-Y (3-0)

Resolution 20240206-125: A Resolution to Approve Pay Estimate No. 4 from S.G. Construction Company for the Well #2 Phase 2: Powerhouse Improvement Project in the City of West Liberty, IA was approved by roll call vote. McFerren/Parizek Shiltz-Y, Parizek-Y, McFerren-Y (3-0) City Engineer Leo Foley communicated that that this is for the improvements to the interior of the powerhouse and there is about 4-5 items for clean-up. This should be the last payment before the retainage.

Resolution 20240206-126: A Resolution to Approve Pay Estimate No. 10 with Payment Amount included for Change Order No. 4 for All American Concrete, Inc. for the Rainbow/Maxson Street Improvement Project in the City of West Liberty, IA 52776 was approved by roll call

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vote. Shiltz/Parizek Parizek-Y, McFerren-Y, Shiltz-Y (3-0) City Engineer Leo Foley communicated that the change order was for the weather protection for the trails due to the delays with the electrical poles and work on the project.

Resolution 20240206-127: A Resolution to Approve Pay Estimate No. 4 from All American Concrete, Inc. for the Knotty Circle/Division Street Improvement Project in the City of West Liberty, IA 52776 was approved by roll call vote. McFerren/Shiltz McFerren-Y, Parizek-Y, Shiltz-Y (3-0) City Engineer Leo Foley communicated that this is the last pay estimate for this project as well. There is a very small punch list for this project to be completed.

Resolution 20240206-128: A Resolution to Accept and Approve the Bid for Sale of the 2016 Dodge Ram for the West Liberty Police Department was approved by roll call vote. McFerren/Shiltz Shiltz-Y, Parizek-Y, McFerren-Y (3-0)

Resolution 20240206-129: A Resolution to Approve Pay Estimate No. 1 from Kiowa Line Builders, Inc. for the Electric Upgrade to Rainbow/Maxson Street Project was approved by roll call vote. McFerren/Shiltz Parizek-Y, Shiltz-Y, McFerren-Y (3-0) City Manager Geertz communicated that this is for the completion of the electrical work for the project. City Engineer Leo Foley communicated that the lights are up and working.

City Council reviewed the budget timeline for the City of West Liberty.

City Council set a work session to go over the City Council Rules of Conduct for February 20th, 2024, at 6:30 p.m.

City Council set public hearings for the rezoning of North Elm Street and the Rezoning of Wiele Chevrolet for March 05th, 2024, at 7:30 p.m.

City Council entered a closed session pursuant to Iowa Code Section 21.5 (J) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase the price to the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property. The minutes and audio of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed by roll call vote. McFerren/Shiltz McFerren-Y, Shiltz-Y, Parizek-Y (3-0)

City Council entered open session by roll call vote. McFerren/Shiltz Parizek-Y, McFerren-Y, Shiltz-Y (3-0)

There was a motion to direct the City Manager to proceed with gathering information, engineering, opinion and study, and possible attorney opinion on the potential acquisition of the property discussed. The motion was approved by roll call vote. McFerren/Shiltz McFerren-Y, Parizek-Y, Shiltz-Y (3-0)

There was a motion to adjourn at 8:40 p.m. McFerren/Parizek (3-0)

Mayor, Mark Smith

ATTEST:

City Clerk, Shari Hoffert