

MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

June 18th, 2024

Mayor Mark Smith called the Regular Council meeting to order at 7:34 p.m. Councilmembers in attendance: Councilmember Omar Martinez, Councilmember Josh Shiltz, and Councilmember Tim Parizek. Councilmember Dana Dominguez was present by zoom but did not participate in voting. Mayor Pro Tem Cara McFerren was absent from the meeting. City Staff in attendance: City Manager Lee Geertz, City Clerk Shari Hoffert, Wastewater Superintendent Craig Jurgens, Water Superintendent Danny Goodale, Communications Specialist Brittany Woodson, Library Director Allie Paarsmith, Police Officer Zach Murdock, and Police Chief Josh Houser. The Council Meeting can be viewed at www.cityofwestlibertyia.org.

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

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

Officer Zach Murdock took his Oath of Office for the West Liberty Police Department administered by Mayor Mark Smith.

There were three Mayoral recognitions for Hector Sanchez, Esmeralda Garza, and Diana Aranday for obtaining their United States Citizenship. Mayor Smith communicated that this is not an easy task and was very proud of these three individuals.

Reports: City Engineer Leo Foley communicated that Well #2 has all of the parts needed and the next step is the integration. He communicated that right now there is a problem with the flow getting into the water plant, but Water Superintendent Goodale has a way to get it through, however it is not ideal. Goodale communicated that automatic systems should be here this week. Foley communicated that the WWTP phases have been set and there will need to be a meeting with West Liberty Foods. The plan is to have this meeting in the next week or two. City Manager Geertz communicated that she is working with City Engineer Foley to get a meeting set with the superintendent staff the 3rd Friday of every month to ensure communication is being presented to everyone. City Manager Geertz communicated that she has forwarded the City Council Code of Conduct to the attorneys, and it should be on the agenda the 2nd meeting in July for Council approval.

Vendor Voucher Claims List #1 in the amount of \$1,719,081.67 was approved. Shiltz/Martinez (3-0)

Library Pre-Paid Claims List in the amount of \$681.55 was approved. Martinez/Shiltz (3-0)

Claims List #2 in the amount of \$51.00 was approved. Shiltz/Parizek (3-0)

During the Public Comment Section: City Manager Geertz communicated that she was contacted by community members about tree replacement after the storm. Geertz communicated that she has spoken with Public Works Director Adam Reinhardt and IT Nick Heath and will provide more information soon.

There was discussion and appropriate action by the City Council of the City of West Liberty, IA on the presented voluntary annexation applications and direction to the City Clerk and City Manager for 1489 HWY 6, 1481 HWY6, and 1475 HWY 6. City Manager Geertz communicated that this is to get direction from City Council to start the annexation process for these properties. Originally WELEAD Director Ken Brooks was approached by Brew Properties with interest in voluntary annexation. Through further conversation with other businesses, there are now 3 total businesses who have applied for voluntary annexation. City Manager Geertz communicated that there is still one property in that area that has not submitted a voluntary annexation request but communicated WELEAD Director Brooks and herself have reviewed an 80/20 which could delay the furthest property to the west. There was a motion to direct the City Clerk and City Manager to begin the process for voluntary annexation. Martinez/Parizek (3-0)

There was discussion and appropriate action by the City Council of the City of West Liberty, IA., on the presented voluntary annexation application on 5.35 acres for Giri LLC and direction to the City Clerk and City Manager for the voluntary annexation process. City Manager Geertz communicated this is another 100% voluntary annexation, but it will look a little different due to this being a residential area. There was a motion to direct the City Clerk and City Manager to begin the process for voluntary annexation. Shiltz/Martinez (3-0)

There was discussion and appropriate action by the City Council of the City of West Liberty, IA on a reimbursement for sewer back up and flooding located at 308 E 3rd St. City Manager Geertz communicated that she was contacted in April by the homeowner about a back up in the basement. Water Superintendent Goodale provided a detailed report and staff recommended the reimbursement. There was a motion to approve the request for reimbursement in the amount of \$1,579.30 to 308 E 3rd St. Shiltz/Martinez (3-0)

Resolution 20240618-157: A Resolution to Accept and Approve Change Order NO 1 from D.C. Taylor Company for Roof Panel Replacements for the Powerhouse Reroofing Project was approved by roll call vote. Shiltz/Parizek Martinez-Y, Shiltz-Y,

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Parizek-Y (3-0) City Engineer Leo Foley communicated that this change order is due to problems that were not able to be seen until the tearing off of the old roof. Foley communicated that D.C. Taylor Company is doing a great job and they had put unit prices into the original contract for this. Foley communicated the next are to finish the roof, complete the leak testing, and then have the pay estimate presented to be paid.

Resolution 20240618-158: A Resolution to Approve Pay Estimate No 13 from All American Concrete Inc for the Rainbow/Maxson Street Project in the City of West Liberty, IA 52776 was approved by roll call vote. Martinez/Shiltz Parizek-Y, Shiltz-Y, Martinez-Y (3-0)

Resolution 20240618-159: A Resolution to Approve and Accept the Final Plat for Buysse Subdivision located in West Liberty, IA 52776 was approved by roll call vote. Parizek/Shiltz Shiltz-Y, Parizek-Y, Martinez-Y (3-0) City Manager Geertz communicated that as part of the development process, a final plat has to be submitted to show the utilities. City Engineer Foley communicated he is working through the final checklist. City Manager Geertz communicated that there will be more information to come for setting the utility easement.

Resolution 20240618-160: 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/Martinez Martinez-Y, Shiltz-Y, Parizek-Y (3-0)

Resolution 20240618-161: A Resolution for Disposal of Equipment stored in the West Liberty Police Garage was approved by roll call vote. Parizek/Shiltz Parizek-Y, Shiltz-Y, Martinez-Y (3-0)

Resolution 20240618-162: A Resolution Setting Wages for the West Liberty Police Department was approved by roll call vote. Shiltz/Parizek Shiltz-Y, Parizek-Y, Martinez-Y (3-0)

Resolution 20240618-163: A Resolution to Transfer Funds for the Fiscal Year Ending June 30th, 2024, was approved by roll call vote. Shiltz/Parizek Parizek-Y, Martinez-Y, Shiltz-Y (3-0)

Resolution 20240618-164: A Resolution to Approve the Payment for Easement to the Comet Car Wash for the Columbus Street Sidewalk Project was approved by roll call vote. Martinez/Shiltz Martinez-Y, Parizek-Y, Shiltz-Y (3-0) City Engineer Leo Foley communicated this property is the only one where business would be affected. One bay of the carwash would need to be closed throughout the entire project. City Manager Geertz and City Engineer Foley came to a compromise to issue a payment for 50% of the loss for the business during this time.

City Council set the date for a public hearing to vacate a sewer easement in the City of West Liberty, IA, on July 2nd, 2024, at 7:30 p.m. by consensus.

City Council set the date for City Manager and City Clerk Evaluations for Monday, July 8th, 2024, at 5:30 p.m. by consensus.

There was a motion to adjourn at 8:31p.m. Shiltz/Parizek (3-0)

Mayor, Mark Smith

ATTEST:

City Clerk, Shari Hoffert