

MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA

January 7, 2025

Mayor Mark Smith called the Regular Council Meeting to order at 6:30 p.m. by roll call. City Council Members in attendance: Councilmember Josh Shiltz, Councilmember Dana Dominguez, Mayor Pro-Tem Cara McFerren, and Councilmember Tim Parizek. Councilmember Omar Martinez was absent. City Staff in attendance: City Manager Lee Geertz via Zoom, City Clerk Shari Hoffert, Deputy City Clerk Emily Reinhardt, Library Director Allie Paarsmith, Public Works Director Adam Reinhardt, 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. Dominguez/Shiltz (4-0)

The City Council approved the consent agenda. Dominguez/Shiltz (4-0)

There was a Mayoral Proclamation on Slavery and Human Trafficking.

Reports: City Engineer Leo Foley communicated he had a meeting with City Manager Geertz, Public Works Director Adam Reinhardt, the Wastewater Treatment Plant department and West Liberty Foods. They will meet again on Friday, January 10th regarding improvements and rates. City Engineer Foley communicated that the Capital Improvement Plan looks good, and the West Side Loop Extension located near Wiele Chevrolet, Inc extending west, will come to Council next month in his report. City Manager Lee Geertz communicated the West side development 80/20 annexation is in process, we are waiting for approval from the state. City Manager Geertz communicated there was a Superintendent meeting regarding Capital Improvement Projects. The Superintendents also had a meeting regarding the employee handbook with City Manager Geertz. Mayor Smith questioned on the Public Works Report about the data of the recycling and garbage over the year. Public Works Director Reinhardt communicated he would put the final 2024 data up in his next report. Director Adam Reinhardt communicated in previous years, the amount of solid waste being taken down to the Muscatine County Dump has been decreasing, and the amount of recycling has been increasing, which has been the goal since bringing the recycling program to the City of West Liberty. Mayor Mark Smith communicated his appreciation for the Police Department and their policing in West Liberty and not needing help from Muscatine County to help cover shifts. Chief Josh Houser communicated that he has prioritized the process of West Liberty Officers response to calls within the community and he has met that goal. Previously the County has been used many times in the past and Houser communicated that there was some concern that they were being overused. The County does not mind assisting in emergency situations, but it is important for the community to know that our officers are responding to their calls. Councilmember Dominguez also communicated her appreciation for the Police Department and their politeness and responsiveness in the community. Mayor Pro-Tem Cara McFerren communicated her appreciation for all of the city department head's reports and their collective cross-training into other departments.

Vender Voucher Claims List #1 (Reg, Prepaid) in the amount of \$303,358.05 was approved. McFerren/Dominguez (4-0)

During the public comments and/or correspondence section of the meeting Councilmember Dominguez communicated she had spoke to the Department of Energy, who she met through Joshua Jackson and will meet with Ken Brooks to further discuss the opportunities the department could bring to the youth of the City of West Liberty. Mayor Smith communicated he spoke to Dick Brand, the President of the Rural Trustees and encouraged the Council to support and vote yes on the 28E Agency Agreement. City Clerk Shari Hoffert communicated community members have been reaching out regarding the trash and recycling calendar for 2025 and wanted to let the community know that the calendar had been sent out in the December utility bill mailing; it is also posted on-line and there are copies at City Hall as well.

There was Discussion and Appropriate Action by the City Council of West Liberty, IA, on preparing and sending out a RFQ for Civil Engineering Services for the City of West Liberty. There was a motion to send out the RFQ for Engineering Services for the City of West Liberty. Dominguez/Parizek (4-0)

There was Discussion and Appropriate Action by the City Council of West Liberty, IA, on creating a Resolution for the extension of the NALEO participation for Councilmembers Dominguez and Martinez. Councilmember Dominguez communicated NALEO provides a great subscription and opportunity for education for small communities. Councilmember Dominguez communicated the subscription provides travel and housing. Dominguez traveled to Texas and Councilmember Martinez traveled to Arizona for conferences and networking with other small Latino communities. There was a motion to bring forward a Resolution to extend the NALEO membership for Dominguez and Martinez. McFerren/Shiltz (4-0)

Resolution 20250107-207: A Resolution Waiving Building Permit Fees and Providing Staff Labor at no cost, for the Muscatine County Fairgrounds Activity Building Project 2025. McFerren/Parizek Shiltz-Yes, McFerren-Yes, Dominguez-Yes, Parizek-Yes. (4-0) City Manager Lee Geertz communicated there was a meeting on December 30, 2024, with Fair Board President Steve Alt and Muscatine County Fairgrounds Manager Kelsey Meyers. The project is a 2-million-dollar investment for an event building at the Muscatine County Fairgrounds. City Manager Geertz communicated waiving the fees of the permits for the fairgrounds would be the city's way of participating in the support of the project as the city is not able to donate money directly. Kelsey Meyers, Muscatine County Fairgrounds Manager, communicated all of the event building layout plans are on the fairground's webpage, and can be viewed by anyone who is interested. Meyers communicated that the expected total cost of the project is around 2.5 million dollars.

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Resolution 20250107-208: A Resolution to Approve Pay Estimate No. 15 from All American Concrete Inc for the Rainbow/Maxson Street Improvement Project in the City of West Liberty, IA 52776. Shiltz/McFerren McFerren-Y, Dominguez-Y, Parizek-Y, Shiltz-Y. (4-0) City Engineer Leo Foley communicated after this Pay Estimate, we should be able to fully close out on this project at the next council meeting.

Resolution 20250107-209: A Resolution to Accept Change Order No. 2 from Northway Well & Pump Company for the Well #2- Phase 1: Well Improvements Project in the City of West Liberty, IA 52776. McFerren/Dominguez. Dominguez-Yes, Parizek-Yes, Shiltz-Yes, McFerren-Yes. (4-0). City Engineer Leo Foley communicated the project started in 2019 and Veenstra & Kimm took over in 2022. There was a delay in the project due to parts being ordered and out of stock. Foley communicated he had a meeting with Public Works Director Adam Reinhardt and the Water Department to identify some items, and while the project has gone over the original amount proposed, it still falls within a reasonable range with approval of this change order.

Resolution 20250107-210: A Resolution to Approve Reimbursement for the Iowa Economic Development Downtown Housing Grant for 317 N Spencer Street Project Award Contract: 22-APRDGH-060 in the amount of \$200,000.00 paid to Brooke Ventures LLC. McFerren/Dominguez. Parizek-Yes, Shiltz-Yes, McFerren-Yes, Dominguez-Yes. (4-0). Ken Brooks, WELEAD Director, communicated Brooke Ventures LLC added two new apartments to the historic building of 317 N Spencer. City Manager Geertz communicated Brooke Ventures LLC used the RFM Project for their grant. The City previously agreed to pay Brooke Ventures \$200,000.00 with \$120,000.00 already being paid. This Resolution is to pay the remaining \$80,000 and allow the City to finalize the grant information to receive the reimbursement for the project payments. The previous Resolution provides a record of payment to the state.

There was a motion to adjourn the Regular Council Meeting by consent vote at 7:36p.m. McFerren/Parizek (4-0)

Mayor Mark D. Smith

ATTEST:

Deputy City Clerk, Emily Reinhardt