MEETING MINUTES OF THE WEST LIBERTY CITY COUNCIL

WEST LIBERTY, IOWA October 6th, 2026

Mayor Mark Smith called the Regular Council Meeting to order at 6:30 p.m. by roll call. City Council Members in attendance: Councilmember Dana Dominguez, Councilmember Josh Shiltz, and Councilmember Omar Martinez. City Staff in attendance: City Manager Geertz, Public Relations Specialist Brittany Woodson, and Library Director Allie Paarsmith. The full video can be viewed on the City website at www.cityofwestlibertyia.org. *

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

The City Council appointed City Manager Lee Geertz to serve as the Interim City Clerk. Dominguez/Shiltz (3-0)

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

The Updated Ownership Information for Casey's General Store Retail Alcohol License was approved by consent vote. Dominguez/Martinez (3-0)
The Updated Ownership Information for Casey's General Store Tobacco Permit was approved by consent vote. Dominguez/Martinez (3-0)
The 12-Month Class C Retail Alcohol License for Wink's Bar and Grill was approved by consent vote. Shiltz/Dominguez (3-0)

Reports: City Engineer Lenny Larson gave updates on the E 6th Street project, including water main progress, upcoming utility work timelines, and the decision to close the south sidewalk through winter. Updates on water system planning and lead service line work, wastewater improvement evaluations, and Iowa DNR compliances were also discussed. City Manager Lee Geertz shared information from the Iowa League of Cities Conference, with topics including data center development, tax reform legislation, and urban renewal and TIF changes. Geertz noted that communities are evaluating ordinances to prepare for future development opportunities and regulatory changes. Residents were reminded that the University of Iowa Mobile Health Clinic will be held on October 17th from 11:00AM to 3:00PM. Council Member Josh Shiltz gave a Personnel Committee report on the progress of hiring a new City Clerk, with five local candidates selected for initial interviews. Future certification and professional development will be encouraged. Council members also discussed the importance of supporting internal staff growth and maintaining strong succession planning. Mayor Mark Smith gave a report on a recent Fire Agency meeting. After reviewing records and correspondence, he reported that notice and an outlined transition process had been provided regarding collection of city-owned phones used during EMS operations with documentation supporting the City's actions and timeline. Council Member Omar Martinez communicated early voting opportunities at the West Liberty Public Library on October 18th and October 25th with voter registration efforts being held through local organizations and churches.

Vendor Voucher Claims List #1 (Reg, Prepaid) in the amount of $136,996.44 was approved. Dominguez/Martinez (3-0)

During the public comments and/or correspondence section of the meeting, there were no comments from the public. Councilmember Martinez communicated a resident requested City staff to inspect a tree in the City Right of Way at 107 E 15th Street.

There was discussion and appropriate action by the City Council of West Liberty, IA, on the Event Assistance and Street Closure Application for the West Liberty Community School District for the Comet Classic on October 10th, 2026. The application requested additional assistance from the City to notify residents of the street closure. Due to the limited timeline, the City approved the additional request with plans to require notification from the organization in future events. There was a motion to approve the Event Assistance and Street Closure Application for the West Liberty Community School District for the Comet Classic on October 10th, 2026. Dominguez/Shiltz (3-0)

There was discussion and appropriate action by the City Council of West Liberty, IA, on the Event Assistance and Street Closure Application for the West Liberty Chamber of Commerce Holiday Open House on November 21st and 22nd, 2026. Chamber Director Jacob Lane spoke with Council regarding the event schedule and activities. There was a motion to approve the Event Assistance and Street Closure Application for the West Liberty Chamber of Commerce Holiday Open House on November 21st and 22nd, 2026. Dominguez/Martinez (3-0)

Resolution 20261006-397: A Resolution Approving The Crawford Company Proposal For Replacement of The City Administration Building (CAB) Carrier Rooftop HVAC Unit was approved by consent vote. Martinez/Dominguez (3-0)

There was discussion and Appropriate Action by the City Council of West Liberty, IA, on Interim Administrative Hours of Operation for the month of October 2026. City Manager Lee Geertz emphasized that City Staff will continue to be available by phone and email during regular business hours to assist residents, process utility payments, and perform other administrative duties. The change is temporary and will be reevaluated as staffing levels improve. Council also discussed improving phone accessibility and promoting the City's online utility portal for easier access.

Mayor Mark Smith provided a preview of the October 20th Council Meeting. Smith communicated that the next Council Meeting will include updates from the Personnel Committee on the City Clerk interview process and the upcoming Fire Agency Meeting.

There was a motion to adjourn the Regular Council Meeting by consent vote at 7:36. Dominguez/Martinez (3-0)

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Mayor, Mark Smith

ATTEST:

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Interim City Clerk, Lee Geertz