

## MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

April 2<sup>nd</sup>, 2024

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Mayor Mark Smith 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 Tim Parizek, Councilmember Dana Dominguez, and Councilmember Omar Martinez. 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, Officer Jessica Saleh, Public Works Director Adam Reinhardt, Electric Superintendent Cody Franklin, and Library Director Allie Paarsmith.\*The full video can be viewed on the City website at [www.cityofwestlibertyia.org](http://www.cityofwestlibertyia.org).\*

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

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

There was a Mayoral Proclamation for the Week of the Young Child from April 6<sup>th</sup> through April 12<sup>th</sup>, 2024.

Reports: City Engineer Leo Foley communicated that Well #2 has started the pump testing. The well is not quite where it needs to be yet, but they will continue testing over this start up week. Foley communicated right now they are handling this manually and they are waiting on the schedule for when the control panel will be implemented so that this is no longer done manually. Foley communicated that everything is looking good for Well #2. Foley communicated that Veenstra & Kimm are working on the phasing report with the Wastewater Treatment Plant with the recent West Liberty Foods cutbacks. Foley communicated that he will be getting the mapping to the City Manager for the West Side Sanitary future study. City Manager Geertz introduced the new Electric Superintendent Cody Franklin who started with the City on 04/01/2024. Electric Superintendent was with the City until 2015 and the City is glad to have him back on board.

Vendor Voucher Claims List #1 in the amount of \$1,022,219.02 was approved. Shiltz/McFerren (5-0)

During the Public Comment Section: There were no public comments from the community. Councilmember Josh Shiltz communicated that he spoke with a downtown business owner about parking on 3<sup>rd</sup> Street. Shiltz communicated that he was contacted by community members about potholes, specifically one on Miller Street. Shiltz received communication from Public Works Director Adam Reinhardt that the department has started working on the potholes and they will address the one on Miller Street. Councilmember Shiltz was contacted by a community member about bypass meters, and it was communicated that Financial Administrative Assistant Beth Hons has been handling this inquiry very well. Shiltz also communicated that Roger and Heidi Morrison reached out about the dirt being dumped at the end of 8<sup>th</sup> Street. City Manager Geertz communicated that the owner has been contacted by the DNR and the hauling of the dirt should be halted at this time. Geertz communicated she would have the City monitor this area and she would reach out to the DNR to get an update on the status. Councilmember Dana Dominguez communicated that there would be two meetings held by the Muscatine Equality Coalition for the LGBTQ Community on May 2<sup>nd</sup> (English) and May 6<sup>th</sup> (Spanish) at the West Liberty Community Center.

Ordinance 20240305-05: An Ordinance Amending the City of West Liberty Zoning Map to Establish the Zoning of 35 Parcels of Land on the West Side of North Elm Street from Railroad Park to Rainbow Drive Organizing into two Categories R-2 and C-2 Removing M-1 and M-2 Third and Final Reading was approved by roll call vote. McFerren/Martinez Dominguez-Y, Parizek-Y, McFerren-Y, Shiltz-Y, Martinez-Y (5-0)

There was a Mayoral Appointment for Councilmember Tim Parizek to be added to the Emergency Boards (Emergency 911 Board-E911 and MJCC & EMA (Muscatine Joint Communications Center & Emergency Management Agency). McFerren/Dominguez (5-0)

There was Discussion and Appropriate Action by the City Council of West Liberty, IA on the Event Request for the West Liberty Farmer's Market in West Liberty, IA 52776. City Manager Geertz communicated that this is the annual Farmer's Market and there have been no changes on the request application. There was a motion to approve the event request. Shiltz/McFerren (5-0)

There was Discussion and Appropriate Action by the City Council of West Liberty, IA on the Event Requests for the West Liberty Chamber of Commerce during the year of 2024 in West Liberty, IA 52776. City Manager Geertz communicated that these are the annual events the Chamber has held over the years and there have been no changes to the event request applications. There was a motion to approve the event requests. Shiltz/Parizek (5-0)

Resolution 20240402-141: A Resolution Amending the Employee Handbook to Update the West Liberty Police Department Hours worked before Overtime begins was approved by roll call vote. McFerren/Dominguez Parizek-Y, Shiltz-Y, McFerren-Y, Dominguez-Y, Martinez-Y (5-0)

Resolution 20240402-142: A Resolution Amending the Employee Handbook to Update Sick Leave from Accrual to Sick Leave Loaded at the First of Each Calendar Year was approved by roll call vote. Shiltz/McFerren Shiltz-Y, McFerren-Y, Dominguez-Y, Parizek-Y, Martinez-Y (5-0)

Resolution 20240402-143: A Resolution to Approve Pay Estimate No. 5 from S.G. Construction Company for the Well #2-Phase 2: Pumphouse Improvement Project for Retainage and Project Closeout in the City of West Liberty, IA 52776 was approved by roll call vote. McFerren/Parizek McFerren-Y, Dominguez-Y, Parizek-Y, Shiltz-Y, Martinez-Y (5-0)

Resolution 20240402-144: A Resolution to Approve the Water and Sanitary Utility Rate Study Agreement from Veenstra & Kimm was approved by roll call vote. McFerren/Dominguez Parizek-Y, Dominguez-Y, McFerren-Y, Shiltz-Y, Martinez-Y (5-0)

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The City Council set the date for the Pool Feasibility Study work session for May 7<sup>th</sup>, 2024, at 6:30 p.m.

The Utility Committee set a committee meeting for April 12<sup>th</sup>, 2024, at 11:30 a.m.

The Finance Committee set a committee meeting for May 16<sup>th</sup>, 2024, at 3:00 p.m.

The Building and Ground Committee did not set a date for the committee meeting during this meeting.

There was a motion to adjourn at 8:08 p.m. Martinez/Shiltz (5-0)

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Mayor, Mark Smith

ATTEST:

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City Clerk, Shari Hoffert