CITY OF WEST LIBERTY, IOWA
CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, November 3, 2026 | 6:30 p.m.
City Administration Building, 111 W. 7th Street, West Liberty, Iowa 52776

Mayor: Mark Smith | Mayor Pro Tem: Cara McFerren
Council: Josh Shiltz, Dana Dominguez, Omar Martinez, Tim Parizek
Remote attendance: Zoom Meeting ID 503 446 7219 | Password 822323 | Phone +1 312 626 6799
Zoom link: https://zoom.us/j/5034467219?pwd=cEhzdVExYTg2M2hmWEFzVkJnUFczZz09

PUBLIC NOTICE IS HEREBY GIVEN that the City Council of the City of West Liberty, Iowa, will hold a regular meeting at the date, time, and place stated above. The tentative agenda follows. Meetings will be recorded.

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA (Consent Vote)
3. MAYORAL APPOINTMENT OF CITY CLERK CARRIGAN O'CONNOR
4. PURPLE HEART TRAIL PROCLAMATION-RESOLUTION
- A. Mayor Mark Smith Purple Heart Proclamation
- B. **Resolution 11032026-08071782:** A Resolution Designating the City of West Liberty, Iowa As A Purple Heart Community and Supporting Its Recognition As Part Of The Purple Heart Trail. (Roll Call Vote)

5. VETERANS DAY RECOGNITION, NOVEMBER 11, 2026 - Mayor Smith
6. APPROVAL OF THE CONSENT AGENDA (Consent Vote)
- A. City Council Meeting Minutes - October 20, 2026

7. REPORTS - City Engineer, City Staff, City Attorney, Boards, Committees, Commissions, and Council
- A. City Engineer
- B. City Staff Reports
- C. Committee Reports
  1. Personnel Committee - City Clerk recruitment completed
  2. Public Safety Committee
- D. Council Reports

8. VENDOR VOUCHER CLAIMS (Consent Vote)
- A. Vendor Voucher Claims List No. 1: $ 89,128.06
- B. Vendor Voucher Claims List No. 2: $240.00
- C. Library Pre-Paid Claims $ 11,708.52
- D. Ambulance Claims List: $ 9,243.66

9. PUBLIC COMMENTS AND/OR CORRESPONDENCE
This is the time set aside for comments from the public on City business not listed elsewhere on the agenda. No action may be taken on matters raised during public comments. Please state your name and address for the record and limit comments to two minutes.
- A. Public Comments
- B. City Council Public Comments or Correspondence
- C. City Manager/Interim City Clerk Public Comments or Correspondence

CITY OF WEST LIBERTY, IOWA
CITY COUNCIL REGULAR MEETING AGENDA
Tuesday, November 3, 2026 | 6:30 p.m.
City Administration Building, 111 W. 7th Street, West Liberty, Iowa 52776

10. PUBLIC HEARING: A PUBLIC HEARING ON PROPOSAL TO ENTER INTO A SEWER REVENUE LOAN AND DISBURSEMENT AGREEMENT AND TO BORROW MONEY THEREUNDER IN A PRINCIPAL AMOUNT NOT TO EXCEED $4,800,000.

I. Open the Public Hearing: (Roll Call Vote)
II. Public Comments and/or Correspondence
III. Council questions and discussion.
IV. Close the Public Hearing: (Roll Call Vote)
V. **Resolution 11032026-402**: Resolution to fix a date for a public hearing on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement and to borrow money thereunder in a principal amount not to exceed $4,800,000 (Roll Call Vote)

11. NEW BUSINESS

A. **Discussion and Possible Action:** November Temporary City Administration Schedule
B. **Resolution No. 20261103-403:** Resolution Naming Depositories (Roll Call Vote)
C. **Resolution No. 20261103-404:** Setting the Date for a Public Hearing on the Designation of the Expanded West Liberty Urban Renewal Area and Urban Renewal Plan Amendment (Roll Call Vote)
E. **Resolution No. 20261103-405:** Approving New Hire Wages (Roll Call Vote)

12. CLOSED SESSION

A. CONSIDERATION OF MOTION TO ENTER CLOSED SESSION PURSUANT TO IOWA CODE SECTION 21.5(1)(i) TO EVALUATE THE PROFESSIONAL COMPETENCY OF THE CITY MANAGER WHOSE APPOINTMENT, HIRING, PERFORMANCE, OR DISCHARGE IS BEING CONSIDERED WHEN NECESSARY TO PREVENT NEEDLESS AND IRREPARBLE INJURY TO THAT INDIVIDUAL'S REPUTATION AND THAT INDVIDUAL REQUESTS A CLOSED SESSION.
B. RETURN TO OPEN SESSION
C. DISCUSSION AND POSSIBLE ACTION FOLLOWING THE CITY MANAGER PERFORMANCE REVIEW

13. REVIEW OF NOVEMBER 20, 2026 MEETING

14. ADJOURNMENT (Consent Vote)

AGENDA AND ACCESS INFORMATION

To request placement on the City Council agenda or assistance attending the meeting, contact Lee Geertz, City Manager/Interim City Clerk, at lgeertz@cityofwestlibertyia.org or 319-627-2418 during City Administration business hours. Attendees not listed on the agenda may address the Council only during Public Comments. The Council may act only on items listed on the agenda. Notice of this meeting, including the time, date, place, and tentative agenda, must be posted and provided in accordance with Iowa Code section 21.4. Final action, if any, will be taken in open session.

CITY OF WEST LIBERTY, IOWA
PURPLE HEART COMMUNITY DESIGNATION
November 3, 2026

CITY MANAGER MEMORANDUM

TO: Mayor Mark Smith and Members of the City Council
FROM: Lee Geertz, City Manager
DATE: November 3, 2026
SUBJECT: Purple Heart Community and Purple Heart Trail Designation

Purpose

The purpose of this memorandum is to provide background regarding the proposed designation of the City of West Liberty as a **Purple Heart Community** and to request City Council support for the City's recognition as part of the **Purple Heart Trail**.

Background

The City Manager received a request from **Jeannette Christofferson of Nichols, Iowa**, asking whether West Liberty would consider becoming a Purple Heart Community. Jeannette and her husband, Dan Christofferson, became familiar with the Purple Heart Trail while traveling in the western United States, where they observed communities formally recognizing Purple Heart recipients and honoring the service and sacrifice represented by this distinguished military decoration.

Jeanette subsequently contacted the City to ask whether West Liberty would consider pursuing similar recognition.

The Purple Heart Trail was established to increase public awareness of the Purple Heart Medal and the sacrifice it represents. The designation provides communities with a visible and lasting means of honoring Purple Heart recipients and their families.

Significance of the Purple Heart

The Purple Heart traces its history to the Badge of Military Merit established by General George Washington on August 7, 1782.

The Purple Heart honors qualifying members of the United States Armed Forces who have been wounded or killed under applicable military eligibility requirements. The medal represents profound personal sacrifice in service to the United States.

Community Outreach

During the past several months, Communications Specialist Brittany Woodson has assisted the City Manager with outreach intended to identify Purple Heart recipients connected with West Liberty and the surrounding communities, including Atalissa, Nichols, and the surrounding rural area.

City staff has also communicated with West Liberty American Legion Commander Kevin Minor and Muscatine County Veterans Affairs to assist with identifying recipients and coordinating appropriate recognition.

This outreach is intended to recognize Purple Heart recipients, involve local veterans and their families, and preserve their stories for future generations.

November 3 Recognition

Purple Heart recipients, veterans, family members, and representatives of veteran organizations have been invited to attend the November 3, 2026, City Council meeting.

During the meeting, Mayor Mark Smith will read a proclamation recognizing West Liberty as a **Purple Heart Community**. The City Council will then consider a resolution formally designating the City of West Liberty as a Purple Heart Community and supporting its recognition as part of the Purple Heart Trail.

The proclamation will serve as the Mayor's ceremonial recognition. The resolution will constitute the formal action of the City Council.

Next Steps

Following passage and approval of the resolution, City staff will submit the executed proclamation and resolution to the appropriate Military Order of the Purple Heart representative as documentation of the City's designation.

City staff will also coordinate the acquisition and placement of appropriate Purple Heart Community signage. Signage is not automatically provided through the designation process, and staff will obtain current specifications, pricing, and purchasing information before proceeding.

Staff will continue working with local veterans, Purple Heart recipients, their families, and veteran organizations to explore development of a permanent plaque or historical display. The purpose of the display would be to recognize Purple Heart recipients connected with West Liberty and the surrounding communities and to preserve the history of West Liberty becoming a Purple Heart Community.

Any proposed expenditure or permanent installation requiring additional Council authorization will be presented to the City Council for consideration.

Recommendation

Staff recommend approval of the resolution designating the **City of West Liberty, Iowa, as a Purple Heart Community and supporting its recognition as part of the Purple Heart Trail**.

Recommended Motion

I move to approve Resolution No.20261103-08071782, a Resolution Designating the City of West Liberty, Iowa, as a Purple Heart Community and Supporting Its Recognition as Part of the Purple Heart Trail.







The Purple Heart



The Purple Heart Medal is awarded to members of the armed forces of the U.S. who are wounded by an instrument of war in the hands of the enemy and posthumously to the next of kin in the name of those who are killed in action or die of wounds received in action. It is specifically combat decoration.

The organization now known as the “Military Order of the Purple Heart,” was formed in 1932 for the protection and mutual interest of all who have received the decoration. Composed exclusively of Purple Heart recipients, it is the only veterans service organization comprised strictly of “combat” veterans.

Funds for welfare, rehabilitation and/or service work carried on by the organization are derived through the collection of used household items, the operation of thrift stores, through the donation of automobiles and monetary donations. If you would like to support our many programs

The Purple Heart Viola

At the community level, from the annual distribution of its official flower, the Purple Heart Viola. Violas are assembled by disabled and needy veterans, many of whom receive little or no compensation from other sources. Thus, your contribution to our programs are two-fold. They help the veterans who participate in these endeavors and, secondly, they enable the organization to do many things on behalf of hospitalized and needy veterans and their families.

Family members of Purple Heart recipients are eligible to belong to the Auxiliary of the Military Order of the Purple Heart, which also does important work nationally and locally in veterans' hospitals.

The Military Order of the Purple Heart is Chartered by Congress for combat wounded Veterans. The Organization is composed of military men and women who received the Purple Heart Medal for wounds suffered in combat or by an act of international terrorism.

From the day that will forever live in infamy to the terror attacks on our soil, our members have answered our Country's call. Now as Combat Wounded veterans, we proudly continue to serve our country by helping America's active duty, veterans, her families and those who have borne the burden of battle.

MAYOR'S PROCLAMATION PURPLE HEART COMMUNITY

***WHEREAS**, the Purple Heart traces its history to the Badge of Military Merit established by General George Washington on August 7, 1782; and*

***WHEREAS**, the Purple Heart honors qualifying members of the United States Armed Forces who have been wounded or killed under applicable military eligibility requirements; and*

***WHEREAS**, the Purple Heart represents profound personal sacrifice and reminds us of the tremendous cost borne by the men and women who have defended the United States and the freedoms we enjoy; and*

***WHEREAS**, the Purple Heart Trail was established to increase public awareness of the Purple Heart Medal and the service and sacrifice it represents; and*

***WHEREAS**, the City of West Liberty desires to honor Purple Heart recipients from West Liberty and the surrounding communities and recognize their courage, service, and sacrifice; and*

***WHEREAS**, the City encourages its residents to remember Purple Heart recipients and their families and to preserve their stories and sacrifices for future generations;*

***NOW, THEREFORE, I, MARK SMITH, MAYOR OF THE CITY OF WEST LIBERTY, IOWA**, on behalf of the City and its citizens, do hereby proclaim the*

CITY OF WEST LIBERTY, IOWA

A PURPLE HEART COMMUNITY

and call upon the citizens of West Liberty to honor and remember the men and women who have received the Purple Heart and to recognize the service, sacrifice, and enduring legacy represented by this distinguished military decoration.

***IN WITNESS WHEREOF**, I have set my hand this 3rd day of November, 2026.*

CITY OF WEST LIBERTY, IOWA

_____***Mark Smith, Mayor***

RESOLUTION NO. 20261103-08071782
A RESOLUTION DESIGNATING THE CITY OF WEST LIBERTY, IOWA, AS A PURPLE HEART COMMUNITY AND SUPPORTING ITS RECOGNITION AS PART OF THE PURPLE HEART TRAIL

WHEREAS, the Purple Heart traces its history to the Badge of Military Merit established by General George Washington on August 7, 1782; and

WHEREAS, the Purple Heart honors qualifying members of the United States Armed Forces who have been wounded or killed under applicable military eligibility requirements; and

WHEREAS, recipients of the Purple Heart have made profound personal sacrifices in service to the United States; and

WHEREAS, the City of West Liberty recognizes and honors the courage, service, and sacrifice of Purple Heart recipients and their families; and

WHEREAS, the Purple Heart Trail was established to increase public awareness of the Purple Heart Medal and the service and sacrifice represented by this distinguished military decoration; and

WHEREAS, designation as a Purple Heart Community provides a visible and lasting expression of the City's gratitude and respect for Purple Heart recipients; and

WHEREAS, the City of West Liberty desires to recognize Purple Heart recipients from West Liberty and the surrounding communities and preserve their history of service and sacrifice for future generations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST LIBERTY, IOWA:

Section 1. The City of West Liberty, Iowa, is hereby designated a **Purple Heart Community**, and the City supports its recognition as part of the **Purple Heart Trail**.

Section 2. The City Council expresses its gratitude and respect to all recipients of the Purple Heart and their families and recognizes the sacrifices they have made in service to the United States.

Section 3. The City Manager and City staff are authorized to submit the executed Mayor's proclamation, this Resolution, and other appropriate documentation to the Military Order of the Purple Heart for purposes of documenting and recognizing the City's designation.

Section 4. City staff is authorized to coordinate the acquisition and placement of appropriate Purple Heart Community signage, subject to applicable budgetary and purchasing requirements.

Section 5. City staff is further authorized to work with local veterans, Purple Heart recipients, their families, veteran organizations, and community partners to explore permanent recognition through a plaque, historical display, or other appropriate means. Any expenditure or permanent installation requiring further City Council authorization shall be presented to the Council for consideration.

Section 6. This Resolution shall take effect upon passage and approval.

PASSED AND APPROVED by the City Council of the City of West Liberty, Iowa, this 3rd day of November, 2026.

CITY OF WEST LIBERTY, IOWA

_____
Mark Smith, Mayor

ATTEST:

_____
City Clerk

Iowa Purple Heart Cities

- **Council Bluffs, Iowa 51501**
- **Sioux City, Iowa 51101**

Iowa Purple Heart Counties

- **Louisa County, Iowa 52653**
- **Pottawattamie County, Iowa 51501**

Other Iowa Purple Heart Entity

- **Frontlines United Inc., Traer, Iowa 50675**

Iowa Purple Heart Trail Route

- **U.S. 65 / Iowa 5 in the Des Moines area**, running along the beltway from I-35 on the southwest side of Des Moines to I-80 on the northeast side.

	VENDOR/VOUCHER CLAIMS	LIST #1 REPORT	
	11.03.26		
1	A. Reinhardt	Field Official Youth Football 10.18.26- Rec	$ 65.00
2	Amazon	Milwakee AP Prof Ice Hole Saw- RU	$ 179.98
3	Bosch Pest Control	Oct. Pest Control Services	$ 94.00
4	C. Wolf	Head Official Youth Football 10.18.26- Rec	$ 75.00
5	Carquest Auto Parts	Hydraulic Fluid 5 Gal- S/W	$ 1,099.89
6	Carquest Auto Parts	Hydraulic Hose & Fittings for Skidloader- RU	$ 497.80
7	Fletcher-Reinhardt Co	Pole Replacement Hardware- Elec	$ 4,287.57
8	Fletcher-Reinhardt Co	Pole Replacement Hardware- Elec	$ 450.20
9	Great Western Supply Co	Cleaning Supplies- CAB	$ 199.31
10	Industrial Automated Systems	Work on Screw Press/Won't Start- WWTP	$ 503.13
11	Ion Environmental Solutions	Wastewater Labs 09.01.26- WWTP	$ 2,490.00
12	Ion Environmental Solutions	WL Foods Wastewater Labs 09.01.26- WWTP	$ 2,015.00
13	J. Morrison	Sideline Official Youth Football 10.18.26- Rec	$ 60.00
14	JR's Car & Truck Repair	Replaced Rear Tires on Backhoe- RU	$ 3,929.54
15	JR's Car & Truck Repair	Repalced Socket on Semi Trailer- SW	$ 289.16
16	Lynch Dallas PC	28E Agreement 08.19.26- EMS	$ 27.50
17	Lynch Dallas PC	General Matters 09.17-10.02.26- PD	$ 192.50
18	Lynch Dallas PC	Real Estate 10.15.26	$ 55.00
19	Lynch Dallas PC	Labor & Employment	$ 4,636.12
20	Lynch Dallas PC	Prosecutions	$ 4,537.50
21	Marco Technologies LLC	Contract Payment 10.10.26-11.10.26- CAB	$ 970.40
22	Employee	Personal Card Reimbursement- RU	$ 47.08
23	MidAmerican Energy Company	Oct Usage Generator	$ 180.33
24	MidAmerican Energy Company	Oct Usage City Garage	$ 35.71
25	MidAmerican Energy Company	Oct Usage Recycling	$ 15.33
26	MidAmerican Energy Company	Oct Usage Police Garage	$ 16.47
27	MidAmerican Energy Company	Oct Usage Library	$ 549.00
28	MidAmerican Energy Company	Oct Usage Well Building	$ 15.33
29	MidAmerican Energy Company	Oct Usage PD Building	$ 20.99
30	MidAmerican Energy Company	Oct Usage Parks/Rec	$ 23.25
31	MidAmerican Energy Company	Oct Usage WWTP	$ 15.33
32	MidAmerican Energy Company	Oct Usage Gas	$ 17.60
33	MidAmerican Energy Company	Oct Usage Building West	$ 19.86
34	MidAmerican Energy Company	Oct Usage Power Plant	$ 61.74
35	Mid-American Research Chemical	Scavenger & Boiler Treatment- CAB	$ 2,464.16
36	N. Chown	Sideline Official Youth Football 10.18.26- Rec	$ 60.00
37	Office Express	Cleaning & Bathroom Supplies- CAB	$ 319.81
38	Office Express	Bathroom Supplies- Water	$ 89.98
39	Phelps- The Uniform Specialists	Oct Services- CAB	$ 121.56
40	Phelps- The Uniform Specialists	Oct Services- Elec	$ 263.68
41	Phelps- The Uniform Specialists	Oct Services- PD	$ 177.74

42	Phelps- The Uniform Specialists	Oct Services- Streets/Water/Parks&Rec	$	545.60
43	Productivity Plus	Late Charge for Cemetery Equip- Cem	$	29.02
44	PS3 Enterprises	Railroad Park- Parks	$	100.92
45	PS3 Enterprises	East Wapsie- Parks	$	100.92
46	PS3 Enterprises	Wapsie Park South Diamond- Parks	$	100.92
47	PS3 Enterprises	Wapsie Park North Diamond- Parks	$	100.92
48	PS3 Enterprises	Kimberly Park- Parks	$	262.74
49	PS3 Enterprises	Dutton Sports Complex- Parks	$	464.58
50	PS3 Enterprises	Cemetery- Parks	$	100.92
51	PS3 Enterprises	Friendship Parks- Parks	$	100.92
52	PS3 Enterprises	Ron De Voo- Parks	$	100.92
53	Short Elliot Hendrickson, Inc	WELIB Gas Engineering- Elec	$	3,550.00
54	Steve Stafford	3rd Girls Basketball Registration WL Comets- Rec	$	170.00
55	Steve Stafford	5th Girls Basketball Registration WL Comets- Rec	$	170.00
56	Terry-Durin Co	1/0 Primary Wire- CIP 6th St Project	$	3,605.50
57	Titan Machinery	Hydraulic Fitting for Skidloader- RU	$	58.40
58	USA BlueBook	Spinbar Stir Bar- Water	$	307.95
59	USA BlueBook	Assorted Operating Supplies- Water	$	1,111.36
60	Waste Comm. Of Scott County	7.02 T Residential SS- S/W	$	77.15
61	Waste Comm. Of Scott County	7.26 T Residentail SS- S/W	$	79.79
62				
63	**CLAIMS LIST TOTAL #1**		$	42,308.08
64				
65				
66	**PRE-PAID CLAIMS LIST**			
67	Customer	Deposit Refund	$	95.60
68	MidAmerican Energy	CAB Oct Usage	$	102.08
69	Postmaster	Nov. 2026 Billing Statement Postage	$	1,318.00
70	Stryker Sales	Auto Road Maint/Repair May Invoice- EMS	$	1,677.87
71	WEX	Fuel for Fleet Oct Usage	$	576.28
72	Payroll 10/11/2026-10/24/2026	Payroll Payment Date 10/30/2026	$	43,050.15
73	**PRE-PAID CLAIMS LIST TOTAL**		$	46,819.98
74				
75				
76	**LIBRARY PRE-PAID CLAIMS LIST**			
77	Amazon	Leak Mitigation	$	51.78
78	Amazon	Supplies for Opal	$	72.64
79	Amazon	Matilda DVD, Novel, Laminating Sheets, etc	$	162.80
80	Amazon	Air Freshener, Lense Cleaner, Soap, etc.	$	52.85
81	Ingram	Books- 44 Titles	$	519.76
82	Ingram	Books- 12 Titles	$	200.83
83	Ingram	Books- 33 Titles	$	593.57
84	Ingram	Books- 4 Titles	$	55.28
85	Iowa Dept. of Inspections	Library Cert. 1 Yr x2- Lib	$	80.00

86	Kone	Elevator Contract	$	4,024.68
87	Library Furniture Int.	Shelving/End Panels; Freight & Install	$	3,109.02
88	Midwest Tape	3 Videos	$	78.57
89	Midwest Tape	1 Video	$	12.74
90	Midwest Tape	2 Videos	$	22.08
91	Midwest Tape	30 Video Items	$	579.95
92	Midwest Tape	7 Video Titles	$	126.58
93	Overdrive	18 Audiobook Titles	$	96.67
94	Overdrive	Ebook Titles	$	98.18
95	Overdrive	44 eBook Items and 16 Audiobook Items	$	1,580.14
96	Overdrive	18 eAudiobooks	$	94.87
97	Overdrive	26 eBook Titles	$	95.53
98				
99	**Library Claims Total**		$	11,708.52
100				
101	**CLAIMS LIST #2**			
102	Cardinal Sign & Graphics	Decals for Dumpsters- S/W	$	240.00
103				
104	**Claims List Total #2**		$	240.00
	CLAIMS LIST TOTAL #1		$	42,308.08
	PREPAID TOTAL		$	46,819.98
	TOTAL		$	89,128.06
	LIBRARY PREPAID TOTAL		$	11,708.52
	CLAIMS LIST TOTAL #2		$	240.00
	COMPLETE CLAIMS LIST TOTAL		$	101,076.58

EXPENDITURE FUND TOTALS 11.03.26
GENERAL FUNDS
TIF
LOST
ROAD USE TAX FUND
DEBT SERVICE
STREET FUND
WATER UTILITY FUND
SEWER UTILITY FUND
ELECTRIC UTILITY FUND
SOLID WASTE FUND
STORM WATER FUND
TOTAL REVENUES

	Ambulance Invoices	June-August 2026 Unpaid Invoices Transition Period	
1	Iowa City Tire & Services	741 Rear Tires Replacement	$ 1,553.04
2	Iowa GEMT Payment Program	June 2026 State Share of GEMT MCO Payment	$ 1,148.76
3	Iowa GEMT Payment Program	July 2026 State Share of GEMT MCO Payment	$ 845.52
4	PCC Ambulance Billing Service	07/01/2026-07/31/2026	$ 2,940.56
5	PCC Ambulance Billing Service	08/01/2026-8/31/2026	$ 2,755.78
6			
7	**Total Ambulance Claims**		**$ 9,243.66**

(Hearing - Sewer Revenue)

453592-29

West Liberty, Iowa

November 3, 2026

The City Council of the City of West Liberty, Iowa, met on November 3, 2026, at 6:30 p.m., at the City Administration Building, in the City.

The meeting was called to order by the Mayor, and the roll was called showing the following members of the Council present and absent:

Present: _____

Absent: _____.

This being the time and place specified for holding the public hearing and taking action on the proposal to enter into a Sewer Revenue Loan and Disbursement Agreement, the City Clerk announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor declared the public hearing closed.

After due consideration and discussion, Council Member _____ introduced the following resolution and moved its adoption, seconded by Council Member _____. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted, as follows:

Internal Use Only – City of West Liberty

RESOLUTION NO. 20261103-402

Resolution taking additional action on proposal to enter into a Sewer Revenue Loan and Disbursement Agreement

WHEREAS, the City of West Liberty (the "City"), in Muscatine County, State of Iowa, did heretofore establish a Municipal Sanitary Sewer System (the "Utility") in and for the City which has continuously supplied sanitary sewer service in and to the City and its inhabitants since its establishment; and

WHEREAS, the management and control of the Utility are vested in the City Council (the "Council") and no board of trustees exists for this purpose; and

WHEREAS, pursuant to a prior resolution of the Council, the City has previously issued its $3,623,000 Sewer Revenue Bond, SRF Series 2016, dated January 29, 2016 (the "Series 2016 Bond"), a portion of which remains outstanding; and

WHEREAS, pursuant to a prior resolution of the Council, the City has previously issued its $1,960,000 Taxable Sewer Revenue Refunding Bonds, Series 2021C, dated December 21, 2021 (the "Series 2021C Bonds"), a portion of which remain outstanding; and

WHEREAS, pursuant to the resolutions (the "Outstanding Bond Resolutions") authorizing the issuance of the Series 2016 Bond and the Series 2021C Bonds (together, the "Outstanding Bonds"), the City reserved the right to issue additional obligations payable from the net revenues of the Utility and ranking on a parity with the Outstanding Bonds under the terms and conditions set forth in the Outstanding Bond Resolutions; and

WHEREAS, the City has heretofore proposed to contract indebtedness and enter into a certain Sewer Revenue Loan and Disbursement Agreement (the "Agreement") and to borrow money thereunder in a principal amount not to exceed $4,800,000, pursuant to the provisions of Section 384.24A of the Code of Iowa, for the purpose of paying the cost, to that extent, of planning, designing and constructing improvements and extensions to the Utility, and has published notice of the proposed action and has held a hearing thereon on November 3, 2026;

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Liberty, Iowa, as follows:

Section 1. The City Council hereby determines to enter into the Agreement in the future and orders that Sewer Revenue Bonds be issued at such time in evidence thereof. The City Council further declares that this resolution constitutes the "additional action" required by Section 384.24A of the Code of Iowa.

Section 2. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Internal Use Only – City of West Liberty

Section 3. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved November 3, 2026.

_____
Mayor

Attest:

_____
City Clerk

Internal Use Only – City of West Liberty

CITY OF WEST LIBERTY

MEMORANDUM

TO: Mayor and City Council
FROM: Lee Geertz, City Manager
DATE: November 3, 2026

SUBJECT: Continuation of Temporary Administration Office Schedule

Purpose

This memorandum provides notice that the temporary Administration Office schedule will continue through November 30, 2026. The goal is to return to regular operational hours beginning December 1, 2026, provided staffing, training, operational coverage, and safety needs to support that transition.

Operational Need

The continued temporary schedule provides focused time for staff training and onboarding, transition of duties, integration of new hires, and completion of additional duties assigned during the staffing transition. It also supports uninterrupted administrative operations while allowing work to be organized in a safe and manageable manner.

Service Continuity

- Administration Office public hours will follow the attached November 2026 calendar.
- Staff will continue to address essential City business, utility billing deadlines, telephone coverage, postings, records, Council support, and time-sensitive operational needs.
- Public-facing hours may be adjusted when necessary to support training, required coverage, or workplace safety.
- Updated hours will be posted at City Hall and communicated through available City channels when changes are necessary.

Return to Regular Hours

The Administration Department will work toward resuming regular operational hours on December 1, 2026. Before that date, staffing readiness, completion of priority training, assignment coverage, service continuity, and safety considerations will be reviewed. If a further temporary adjustment is needed, Mayor and Council will be informed and updated public notice will be provided.

Recommendation

Staff recommendations: Request City Council approve the proposed temporary administrative schedule. Staff will be working during the stated operations closures, continue to answer phones, process administrative items, and be in training.

Attachment: November 2026 Temporary Administration Office Schedule

FISCAL IMPACT

Initial combined annualized base compensation is **$110,000**, excluding employer payroll expenses, benefits, overtime, and other applicable costs. The amount is within the Fiscal Year 2026-2027 and will not require a budget amendment.

RECOMMENDATION

Staff recommends approval of Resolution No. 20261103-405 establishing compensation for Carrigan O'Connor, City Clerk, and Kayla Stumpf, Administrative Clerk, effective November 2, 2026.

Recommended Motion:

Motion to approve Resolution No. 20261103-405, establishing compensation for the newly hired City Clerk and Administrative Clerk effective November 2, 2026.

CITY OF WEST LIBERTY

Temporary Administration Office Schedule

November 2026 | Regular operational hours targeted to resume December 1, 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CLOSED	2 **OPEN ALL DAY**	3 **OPEN 12:00-4:30 PM**	4 **OPEN 8:00 AM-1:00 PM**	5 **OPEN 12:00-4:30 PM**	6 **OPEN 12:00-4:30 PM**	7 CLOSED
8 CLOSED	9 **OPEN 12:00-4:30 PM**	10 **OPEN 12:00-4:30 PM**	11 **CLOSED** **Veteran's Day**	12 **OPEN 8:00 AM-1:00 PM**	13 **OPEN 12:00-4:30 PM**	14 CLOSED
15 CLOSED	16 **OPEN ALL DAY** Utility bill due date	17 **OPEN 12:00-4:30 PM** Late bills printed and mailed	18 **CLOSED 8:00 AM-NOON** **OPEN 12:00-4:30 PM**	19 **OPEN 8:00 AM-1:00 PM**	20 **OPEN 8:00 AM-1:00 PM**	21 CLOSED
22 CLOSED	23 **OPEN 12:00-4:30 PM**	24 **OPEN 12:00-4:30 PM**	25 **OPEN 8:00 AM-1:00 PM**	26 CLOSED Thanksgiving Day	27 **CLOSED** **Thanksgiving Holiday**	28 CLOSED
29 CLOSED	30 **OPEN 12:00-4:30 PM** Phone calls	Dec. 1 **OPEN ALL DAY** Postings **Target: regular hours resume**				

Purpose of temporary schedule: staff training, transition of duties, integration of new hires, coverage of additional assignments, continuity of administrative operations, and workplace safety.

Public notice: Hours may be adjusted for operational or safety needs. Call ahead when time-sensitive service is required.

RESOLUTION NO. 20261103-403

RESOLUTION NAMING DEPOSITORIES

RESOLVED, that the City Council of the City of West Liberty in Muscatine County, Iowa, approves the following list of financial institutions to be depositories of the City of West Liberty funds in conformance with all applicable provisions of the Iowa Code Chapters 452 and 453 (1983), as amended in 1984 Iowa Acts, S.F. 2220. The City Clerk/Finance Officer is hereby authorized to deposit the City of West Liberty funds in amounts not to exceed the maximum approved for each respective financial institution as set out below.

Depository Name	Location of Home Office	Maximum Balance in effect under prior Resolution	Maximum Balance in effect under this Resolution
West Liberty State Bank an Office of South Ottumwa Savings Bank	Ottumwa, IA	$18,000,000	$18,000,000
Midwest One Bank	Iowa City, IA	$4,000,000	$8,000,000
Hills Bank & Trust	Hills, IA	$4,000,000	$8,000,000

CERTIFICATION, I hereby certify that the forgoing is a true and correct copy of a resolution of the City of West Liberty adopted at a meeting of said public body, duly called and held on the3rd day of November 2026, a quorum being present, as said resolution remains of record in the minutes of said meeting, and it is now in full force and effect.

Dated this 3rd day of November 2026

_____
Mayor, Mark Smith

Attest:

_____
City Clerk

SET DATE FOR HEARING ON DESIGNATION OF EXPANDED URBAN RENEWAL AREA AND URBAN RENEWAL PLAN AMENDMENT

453592-35

West Liberty, Iowa

November 3, 2026

The City Council of the City of West Liberty, Iowa, met on November 3, 2026, at 6:30 p.m., at the City Administration Building, 111 W 7th St, in the City, for the purpose of setting a date for a public hearing on the designation of an expanded West Liberty Urban Renewal Area and on a proposed urban renewal plan amendment.

The Mayor presided and the roll being called, the following members of the Council were present and absent:

Present: _____

Absent: _____.

The Mayor announced that an amendment to the boundaries of the West Liberty Urban Renewal Area had been prepared, along with an amendment to the urban renewal plan for the area, and that it was now necessary to set a date for a public hearing on the proposed amended area and proposed amendment to the urban renewal plan. Accordingly, Council Member _____ moved the adoption of the following resolution entitled "Resolution Setting Date for a Public Hearing on Designation of the Expanded West Liberty Urban Renewal Area and on Urban Renewal Plan Amendment," and the motion was seconded by Council Member _____. Following due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted as follows:

Internal Use Only – City of West Liberty

RESOLUTION NO.20261103-404

Resolution Setting Date for Public Hearing on Designation of the Expanded West Liberty Urban Renewal Area and on Urban Renewal Plan Amendment

WHEREAS, this City Council of the City of West Liberty, Iowa (the "City") by resolution previously established the West Liberty Urban Renewal Area (the "Urban Renewal Area") and adopted an urban renewal plan (the "Plan") for the governance of projects and initiatives therein; and

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the "Property") lying within the legal description set out in Exhibit A; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this decision; and

WHEREAS, an amendment (the "Amendment") to the Plan has been prepared which (i) covers the addition of the Property to the Urban Renewal Area; (ii) updates the description of the West Liberty Economic Area Development Support Program previously approved in the November, 2020 Amendment to the Plan; and (iii) updates the description of the Urban Renewal Administration and Professional Support Program previously approved in the November, 2020 Amendment to the Plan; and

WHEREAS, a portion of the Property meets the definition of "agricultural land" under Section 403.17(3) of the Code of Iowa and, pursuant to Iowa Code Section 403.17(10), consent agreements (the "Ag Land Consents") have been prepared for execution by the owner (the "Ag Land Owner") of the Property; and

WHEREAS, a portion of the Property is located outside but within two miles of the incorporated limits of the City, and a resolution (the "County Consent Resolution") has been prepared for adoption by the Board of Supervisors of Linn County, Iowa in satisfaction of the consent requirements of Section 403.17(4) of the Code of Iowa; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the expansion of the Urban Renewal Area and on the Amendment;

NOW, THEREFORE, Be It Resolved by the City Council of the City of West Liberty, Iowa, as follows:

Section 1. This City Council will meet at the City Administration Building, 111 W7th St, West Liberty, Iowa, on December 1, 2026, at 6:30 p.m., at which time and place it will hold a public hearing on the designation of the expanded Urban Renewal Area described in the preamble hereof and on the Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation

Internal Use Only – City of West Liberty

in West Liberty, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Manager, or her designee, is hereby designated as the City's representatives in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Muscatine County and the West Liberty Community School District be invited to participate in the consultation.

Section 4. The Amendment is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Section 5. In satisfaction of the consent requirements set forth in Section 403.17(10) of the Code of Iowa with respect to the inclusion of "agricultural land" in an urban renewal area, the City Clerk is hereby directed to present the Ag Land Consents to the Ag Land Owners for execution and delivery to the City prior to the public hearing on November 2, 2026.

Section 6. The County Consent Resolution is hereby approved for presentation to Muscatine County, Iowa for execution and delivery to the City prior to the public hearing on December 7, 2026.

Passed and approved November 3, 2026.

_____
Mayor

Attest:

_____
City Clerk

• • • • •

On motion and vote the meeting adjourned.

_____
Mayor

Attest:

_____
City Clerk

Internal Use Only – City of West Liberty

NOTICE OF PUBLIC HEARING ON DESIGNATION OF EXPANDED West Liberty Urban Renewal Area AND ON PROPOSED URBAN RENEWAL PLAN AMENDMENT

Notice Is Hereby Given: That at 6:30 p.m., at the City Administration Building, 111 W7th St, West Liberty, Iowa, on December 1, 2026, the City Council of the City of West Liberty, Iowa (the "City") will hold a public hearing on the question of amending the urban renewal plan (the "Plan") for the West Liberty Urban Renewal Area and designating an expanded Riverview Urban Renewal Area (the "Urban Renewal Area"), pursuant to Chapter 403, Code of Iowa, by adding and including certain real property (the "Property") described as follows:

A PORTION OF LOT NO. 2 AND A PORTION OF THE ADJACENT VACATED ALLEYS OF THE "PLAT OF SURVEY FOR AMOS WALTON", LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 78 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, MUSCATINE COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Commencing at the Northeast Corner of Section 12, Township 78 North, Range 4 West, of the Fifth Principal Meridian, Muscatine County, Iowa; Thence S00°39'10"E, along the East Line of said Section 12, a distance of 2651.39 feet; Thence S87°58'57"W, 494.21 feet, to the Northeast Corner of Lot No. 2 of the "Plat of Survey for Amos Walton", in accordance with the Plat thereof Recorded in Book 1 at Page 109 of the Records of the Muscatine County Recorder's Office, and the POINT OF BEGINNING; Thence S01°22'07"E, along the East Line of said Lot No. 2, a distance of 376.00 feet, to the Northeast Corner of a North-South Vacated Alley; Thence S88°53'23"W, along the North Line of said North-South Vacated Alley, 10.00 feet, to its intersection with the Centerline of said North-South Vacated Alley; Thence S88°53'23"W, along said Centerline of said North-South Vacated Alley, 70.23 feet, to a Point on the South Line of said North-South Vacated Alley, and the North Line of an East-West Vacated Alley; Thence N89°27'12"E, along said South and North Lines, 10.00 feet, to the Northeast Corner of said East-West Vacated Alley; Thence S01°22'07"E, along the East Line of said East-West Vacated Alley, 20.00 feet, to the Southeast Corner thereof; Thence S89°27'12"W, along the South Line of said East-West Vacated Alley, 489.95 feet; Thence N00°40'10"W, 20.00 feet, to a Point on the South Line of said Lot No. 2 of the "Plat of Survey for Amos Walton", and the South Line of Auditor's Parcel "Z", in accordance with the Plat thereof Recorded as Instrument #2017-01962 of the Records of the Muscatine County Recorder's Office; Thence S89°27'12"W, along said South Lines, 19.62 feet; Thence N01°22'43"W, 433.25 feet, to a Point on the North Lines of said Lot No. 2, and Auditor's Parcel "Z"; Thence N87°58'57"E, along said North Lines, 509.38 feet, to the POINT OF BEGINNING. Said Annexation Parcel contains 5.35 Acres, and is subject to easements and restrictions of record;

AND

Commencing at the Center of Section 1, Township 78 North, Range 4 West, of the Fifth Principal Meridian; Thence S87°46'37"W, along the North Line of Auditor's Parcel "D", in accordance with the Plat thereof Recorded in Book 9 at Page 1021 of the Records of the Muscatine County Recorder's Office, 659.55 feet, to the Northwest Corner of said Auditor's Parcel "D", and the POINT OF BEGINNING; Thence S00°56'17"E, along the West Line of said Auditor's Parcel "D", 1457.88 feet, to the Southwest Corner of said Auditor's Parcel "D"; Thence S88°58'49"W, 1477.70 feet, to a Point on the East Line of Parizeks First Addition, in accordance with the Plat thereof Recorded as Instrument #2023-03418 of the Records of the Muscatine County Recorder's Office; Thence N01°23'21"W, along said East Line, 167.74 feet; Thence N01°21'52"W, along said East Line, 598.53 feet; Thence N02°53'47"W, along said East Line,

Internal Use Only – City of West Liberty

and the East Line of the Parcel depicted on the Retracement Plat of Survey, in accordance with the Plat thereof Recorded as Instrument #2021-05078 of the Records of the Muscatine County Recorder's Office, 660.55 feet, to the Northeast Corner of said Depicted Parcel, and a Point on the North Line of the Southwest Quarter of said Section 1; Thence N87°47'04"E, along said North Line, 1506.42 feet, to the POINT OF BEGINNING.
Said Parcel "O" contains 49.24 Acres, and is subject to easements and restrictions of record;

AND

Commencing at the Center of Section 1, Township 78 North, Range 4 West, of the Fifth Principal Meridian; Thence S87°46'37"W, along the North Line of Auditor's Parcel "D", in accordance with the Plat thereof Recorded in Book 9 at Page 1021 of the Records of the Muscatine County Recorder's Office, 659.55 feet, to the Northwest Corner of said Auditor's Parcel "D"; Thence S00°56'17"E, along the West Line of said Auditor's Parcel "D", 1457.88 feet, to the Southwest Corner of said Auditor's Parcel "D", the Northwest Corner of Parcel "M", in accordance with the Plat thereof Recorded as Instrument No. 2024-04988 of the Records of the Muscatine County Recorder's Office, and the POINT OF BEGINNING;

Thence N88°57'30"E, along the North Line of said Parcel "M", 533.35 feet, to the Northeast Corner of said Parcel "M"; Thence S01°01'52"E, along the East Line of said Parcel "M", 493.27 feet, to the Southeast Corner of said Parcel "M"; Thence S88°02'57"W, along the South Line of said Parcel "M", 534.32 feet, to the Southwest Corner of said Parcel "M", and the Northeast Corner of The Akers Subdivision - Part One, in accordance with the Plat thereof Recorded as File No. 2001-00253 of the Records of the Muscatine County Recorder's Office;

Thence N89°33'28"W, along the North Line of said The Akers Subdivision - Part One, a distance of 586.35 feet; Thence S88°04'35"W, along said North Line, 91.05 feet, to the Northwest Corner of said The Akers Subdivision - Part One, and the Northeast Corner of The Akers Subdivision - Part Three, in accordance with the Plat thereof Recorded as File No. 2003-06869 of the Records of the Muscatine County Recorder's Office;

Thence S88°03'09"W, along the North Line of said The Akers Subdivision - Part Three, a distance of 408.82 feet, to the Northwest Corner of said The Akers Subdivision - Part Three, and the Northeast Corner of James First Addition, in accordance with the Plat thereof Recorded as Document #2011-02408 of the Records of the Muscatine County Recorder's Office;

Thence S88°09'03"W, along the North Line of said James First Addition, 287.80 feet, to the Northwest Corner of said James First Addition; Thence S01°23'58"E, along the West Line of said James First Addition, 677.02 feet, to the Southwest Corner of said James First Addition, and a Point on the North Right-of-Way Line of West Rainbow Drive (Highway #6);

Thence S88°07'11"W, along said North Right-of-Way Line, 85.84 feet, to the Southeast Corner of Auditor's Parcel "F", in accordance with the Plat thereof Recorded as File No. 1997-0125 of the Records of the Muscatine County Recorder's Office; Thence N01°49'44"W, along the East Line of said Auditor's Parcel "F", 375.39 feet, to the Northeast Corner of said Auditor's Parcel "F";

Thence S87°51'31"W, along the North Line of said Parcel "F", 10.90 feet, to the Northwest Corner of said Auditor's Parcel "F", and the Southeast Corner of Parizeks First Addition, in accordance with the Plat thereof Recorded as Instrument #2023-03418 of the Records of the Muscatine County Recorder's Office;

Internal Use Only – City of West Liberty

Thence N01°25'32"W, along the East Line of said Parizeks First Addition, 714.95 feet; Thence N01°23’21"W, along said East Line, 87.24 feet; Thence N88°58'49"E, 1477.70 feet, to the POINT OF BEGINNING.

Said Parcel "P" contains 24.27 Acres, and is subject to easements and restrictions of record.

The proposed amendment to the Plan brings the Property described into the Urban Renewal Area and makes it subject to the provisions of the Plan. The amendment also (i) updates the description of the West Liberty Economic Area Development Support Program previously approved in the November, 2020 Amendment to the Plan; and (ii) updates the description of the Urban Renewal Administration and Professional Support Program previously approved in the November, 2020 Amendment to the Plan. A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

City Clerk

Internal Use Only – City of West Liberty

EXHIBIT A
Legal Description
Expanded West Liberty Urban Renewal Area
(December, 2026 Addition)

A PORTION OF LOT NO. 2 AND A PORTION OF THE ADJACENT VACATED ALLEYS OF THE "PLAT OF SURVEY FOR AMOS WALTON", LOCATED IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 12, TOWNSHIP 78 NORTH, RANGE 4 WEST, OF THE FIFTH PRINCIPAL MERIDIAN, MUSCATINE COUNTY, IOWA, DESCRIBED AS FOLLOWS:

Commencing at the Northeast Corner of Section 12, Township 78 North, Range 4 West, of the Fifth Principal Meridian, Muscatine County, Iowa; Thence S00°39'10"E, along the East Line of said Section 12, a distance of 2651.39 feet; Thence S87°58'57"W, 494.21 feet, to the Northeast Corner of Lot No. 2 of the "Plat of Survey for Amos Walton", in accordance with the Plat thereof Recorded in Book 1 at Page 109 of the Records of the Muscatine County Recorder's Office, and the POINT OF BEGINNING; Thence S01°22'07"E, along the East Line of said Lot No. 2, a distance of 376.00 feet, to the Northeast Corner of a North-South Vacated Alley; Thence S88°53'23"W, along the North Line of said North-South Vacated Alley, 10.00 feet, to its intersection with the Centerline of said North-South Vacated Alley; Thence S88°53'23"W, along said Centerline of said North-South Vacated Alley, 70.23 feet, to a Point on the South Line of said North-South Vacated Alley, and the North Line of an East-West Vacated Alley; Thence N89°27'12"E, along said South and North Lines, 10.00 feet, to the Northeast Corner of said East-West Vacated Alley; Thence S01°22'07"E, along the East Line of said East-West Vacated Alley, 20.00 feet, to the Southeast Corner thereof; Thence S89°27'12"W, along the South Line of said East-West Vacated Alley, 489.95 feet; Thence N00°40'10"W, 20.00 feet, to a Point on the South Line of said Lot No. 2 of the "Plat of Survey for Amos Walton", and the South Line of Auditor's Parcel "Z", in accordance with the Plat thereof Recorded as Instrument #2017-01962 of the Records of the Muscatine County Recorder's Office; Thence S89°27'12"W, along said South Lines, 19.62 feet; Thence N01°22'43"W, 433.25 feet, to a Point on the North Lines of said Lot No. 2, and Auditor's Parcel "Z"; Thence N87°58'57"E, along said North Lines, 509.38 feet, to the POINT OF BEGINNING. Said Annexation Parcel contains 5.35 Acres, and is subject to easements and restrictions of record;

AND

Commencing at the Center of Section 1, Township 78 North, Range 4 West, of the Fifth Principal Meridian; Thence S87°46'37"W, along the North Line of Auditor's Parcel "D", in accordance with the Plat thereof Recorded in Book 9 at Page 1021 of the Records of the Muscatine County Recorder's Office, 659.55 feet, to the Northwest Corner of said Auditor's Parcel "D", and the POINT OF BEGINNING; Thence S00°56'17"E, along the West Line of said Auditor's Parcel "D", 1457.88 feet, to the Southwest Corner of said Auditor's Parcel "D"; Thence S88°58'49"W, 1477.70 feet, to a Point on the East Line of Parizeks First Addition, in accordance with the Plat thereof Recorded as Instrument #2023-03418 of the Records of the Muscatine County Recorder's Office; Thence N01°23'21"W, along said East Line, 167.74 feet; Thence N01°21'52"W, along said East Line, 598.53 feet; Thence N02°53'47"W, along said East Line, and the East Line of the Parcel depicted on the Retracement Plat of Survey, in accordance with the Plat thereof Recorded as Instrument #2021-05078 of the Records of the Muscatine County Recorder's

Internal Use Only – City of West Liberty

Office, 660.55 feet, to the Northeast Corner of said Depicted Parcel, and a Point on the North Line of the Southwest Quarter of said Section 1; Thence N87°47'04"E, along said North Line, 1506.42 feet, to the POINT OF BEGINNING.
Said Parcel "O" contains 49.24 Acres, and is subject to easements and restrictions of record;

AND

Commencing at the Center of Section 1, Township 78 North, Range 4 West, of the Fifth Principal Meridian; Thence S87°46'37"W, along the North Line of Auditor's Parcel "D", in accordance with the Plat thereof Recorded in Book 9 at Page 1021 of the Records of the Muscatine County Recorder's Office, 659.55 feet, to the Northwest Corner of said Auditor's Parcel "D"; Thence S00°56'17"E, along the West Line of said Auditor's Parcel "D", 1457.88 feet, to the Southwest Corner of said Auditor's Parcel "D", the Northwest Corner of Parcel "M", in accordance with the Plat thereof Recorded as Instrument No. 2024-04988 of the Records of the Muscatine County Recorder's Office, and the POINT OF BEGINNING;

Thence N88°57'30"E, along the North Line of said Parcel "M", 533.35 feet, to the Northeast Corner of said Parcel "M"; Thence S01°01'52"E, along the East Line of said Parcel "M", 493.27 feet, to the Southeast Corner of said Parcel "M"; Thence S88°02'57"W, along the South Line of said Parcel "M", 534.32 feet, to the Southwest Corner of said Parcel "M", and the Northeast Corner of The Akers Subdivision - Part One, in accordance with the Plat thereof Recorded as File No. 2001-00253 of the Records of the Muscatine County Recorder's Office;

Thence N89°33'28"W, along the North Line of said The Akers Subdivision - Part One, a distance of 586.35 feet; Thence S88°04'35"W, along said North Line, 91.05 feet, to the Northwest Corner of said The Akers Subdivision - Part One, and the Northeast Corner of The Akers Subdivision - Part Three, in accordance with the Plat thereof Recorded as File No. 2003-06869 of the Records of the Muscatine County Recorder's Office;

Thence S88°03'09"W, along the North Line of said The Akers Subdivision - Part Three, a distance of 408.82 feet, to the Northwest Corner of said The Akers Subdivision - Part Three, and the Northeast Corner of James First Addition, in accordance with the Plat thereof Recorded as Document #2011-02408 of the Records of the Muscatine County Recorder's Office;

Thence S88°09'03"W, along the North Line of said James First Addition, 287.80 feet, to the Northwest Corner of said James First Addition; Thence S01°23'58"E, along the West Line of said James First Addition, 677.02 feet, to the Southwest Corner of said James First Addition, and a Point on the North Right-of-Way Line of West Rainbow Drive (Highway #6);

Thence S88°07'11"W, along said North Right-of-Way Line, 85.84 feet, to the Southeast Corner of Auditor's Parcel "F", in accordance with the Plat thereof Recorded as File No. 1997-0125 of the Records of the Muscatine County Recorder's Office; Thence N01°49'44"W, along the East Line of said Auditor's Parcel "F", 375.39 feet, to the Northeast Corner of said Auditor's Parcel "F";

Thence S87°51'31"W, along the North Line of said Parcel "F", 10.90 feet, to the Northwest Corner of said Auditor's Parcel "F", and the Southeast Corner of Parizeks First Addition, in accordance with the Plat thereof Recorded as Instrument #2023-03418 of the Records of the Muscatine County Recorder's Office;

Internal Use Only – City of West Liberty

Thence N01°25'32"W, along the East Line of said Parizeks First Addition, 714.95 feet; Thence N01°23’21"W, along said East Line, 87.24 feet; Thence N88°58'49"E, 1477.70 feet, to the POINT OF BEGINNING.

Said Parcel "P" contains 24.27 Acres, and is subject to easements and restrictions of record.

Internal Use Only – City of West Liberty

CITY OF WEST LIBERTY, IOWA
RESOLUTION NO. 20261103-405
A RESOLUTION ESTABLISHING COMPENSATION
FOR THE CITY CLERK AND ADMINISTRATIVE CLERK

WHEREAS, the City of West Liberty has completed its recruitment and selection processes for the positions of City Clerk and Administrative Clerk; and

WHEREAS, Carrigan O'Connor has been selected to serve as City Clerk and Kayla Stumpf has been selected to serve as Administrative Clerk, with employment beginning November 2, 2026; and

WHEREAS, the City Council desires to establish compensation for these positions and provide a 12-month training and performance review process;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST LIBERTY, IOWA:

SECTION 1. CITY CLERK

Carrigan O'Connor, City Clerk, shall be compensated at an annual salary of **$58,000.00**, effective November 2, 2026.

Following completion of a 12-month training and performance plan, the City Manager may recommend a salary adjustment based upon performance, demonstrated proficiency, completion of established training requirements, and available budget authority.

Any salary adjustment shall require separate approval by the City Council and shall not exceed **$62,000.00 annually** under the compensation range established by this resolution.

SECTION 2. ADMINISTRATIVE CLERK

Kayla Stumpf, Administrative Clerk, shall be compensated at a regular hourly rate of **$25.00 per hour**, effective November 2, 2026. This rate is equivalent to **$52,000.00 in annualized straight-time compensation** based upon 2,080 regular work hours per year.

Following completion of a 12-month training and performance plan, the City Manager may recommend a wage adjustment based upon performance, demonstrated proficiency, completion of established training requirements, and available budget authority.

Any wage adjustment shall require separate approval by the City Council and shall not exceed the hourly equivalent of **$54,000.00 in annualized straight-time compensation**,

based upon 2,080 regular work hours per year, under the compensation range established by this resolution.

SECTION 3. COMPENSATION REVIEW

The maximum compensation amounts established by this resolution are compensation limits only and do not constitute automatic or guaranteed increases.

Any adjustment following the 12-month training and performance review shall require separate approval by the City Council before becoming effective.

SECTION 4. PAYROLL AUTHORIZATION

The appropriate City officials are authorized to process compensation, payroll deductions, withholdings, and employer contributions in accordance with this resolution, applicable law, and City policy.

SECTION 5. EFFECTIVE DATE

This resolution shall be effective upon adoption, with the compensation established herein effective **November 2, 2026**.

All actions previously taken by City officials consistent with this resolution for compensation beginning November 2, 2026, are hereby ratified and approved.

PASSED AND APPROVED this 3rd day of November 2026.

CITY OF WEST LIBERTY, IOWA

_____
Mark Smith, Mayor

ATTEST:

_____
City Clerk