

# MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

June 4<sup>th</sup>, 2024

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The West Liberty City Council held a work session on Tuesday June 4<sup>th</sup>, 2024, on the Muscatine County Housing Study presented by WELEAD Director Ken Brooks. Mayor Mark Smith called the work session to order at 6:30 p.m. Councilmembers present: Mayor Pro Tem Cara McFerren, Councilmember Omar Martinez, Councilmember Josh Shiltz, and Councilmember Tim Parizek. Councilmember Dana Dominguez was absent from the work session. 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. WELEAD Director Brooks presented the data found by the housing study to the City Council of West Liberty, IA. Brooks provided a large amount of data to include the need for increasing the housing stock, the obstacles that the City faces, providing education to the community on home ownership and provided data statistics to show the data compiled during the study. The work session can be viewed at [www.cityofwestlibertyia.org](http://www.cityofwestlibertyia.org).

Mayor Mark Smith called the Regular Council meeting to order at 7:31 p.m. Councilmembers in attendance: Mayor Pro Tem Cara McFerren, Councilmember Omar Martinez, Councilmember Josh Shiltz, Councilmember Dana Dominguez, and Councilmember Tim Parizek. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Deputy City Clerk Emily Reinhardt, Public Works Director Adam Reinhardt, Electric Superintendent Cody Franklin, Communications Specialist Brittany Woodson, Library Director Allie Paarsmith, and Police Chief Josh Houser.

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

Mayor Mark Smith introduced the City Attorney for the City of West Liberty, Lynch Dallas, represented by Amy Reasner. Lynch Dallas currently has 8 attorneys with a new attorney starting in August. They primarily work with Cities and Counties and their knowledge will be a great addition to the City of West Liberty.

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

The 12-month Class E Retail Alcohol License for Casey's General Store #2890 was approved. McFerren/Shiltz (5-0)

Reports: City Engineer Leo Foley communicated that the preliminary design for the Wastewater Treatment Plan was broken down into two stages due to circumstances with West Liberty Foods. Foley still needs to meet with West Liberty Foods to discuss the potential of having higher limits for processing than was originally thought. Foley communicated there was a final walk through for the Rainbow/Maxson Street Project and there is some cracked concrete that will need to be repaired, but the overall the project clean-up is going well. As for the extension sidewalk project, there is still follow-up negotiations with the property owners on Columbus Street and communication and progress are moving forward. Foley communicated that Jetco is ready to integrate and get Well #2 fully up and running. There was a walk through for the Buysse Subdivision on Friday May 31<sup>st</sup> and all the sanitary sewer and storm is televised. There was one defective hydrant that will be fixed. Councilmember Josh Shiltz inquired about the SRO (School Resource Officer) information off the police report with Chief Houser. There is a school board meeting on June 24<sup>th</sup> to discuss the implementation of an SRO for the West Liberty Community. Mayor Pro Tem Cara McFerren acknowledged the hard work of the Streets Department during the storm and Councilmember Omar Martinez communicated that he was pleased to see the community as a whole working together. Public Works Director Adam Reinhardt communicated that it was the City as a whole during the storm and commended everyone who worked through the long hours. City Manager Geertz communicated that Public Works Director Reinhardt, Electric Superintendent Franklin, and herself are still working through FEMA documentation and communicated once they receive the official declaration, she will be able to provide more information to City Council.

Vendor Voucher Claims List #1 in the amount of \$480,112.62 was approved. McFerren/Shiltz (4-1)

Library Pre-Paid Claims List in the amount of \$8,113.87 was approved. McFerren/Martinez (5-0)

During the Public Comment Section: Councilmember Josh Shiltz communicated that community members on 3<sup>rd</sup> Street had reached out due to their homes being impacted by the storm and City Manager Geertz is currently working with them on the concerns they have. Shiltz also communicated that there have been many community members asking if the multiple trees that have gone down will be replaced in the future and wanted to get the information before Council. Mayor Pro Tem Cara McFerren communicated that a Major in the US Airforce reached out to inquire about Upwards. McFerren forwarded the information on to City Manager Geertz to follow up. McFerren communicated that the City of West Liberty is setting a trend with Upwards. Councilmember Dana Dominguez communicated that the water at the shelter at Kimberly Park is currently not working due to work on a water leak and that the Parks and Recreation Department is aware of the situation. Dominguez wanted to make sure that the community was informed and to provide the information that there may not be water at the shelter at this time. Dominguez also communicated that she was contacted about the pool fees and hours by a community member. McFerren communicated that she received the email regarding the pool fees as well. City Manager Geertz has addressed the concerns and has provided information to Communications Specialist Brittany Woodson to update the information.

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on receiving and filing the Muscatine Housing Study present by WELEAD Director Ken Brooks. This was presented during the City Council work session prior to the meeting and there was no further discussion. There was a motion to receive and file the report of the Muscatine Housing Study. McFerren/Shiltz (5-0)

Resolution 20240604-154: A Resolution to Accept and Approve bid for sale of a 72" Pro Z 900 Cub Cadet mower from the Parks and Recreation Department was approved by roll call vote. Shiltz/McFerren Martinez-Y, Shiltz-Y, McFerren-Y, Parizek-Y, Dominguez-Y (5-0)

Resolution 20240604-155: A Resolution to Approve and Accept Amendment No. 01 to the Equipment Health and Maintenance Management Service Agreement between Solar Turbines Incorporated and City of West Liberty was approved by roll call vote. McFerren/Dominguez Dominguez-Y, Parizek-Y, McFerren-Y, Shiltz-Y, Martinez-Y (5-0) Electric Superintendent Cody Franklin communicated that there was negotiations with Solar to bring the cost down to the \$60,000.00 and shorten the term to 36 months with the possibility of extending for an

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additional 2 years to follow at the price with a 2.5% increase over the years. McFerren inquired about the longevity of the contract. Franklin communicated that there is hope to have staff trained on how to do some of the maintenance to the turbines moving forward to possibly not need this in depth of a contract at the end of this term.

Resolution 20240604-156: A Resolution to Accept a Change Order for the Electric Re-roofing Project failed by roll call vote.  
Dominguez/Martinez McFerren-N, Parizek-N, Dominguez-N, Martinez-N, Shiltz-N (0-5)

City Council set the date for public hearing on the updated mowing ordinance and updated solid waste ordinance for June 18<sup>th</sup>, 2024, at 7:30 p.m. pending response from the Codifier by consensus.

City Council recommended having the employee committee set the date for the City Manager and City Clerk evaluations and send that communication to Council as a whole by consensus.

City Council entered closed session pursuant to Iowa Code Chapter 21.5 (c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation by roll call vote. McFerren/Martinez Shiltz-Y, McFerren-Y, Parizek-Y, Dominguez-Y, Martinez-Y (5-0)

City Council returned to open session by roll call vote. McFerren/Martinez Martinez-Y, Dominguez-Y, Parizek-Y, McFerren-Y, Shiltz-Y (5-0)

There was no action taken by City Council following the closed session.

There was a motion to adjourn at 9:17 p.m. Martinez/Dominguez (5-0)

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Mayor, Mark Smith

ATTEST:

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City Clerk, Shari Hoffert