

MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

February 20th, 2024

The West Liberty City Council held a work session on February 20th, 2024, at 6:30 p.m. Mayor Mark Smith called the work session to order at 6:32 p.m. Council Members present: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, Councilmember Tim Parizek, Councilmember Omar Martinez, and Council Member Dana Dominguez. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, Library Director Allie Paarsmith, and Police Chief Josh Houser. The work session was to go over the City Council Procedures and Code of Conduct. The work session ended at 7:28 p.m.

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 Omar Martinez, and Councilmember Dana Dominguez. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, Library Director Allie Paarsmith and Police Chief Josh Houser. *The full video can be viewed on the City website at www.cityofwestlibertyia.org.*

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

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

Fire Chief Kirt Sickels presented the West Liberty Volunteer Fire and EMS Report.

Reports: City Engineer Leo Foley communicated the ongoing discussions with West Liberty Foods about the Wastewater Treatment Plant upgrades and that he is working with City Manager Geertz to prioritize the needs during this time. Foley communicated that Well #2 has been rehabbed, the hatch is put in and the roof over the hatch is about 80% complete. Foley communicated that there is one light base that needs to be moved on the Rainbow/Maxson Street Project. Foley communicated that the Knotty Circle/Division Street Project is nearly done with only 2-3 punch items left to complete. City Engineer Leo Foley communicated that Veenstra & Kimm will look at the water and sewer rates for the City of West Liberty and hopes to have something in front of Council at the next meeting in March.

The 12-month Class C Retail Alcohol License for Highway 6 Spirits, LLC DBA JB's Grub was approved. Shiltz/Parizek (5-0)

Vendor Voucher Claims List #1 in the amount of \$643,938.74 was approved. Dominguez/McFerren (5-0)

Vendor Voucher Prepaid Claims List #2 in the amount of \$120.00 was approved. Shiltz/Dominguez (4-0-1 McFerren abstained)

Library Vendor Voucher Prepaid Claims List in the amount of \$6,920.30 was approved. McFerren/Dominguez (5-0)

During the Public Comment Section: There were no public comments from the community. Mayor Pro Tem McFerren communicated that Ms. Brooks had reached out to thank the City Crew for sweeping Division Street. Councilmember Dominguez extended her condolences for the employees of West Liberty Foods who will be let go from the plant. Mayor Smith and City Manager Geertz communicated that they met with the CEO from West Liberty Foods and will be working with their HR team for resources for the employees affected.

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on the Mayoral Committee Appointments. Councilmember Dominguez asked if she could be switched with Councilmember Shiltz and be assigned to the Building/Grounds Committee while Shiltz moves to the Ambulance and Public Safety Board. Shiltz agreed to be moved. There was a motion to approve the Mayoral Committee Appointments. McFerren/Shiltz (5-0)

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on the Hotel Feasibility Study in the City of West Liberty. WELEAD Director Ken Brooks communicated that this study is necessary to move forward no matter what direction the City goes. There was a motion to approve moving forward with the Hotel Feasibility Study. McFerren/Shiltz (5-0)

There was discussion and appropriate action by the Council of The City of West Liberty, IA, to add two additional utility billing extensions for individuals affected by the West Liberty Foods layoffs in 2024. City Manager Geertz communicated that the two additional billing extensions would be in addition to the one extension per year customers can use per year. This would go into effect once the employee is laid off (loss of position date). Geertz communicated that she would work with the HR Department from West Liberty Foods to get information on those that are going to be affected. There was a motion to approve the two additional extensions for employees of West Liberty Foods who will be affected by the February 2024 announced layoffs. Dominguez/McFerren (5-0)

Resolution 20240220-130: A Resolution Accepting the 22-23 Fiscal Audit and to Allow Bowman and Miller to File the Audit was approved by roll call vote. McFerren/Martinez Parizek-Y, Shiltz-Y, Martinez-Y, Dominguez-Y, McFerren-Y (5-0)

Resolution 20240220-131: Approving Organization Resolution with West Liberty State Bank Office of South Ottumwa Savings Bank and MidWest One Bank was approved by roll call vote. McFerren/Martinez Shiltz-Y, Martinez-Y, Dominguez-Y, McFerren-Y, Parizek-Y (5-0)

Resolution 20240220-132: A Resolution Setting Positions and Salaries/Wages for the Ambulance Department was approved by roll call vote. Shiltz/Martinez Martinez-Y, Dominguez-Y, McFerren-Y, Shiltz-Y, Parizek-Y (5-0)

Resolution 20240220-133: A Resolution to Approve the Agreement Between the DOD for the United States National Guard (NG) and the City of West Liberty, IA Furthering the Original Agreement with the DOD for the United States Army Reserve (USAR) for Childcare through Upwards (previously known as WeeCare) was approved by roll call vote. Martinez/McFerren McFerren-Y, Dominguez-Y, Martinez-Y, Shiltz-Y,

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Parizek-Y (5-0) Councilmember Dominguez stated that Jessa from Upwards communicated that they just signed up their 1,000th child for this program. The City of West Liberty originally signed with the Army Reserve and is now moving forward with the National Guard to help reach more families.

Resolution 20240220-134: A Resolution Approving the Travel Expenses to the Pentagon for the Signing of the Intergovernmental Support Agreement between the DOD for the United States National Guard (NG) and the City of West Liberty, IA was approved by roll call vote. Martinez/Shiltz Dominguez-Y, Martinez-Y, Parizek-Y, Shiltz-Y, McFerren-Y (5-0)

Resolution 20240220-135: A Resolution Approving a Voluntary Annexation was approved by roll call vote. McFerren/Martinez Shiltz-Y, Parizek-Y, Martinez-Y, Dominguez-Y, McFerren-Y (5-0)

The set the date for the budget work sessions was tabled. Martinez/Dominguez (5-0)

There was a motion to adjourn at 8:36 p.m. McFerren/Parizek (5-0)

Mayor, Mark Smith

ATTEST:

City Clerk, Shari Hoffert