

## MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

May 21<sup>st</sup>, 2024

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The West Liberty City Council held a work session on Tuesday May 21<sup>st</sup>, 2024, on the Governing Rules of Procedure, Business, and Professional Conduct for the City Council. Mayor Mark Smith called the work session to order at 6:00 p.m. Councilmembers in attendance: Mayor Pro Tem Cara McFerren, Councilmember Josh Shiltz, Councilmember Omar Martinez, and Councilmember Dana Dominguez via zoom. Councilmember Tim Parizek was absent from the work session. City Staff in attendance: City Manager Lee Geertz via zoom, City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, and Police Chief Josh Houser. Due to the storm, a portion of the work session can be viewed at [www.cityofwestlibertyia.org](http://www.cityofwestlibertyia.org), the remaining is an audio recording.

Mayor Mark Smith called the Regular Council meeting to order at 7:30 p.m. Councilmembers in attendance: Mayor Pro Tem Cara McFerren, Councilmember Omar Martinez, and Councilmember Josh Shiltz. Councilmember Dana Dominguez and Councilmember Tim Parizek were absent from the meeting. City Staff in attendance: City Clerk Shari Hoffert, Communications Specialist Brittany Woodson, and Library Director Allie Paarsmith. Due to the storm, City Manager Lee Geertz and Police Chief Josh Houser were absent from the meeting.

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

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

Reports: City Engineer Leo Foley communicated there was concern about the powerhouse roof containing asbestos, so they recommend testing. The roofing contractor has communicated that they do not believe that it contains asbestos, but as a precautionary step they agreed to have it sent off to be tested. Foley communicated that there would be a change order coming as some of the paneling below the roof need to be replaced. Foley communicated BHMG did the estimate for this project and the damaged panels were not able to be seen from the bottom. It will be a change order of \$15,000-\$30,000. Foley communicated that the Rainbow/Maxson Street project is down to the last few punch items, but there is ongoing work with business owners for the Columbus Street sidewalk project. One of the businesses has agreed to the temporary easement, but one business still has concerns. City Manager Geertz will be communicating with the business owner in the next week.

There was a public hearing for a budget amendment for fiscal year 23-24. The public hearing was opened by roll call vote. Shiltz/McFerren Martinez-Y, Shiltz-Y, McFerren-Y (3-0)

There were no public comments or correspondence on the proposed budget amendment.

The public hearing was closed by roll call vote. McFerren/Martinez McFerren-Y, Martinez-Y, Shiltz-Y (3-0)

Resolution 20240521-149: A Resolution Approving a Budget Amendment for Fiscal Year 23-24 was approved by roll call vote. Shiltz/Martinez Shiltz-Y, McFerren-Y, Martinez-Y (3-0)

There was a public hearing for the agreement with Marco Technologies for the leasing of printers for City Hall, The Library, and the Police Department. The public hearing was opened by roll call vote. McFerren/Shiltz Martinez-Y, Shiltz-Y, McFerren-Y (3-0)

There were no public comments or correspondence on the proposed agreement with Marco Technologies for the leasing of printers for City Hall, The Library, and the Police Department.

The public hearing was closed by roll call vote. McFerren/Shiltz McFerren-Y, Martinez-Y, Shiltz-Y (3-0)

Resolution 20240521-150: A Resolution Authorizing and Approving a General Obligation Printer Lease Purchase Agreement with Marco Technologies for the Leasing of Printers for City Hall, The Library, and The Police Department was approved by roll call vote. McFerren/Martinez Shiltz-Y, Martinez-Y, McFerren-Y (3-0)

Vendor Voucher Claims List #1 in the amount of \$264,273.41 was approved. Martinez/McFerren (3-0)  
Library Pre-paid Claims List in the amount of \$1,632.51 was approved. Martinez/McFerren (3-0)

During the Public Comment Section: Councilmember Josh Shiltz communicated that the posts at Kimberly are still not fixed. Shiltz is going to reach out to Public Works Director Adam Reinhardt to check on the status of the replacement as keeping the park safe is a priority. Mayor Pro Tem Cara McFerren communicated that she was contacted about signs posted on the electric poles for garage sales as well as no skateboarding signs. City Clerk Hoffert communicated she would communicate with the Police Department as well as the Public Works Department to look at the signage. McFerren also communicated that the person who had contacted on the tiny homes was very appreciative that this may someday become a line item to go before City Council in the future.

There was discussion and appropriate action by the Council of The City of West Liberty, IA., on refunding a duplicated payment for a building permit to Heartland Roofing and Siding. Councilmember Shiltz communicated that he would like to follow staff's recommendation and approve the refund and Mayor Pro Tem McFerren agreed. McFerren motioned to approve the refund to Heartland Roofing and Siding. Martinez seconded the motion. McFerren/Martinez (3-0)

There was discussion and appropriate action by the Council of The City of West Liberty, IA, on accepting the WELEAD Annual Report. There was a motion to accept the WELEAD Annual Report. Martinez/McFerren (3-0)

Resolution 20240521-151: A Resolution Approving the Contract Agreement between Lynch Dallas P.C. and the City of West Liberty for City Attorney Services in the City of West Liberty, IA 52776 was approved by roll call vote. McFerren/Shiltz Martinez-Y, McFerren-Y, Shiltz-Y (3-0)

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Resolution 20240521-152: A Resolution to Destroy Documents in City Hall Storage in Accordance with Resolution 20210420-16: A Resolution to Adopt the Record Retention Manual for Iowa Cities was approved by roll call vote. Shiltz/McFerren Shiltz-Y, McFerren-Y, Martinez-Y (3-0)

Resolution 20240521-153: A Resolution to Dispose of a 2020 60" Cub Cadet Pro Z Mower from the Parks and Recreation Department was approved by roll call vote. Shiltz/McFerren Martinez-Y, Shiltz-Y, McFerren-Y (3-0)

City Council set the date for the presentation of the Muscatine County Housing Study by Ken Brooks, WELEAD Director on June 04, 2024, at 6:30 p.m.

There was a motion to adjourn at 8:01 p.m. Shiltz/Martinez (3-0)

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Mayor, Mark Smith

ATTEST:

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City Clerk, Shari Hoffert