



**North Liberty City Council
Regular Session
April 13, 2021**



City Administrator Memo



To **Mayor and City Council**
From **Ryan Heiar, City Administrator**
Date **April 9, 2021**
Re **City Council Agenda April 13, 2021**

Meeting Note

Tuesday's meeting will be held virtually via Zoom and live streamed at [Watch Meetings Live](#) as well as available on the website. The City Council and participants will log into the meeting in order to conduct business while the public will be able to watch the debate and decisions being made.

Consent Agenda

The following items are on the consent agenda and included in the packet:

- City Council Minutes (03/23/21)
- Claims
- Pay Application #8, Southwest Growth Area Utilities Project, Boomerang Corporation, \$195,744.17

Meetings & Events

Tuesday, Apr 13 at 6:30p.m.
City Council

Monday, Apr 19 at 4:00 p.m.
Joint Meeting

Monday, Apr 19 at 7:00p.m.
Library Board

Tuesday, Apr 27 at 6:30p.m.
City Council

Economic Development Organization Presentations

Three of the City's economic development partners are scheduled to present to the City Council on Tuesday. Kate Moreland and Tom Banta representing the Iowa City Area Development Group, Curt Nelson representing the Entrepreneurial Development Center and John Kenyon representing the UNESCO City of Literature will offer updates on their organization. The City's FY22 budget includes funding for each of these organizations at \$75k, \$10k and \$10k respectively.

Ranshaw Way, Phase 5

The Ranshaw Way, Phase 5 project, which includes full roadway buildout, pedestrian improvements and storm water upgrades between Zeller Street and Hawkeye Drive, is slated for the April 20 IDOT bid letting. The anticipated project cost is \$10 million, with \$2.576 million being funded by federal funds. Staff recommends approval of the resolution approving the plans and specification.

Red Fern Dog Park User Fee/Membership Resolution

The City Council recently approved the final reading of an ordinance that creates a membership requirement for the City's Red Fern Dog park. The ordinance states that the

Council will establish user fees by resolution and that resolution is on the agenda and recommended for approval. The proposed annual user fee for residents is \$50 and non-residents is \$57.

Utility Franchise Fee

At the previous City Council meeting, the Council informally agreed to move forward with implementing a 2% utility franchise fee to help fund parks and trails projects in North Liberty. As a result, Tuesday's agenda includes a public hearing, a resolution approving a revenue purpose statement and the first consideration of an ordinance adjusting the current utility franchise fee from 0% to 2%. Assuming the City Council moves forward with the first reading of the ordinance, the second and third readings will be scheduled for April 27 and May 11.

Livestock Ordinance Amendment, 1st Reading

The City has received several suggestions from residents for proposed amendments to Chapter 55.23 of the code of ordinances as it relates to domestic chickens. Suggestions include deleting provisions that are duplicative of other code sections, such as the prohibitions on noise and odors, as well as amending other sections that are unduly burdensome in light of the benefit they provide, such as the banding requirements for each bird, or requiring both wings to be clipped. In addition, staff discovered some language in the existing ordinance concerning private restrictions on land that inadvertently has caused existing permits to be rendered void, and which staff believes should be amended. Staff recommends approval of the proposed ordinance amendment.



Agenda



City Council

April 13, 2021

Regular Session

6:30 p.m.

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed live by the public on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at youtube.com/c/northliberty. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and enter the meeting ID 899 6179 6019 and meeting password 494512950. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
 - A. City Council Minutes, Regular Session, March 23, 2021
 - B. Claims
 - C. SW Growth Area Water and Sewer Extensions, Pay Application Number 8, Boomerang Corporation, \$195,744.17
5. City Engineer Report
6. City Administrator Report
7. Mayor Report
 - A. Housing Trust Fund Week Proclamation
 - B. National Service Recognition Day Proclamation
 - C. Week of the Young Child Proclamation
 - D. Fair Housing Month Proclamation
8. ICAD Presentation - Kate Moreland and Tom Banta

9. EDC Presentation - Curt Nelson
10. UNESCO Presentation - John Kenyon
11. Ranshaw Way, Phase 5 Project
 - A. Public Hearing regarding proposed plans, specifications, form of contract and estimated cost of the project
 - B. Resolution Number 2021-27, A Resolution finally approving and confirming plans, specifications, and estimate of cost for the Ranshaw Way, Phase 5 Project
12. Dog Park Membership
 - A. Resolution Number 2021-28, A Resolution approving the Dog Park Membership Fee Structure
13. Franchise Fees
 - A. Public Hearing franchise fee ordinance changes
 - B. Resolution Number 2021-29, A Resolution adopting a Revenue Purpose Statement for the disposition of Franchise Fees
 - C. First consideration of Ordinance Number 2021-05, An Ordinance amending the MidAmerican Energy Company, Interstate Power and Light Company, and Linn County Rural Electric Cooperative Franchise Agreements to adjust Franchise Fees
14. Livestock Ordinance
 - A. Public Hearing regarding proposed amendments to the livestock ordinances
 - B. First consideration of Ordinance Number 2021-06, An Ordinance amending the Code of Ordinances of the City of North Liberty, Iowa, updating portions of the Animal Control Code concerning livestock within city limits
15. Old Business
16. New Business
17. Adjournment



Consent Agenda



City Council
March 23, 2021
Regular Session

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus.

Call to order

Mayor Pro Tem Chris Hoffman called the March 23, 2021 Regular Session of the North Liberty City Council to order at 6:30 p.m. Councilors present: RaQuishia Harrington, Chris Hoffman, Annie Pollock, Brent Smith, and Brian Wayson; absent – Mayor Terry Donahue.

Others present: Ryan Heiar, Tracey Mulcahey, Grant Lientz, Ryan Rusnak, Kevin Trom, Pat Scanlon, Devin Lawson and other interested parties.

Approval of the Agenda

Harrington moved, Wayson seconded to approve the agenda. The vote was all ayes. Agenda approved.

Consent Agenda

Pollock moved, Smith seconded to approve the Consent Agenda including the City Council Minutes, Regular Session, March 9, 2021; the attached list of Claims; February Revenues, February Treasurer's Report, Liquor License Renewal, Quail Creek Golf Course; Ranshaw House Phase 2, Pay Application Number 3, Wolfe Contracting, Inc., \$39,781.25; SW Growth Area Water and Sewer Extensions, Pay Application Number 7, Boomerang Corporation, \$242,448.16; Police Department Project, Pay Application Number 16, Tricon General Construction, \$15,754.80; Police Department Project, Pay Application Number 17, Tricon General Construction, \$55,466.20. The vote was all ayes. Consent Agenda approved.

City Engineer Report

City Engineer Trom reported on the SW Growth Utilities Project. It is progressing, but slowly due to weather. The Ranshaw House contractor is working on window replacements. The project will be generally substantially complete in early May. The City Hall Project is continuing in the concept phase. Staff continues to meet to work on options. A virtual public open house is scheduled for Friday at noon on Facebook on the City Campus process. Council discussed the report with Trom.

City Administrator Report

City Administrator Heiar reported that the Facebook event Trom mentioned is live at noon on Friday. It is recorded for future watching, too. The utility assistance program from the state has not opened the application process, yet. The American Rescue Plan Act was approved by

Congress and the President. The City will receive \$2.7 million. More details will be provided as they are available. Council discussed the report with Heiar.

Mayor Report

Mayor Pro Tem Hoffman proclaimed April as Child Abuse Prevention Month.

Dubuque Street Project

Lientz presented information on the agenda item. Pollock moved, Smith seconded to approve Resolution Number 2021-22, A Resolution establishing just compensation for acquisition of certain real property for the Dubuque Street Phase One Improvement Project. The vote was: ayes – Harrington, Hoffman, Pollock, Wayson, Smith; nays – none. Motion carried.

Greenbelt Trail II LLC Rezoning

Smith moved, Harrington seconded to approve the third consideration and adoption of Ordinance Number 2021-01, An Ordinance amending Chapter 167 of the North Liberty Code of Ordinances by amending the use regulations on property located on the west side of North Liberty Road approximately 225 feet north of Salm Drive and also being east of the Arlington Ridge Subdivision located in North Liberty, Iowa to those set forth in the Municipal Code for the RS-6 Single-Unit Residence District. After discussion, the vote was: ayes – Smith, Wayson, Harrington, Hoffman, Pollock; nays – none. Motion carried.

Greenbelt Trail Preliminary Plat

Rusnak reported that staff and the Planning Commission recommended approval. Pat Scanlon and Devin Lawson were present on behalf of the applicant and offered additional information. Pollock moved, Smith seconded to approve Resolution Number 2021-23, A Resolution approving the Preliminary Plat of Greenbelt Trail Parts Two through Seven, North Liberty, Iowa. The vote was: ayes – Smith, Wayson, Pollock, Harrington, Hoffman; nays – none. Motion carried.

Dog Park Rezoning

Hoffman moved, Wayson seconded to approve the third consideration and adoption of Ordinance Number 2021-02, An Ordinance amending Chapter 167 of the North Liberty Code of Ordinances by amending the use regulations on property located on the east side of North Liberty Road approximately .35 miles north of Oak Lane NE located in North Liberty, Iowa to those set forth in the Municipal Code for the P Public Use District. The vote was: ayes – Wayson, Harrington, Pollock, Smith, Hoffman; nays – none. Motion carried.

Zoning Code – Sign Regulations Amendment

Pollock moved, Harrington seconded to approve the third Consideration and adoption of Ordinance Number 2021-03, An Ordinance amending Chapter 173 Code of Ordinances of North Liberty, Iowa, entitled “Zoning Code-Sign Regulations” by amending several sections in Chapter 173 related to exempt signs, specific sign regulations and temporary signs and by deleting Section 173.09 entitled “Signs in the Commercial Recreational Vehicle District.” The vote was: ayes – Wayson, Smith, Harrington, Pollock, Hoffman; nays – none. Motion carried.

Dog Park Membership Ordinance

Wayson moved, Smith seconded to approve the third Consideration and adoption of Ordinance Number 2021-04, An Ordinance amending the Code of Ordinances of the City of North Liberty, Iowa updating portions of the Animal Control Code and Park Regulations concerning membership for and use of Dog Parks and Off-Leash Areas. The vote was: ayes – Hoffman, Smith, Wayson, Pollock, Harrington; nays – none. Motion carried.

Centennial Park Project

Heiar presented additional information on the project. Wayson moved, Smith seconded to approve Resolution Number 2021-24, A Resolution approving the Services Agreement between the City of North Liberty and Shive-Hattery, Inc. for the Centennial Park Loop Drive Improvements Project. After discussion, the vote was: ayes – Hoffman, Smith, Pollock, Wayson, Harrington; nays – none. Motion carried.

Forevergreen Road Trail Project

Heiar presented information on the project. Wayson moved, Pollock seconded to approve Resolution Number 2021-25, A Resolution approving the Services Agreement between the City of North Liberty and Shive-Hattery, Inc. for the Forevergreen Road Trail Improvements Project. After discussion, the vote was: ayes – Wayson, Harrington, Hoffman, Pollock, Smith; nays – none. Motion carried.

Iowa DOT Agreement

Heiar presented information on the agreement. Smith moved, Wayson seconded to approve Resolution Number 2021-26, A Resolution approving the Agreement for Maintenance and Repair of Primary Roads between the City of North Liberty and the Iowa Department of Transportation. The vote was: ayes – Harrington, Hoffman, Wayson, Pollock, Smith; nays – none. Motion carried.

Franchise Fees

Heiar presented information on the potential of the City having franchise fees. Council discussed the potential adoption of Franchise Fees. The consensus was to implement franchise fees at 2%.

Old Business

No old business was presented.

New Business

Councilor Wayson reported that April 10 is Muddy Creek Clean Up Day. He offered appreciation for the claims list. for this meeting.

Adjournment

Mayor Pro Tem Hoffman adjourned the meeting at 7:43 p.m.

CITY OF NORTH LIBERTY

By: _____
Chris Hoffman, Mayor Pro Tem

Attest: _____
Tracey Mulcahey, City Clerk

Contractor's Application for Payment No.

8

Application Period: March 1 - March 31		Application Date: 4/1/2021
To (Owner): City of North Liberty	From (Contractor): Boomerang Corporation	Via (Engineer): FOX Engineering
Project: SW Growth Area Water and Sewer Extensions	Contract:	
Owner's Contract No.:	Contractor's Project No.:	Engineer's Project No.: 2489-18A

**Application For Payment
Change Order Summary**

Approved Change Orders			
Number	Additions	Deductions	
			1. ORIGINAL CONTRACT PRICE..... \$ 3,163,963.00
			2. Net change by Change Orders..... \$
			3. Current Contract Price (Line 1 ± 2)..... \$ 3,163,963.00
			4. TOTAL COMPLETED AND STORED TO DATE
			(Column F total on Progress Estimates)..... \$ 2,124,033.58
			5. RETAINAGE:
			a. 5.00% X \$1,905,480.00 Work Completed..... \$ 95,274.00
			b. 5% X \$218,553.58 Stored Material..... \$ 10,927.68
			c. Total Retainage (Line 5.a + Line 5.b)..... \$ 106,201.68
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 2,017,831.90
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 1,822,087.73
			8. AMOUNT DUE THIS APPLICATION..... \$ 195,744.17
			9. BALANCE TO FINISH, PLUS RETAINAGE
			(Column G total on Progress Estimates + Line 5.c above)..... \$ 1,146,131.10
TOTALS			
NET CHANGE BY			
CHANGE ORDERS			

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: 

Date:

4-1-2021

Payment of: \$ 195,744.17
(Line 8 or other - attach explanation of the other amount)

is recommended by: 
(Engineer) (Date)

Payment of: \$ 195,744.17
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

Approved by: _____
Funding or Financing Entity (if applicable) (Date)



Mayor Report



PROCLAMATION

Housing Trust Fund Week

Whereas, the Housing Trust Fund of Johnson County was founded in 2004; and

Whereas, for 17 years the Housing Trust Fund of Johnson County has been creating and preserving housing that is affordable; and

Whereas, the Housing Trust Fund of Johnson County has committed more than ten million dollars for housing that is affordable; and

Whereas, more than 900 units of housing that is affordable have been created and preserved for citizens of Johnson County by the Housing Trust Fund including housing at Penn Oaks Apartments in North Liberty; and

Whereas, the City of North Liberty has provided funding for the work accomplished by the Housing Trust Fund of Johnson County; and

Whereas, the Housing Trust Fund's Affordable Housing Highlights program will take place on Friday, April 23 at Noon on Zoom and Facebook Live hosted by the Johnson County Affordable Housing Coalition and will be recorded for viewing on the Housing Trust Fund of Johnson County's Facebook page.

Now, therefore, be it resolved that I, Mayor of the City of North Liberty, do hereby designate April 23 to April 29, 2021 to be Housing Trust Fund Week and encourage citizens of North Liberty to learn more about the Housing Trust Fund of Johnson County and their mission to promote and support housing that is affordable.

Mayor Terry L. Donahue



PROCLAMATION

National Service Recognition Day

Whereas, service to others is a hallmark of the American character, and central to how we meet our challenges; and

Whereas, AmeriCorps participants address the most pressing challenges facing our cities and communities, from supporting veterans, youth, and other underserved populations by promoting and mentoring healthy lifestyles; and

Whereas, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, careers skills, and leadership abilities for those who serve as well as the community members they are serving; and

Whereas, AmeriCorps participants service in more than 60,000 locations across the country including organizations in North Liberty, helping to bolster the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

Whereas, national service participants increase the impact of the organizations they serve with, both through their direct service and through management of millions of additional volunteers; and

Whereas, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment, a commitment that remains with them in their future endeavors; and

Whereas, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, City of Service, and mayors across the country to recognize the impact of service of the Day of Recognition for National Service on March 22nd, 2021.

Now, Therefore, I Terry Donahue, by virtue of the authority vested in me as Mayor of North Liberty, do hereby proclaim March 22nd, 2021 to be

National Service Recognition Day

in North Liberty, Iowa and encourage residents to recognize the positive impact of national service in our city; to thank those who serve; and to find ways to give back to their communities.

Mayor Terry L. Donahue



PROCLAMATION

Week of the Young Child

WHEREAS, 4Cs of Johnson County, along with The Iowa Association for the Education of Young Children and other local organizations, in conjunction with the National Association for the Education of Young Children, are celebrating the 50th Anniversary of the Week of the Young Child (WOYC) April 10-16, 2021; and

WHEREAS, By highlighting the need for high-quality early care and education for all children and families, within our communities and the state, these groups are committed to the early care and education system in Iowa that will ensure every child, beginning at birth, is healthy and successful; and

WHEREAS, The latest research on brain development and how children learn, and what we know about the return on investments in young children, we fully support the need for access to high quality early care and educational services; and

WHEREAS, The future of our communities and the economy of our state depends on the quality of the early care and education experiences, as well as access to the high quality early care and education programs, provided to young children today; and

WHEREAS, We must recognize the vital work performed by early care and education professionals, express our gratitude for their important services and support efforts to see that they are fairly compensated;

NOW, THEREFORE, I, Terry Donahue, Mayor of the City of North Liberty, do hereby proclaim, April 10-16, 2021 as

WEEK OF THE YOUNG CHILD

in North Liberty, Iowa.

Mayor Terry L. Donahue



PROCLAMATION

Fair Housing Month

WHEREAS, April 11, 2021, marks the 53rd anniversary of the passage of the Fair Housing Act, Title VIII of the Civil Rights Act of 1968, as amended, which enunciates a national policy of Fair Housing without regard to race, color, religion, sex, familial status, disability, and national origin, and encourages fair housing opportunities for all; and

WHEREAS, The Iowa City Area Association of REALTORS® is committed to highlight the Fair Housing Act by continuing to address discrimination in our community, to support programs that will educate the public about the right to equal housing opportunities, and to plan partnership efforts with other organizations to help assure every one of their right to fair housing; and

WHEREAS, The National Association OF REALTORS® Code of Ethics commits all REALTORS® to providing equal professional services without discrimination based on race, color, religion, sex, familial status, disability, sexual orientation, gender identity, and national origin,

NOW, THEREFORE, I, Terry L. Donahue, Mayor of North Liberty, Iowa, do hereby resolve that April 2021, being

Fair Housing Month

begins a year-long commemoration of the Fair Housing Act in North Liberty and urge all citizens to wholeheartedly recognize this celebration throughout the year.

Mayor Terry L. Donahue



EDC Presentation

EDC Impact

City of North Liberty

2020 marked EDC's 17th year assisting high impact Iowa businesses. EDC has served nearly 1,200 businesses in Iowa, which in turn have created over \$3.8 billion of improved economic impact.

Program to date stats for EDC state-wide as of 12/31/20:

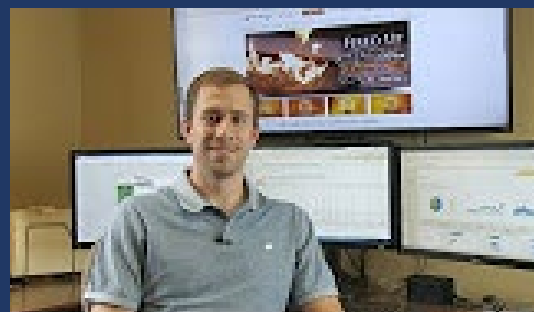
Impact	Program to Date
Capital raised / deployed	\$768M
Increased Revenue	\$2.3B
New jobs	Approx. 3,000
Average wage	\$61,984
Increased Payroll	\$672M
Businesses supported	1,176
Total Impact	\$3.8B

The City of North Liberty has been, and continues to be, a strong supporter of EDC and the businesses we serve in the process. The North Liberty companies that EDC currently assists are:

- Moxie Solar
- MZ Development
- Spotix
- TLA MD/Mask of Wellness

Impact for 2020 and program-to-date for the North Liberty companies served:

Impact	2020	Program to Date
Capital raised/deployed	\$520,000	\$1.4M
Increased Revenue	\$20M	\$66M
New jobs	Approx. 70	Approx. 213
Average wage	\$63,333	\$62,595
Increased Payroll	\$4M	\$13M
EDC Hours Invested	1,011	2,396
Total Impact	\$24.5M	\$80.4M



"Up to the point that we met EDC, we did not have access to a business resource like it. They were instantly able to provide relevant insight to our team. Recently, we have valued the ability to hire Julie Zielinski as a fractional VP of Marketing to literally step into the company and fully immerse herself in our business. This has been critical as we navigated COVID-19 and evaluated our market landscape.

Around March 16th we started contingency planning—what if sales are down 20% or 30%--we were planning for worst case scenario. However, we've actually grown sales up to 100% year over year. The pandemic has caused what is likely a lasting shift in consumer buying habits. Our job going forward is to continue to monitor the post-pandemic marketplace, determine how to preserve the lift in sales and provide the best customer experience."

Aaron Verhorevoort
President, Spotix



"The EDC team's expertise in the various areas of starting a new business has been invaluable to MZ Development. We value the candid feedback and receiving an outside perspective from business experts. We are often too close to our business and need perspective from experts that are not in the weeds on a daily basis. We value their strategic guidance as well as the tactical help they provide. The value I get out of our monthly meetings to discuss the overall "state of MZD" is invaluable. "



-Zac Henrich, Co-Founder



UNESCO Presentation

Iowa City UNESCO City of Literature

2020-21

In recent years, what it means to be a UNESCO City of Literature has changed significantly. When Iowa City was first designated in November 2008, it was the first such City of Literature in the United States, the third in the world, and one of fewer than 15 Creative Cities worldwide. Today, it is part of a vast global network, one of 39 Cities of Literature, and part of the 246-member Creative Cities Network. In addition, what is asked of a Creative City is fundamentally different, as the call to promote and support the local literary sector has been joined by larger, more global charge.

Increasingly, cities are asked to bring their creativity to bear on the weightiest issues in our world: Those addressed in the United Nations' 2030 Strategic Development Goals. In the case of the Iowa City area, this has involved macro and micro efforts. For example, at the city level in Iowa City, the government adopted a Climate Action and Adaptation Plan that outlines 35 actions to be taken by the community and City which will result in an 80 percent reduction of community-wide greenhouse gas emissions by 2050. At the City of Literature organization level, this has included efforts to raise awareness of the SDGs locally and regionally and to foster conversation about ways they can be addressed through individual and group efforts.

At the same time, the focus has remained on literature – its creation, its consumption, and its promotion. Iowa City earned its designation in large part because it is among the primary destinations for those in the United States – and increasingly, the rest of the world – who want to improve their writing.

The independent nonprofit organization formed to manage the designation on behalf of the city is a partnership among the cities of Iowa City, Coralville, and North Liberty; the University of Iowa, the Iowa City Public Library, Johnson County, and the Iowa City/ Coralville Area Convention & Visitors Bureau (now known as Think Iowa City). The area business community, local foundations and charitable organizations also provide support, while thousands in the community attend events, read, write and financially support those efforts.



Plans for 2021 and beyond

In 2016, the City of Literature organization set out five goals in a strategic plan designed to guide its operations through 2020. These included raising the profile of the city's designation and of the organization, evaluating needs of stakeholders, resourcing the organization, serving as a leader in the literary sector, and fulfilling the requirements set out by UNESCO for membership in the Creative Cities Network. While many of the goals in this plan were accomplished, work remains on evaluating needs of stakeholders, work that is expected to be completed in 2021 and 2022 in concert with other area arts and culture organizations.

In fall 2020, the organization approved a new plan to guide it through 2024. Its goals are inward- and outward-facing, seeking to strengthen its own operations to better facilitate the work called for to enhance the greater cultural community.

1. Programming innovations focused on collaboration and on connecting with new communities: Explore options for increasing engagement online, within communities not currently reached by the City of Literature organization, and through collaborations with related and like-minded groups.
2. Board effectiveness enhancements: Harness more of the talent and expertise among board members in support of the organization through such means as establishing board committees, developing financial modeling tools, and formalizing processes.
3. Marketing messaging: Ensure the newly articulated mission and core values are clearly reflected in the City of Literature brand identity and messaging, and refine the website to support critical activities in a more robust manner.

As part of this work, the organization updated its Mission and Vision statements, and approved a set of Core Values:

MISSION

We build and support diverse communities of writers and audiences through the transformative power of story.

VISION

We foster collaborations with the goal of enriching local literary programs and expanding our global engagement.

VALUES:

Collaboration: We engage in complementary and cooperative work.

Community: We foster inclusive engagement to create connection locally and globally.

Creativity: We seek, engage, and support innovation.

Short- and long-term initiatives

Study of the Community's Arts and Culture Sector

In 2019, eight arts nonprofits housed in downtown Iowa City came together informally to create what became the Iowa City Downtown Arts Alliance. Members include a professional theatre company, an independent cinema, a performing arts theatre, an umbrella organization for music and art festivals, an independent press, and a multi-disciplinary arts center.



The goals of this group were to share information, explore the sharing of resources, and to find ways to connect and collaborate to our shared benefit. One of the goals of this organization is a broader task carried over from the City of Literature's 2016 strategic plan: to survey the community about how arts and culture needs are being met, what gaps exist, and how best to close those gaps. This would address the literary culture of the community as part of a larger effort coordinated by other organizations.

With this information in hand, the organization can better determine scale and scope of the sector, its economic impact, and, by setting this as a benchmark, its growth. Policy as it relates to the promotion and support of those in this sector can then be addressed, as well as ways to direct resources. This also will reveal ways these organizations can find ways to collaborate and partner across disciplines.

Conversations over the past four years have focused in part on the infrastructure in the city that exists to support artists, including housing, office space, performance and gallery space, funding sources, and commercial opportunities. These topics will be surveyed and will be addressed in subsequent policy discussions with city, culture and business leaders.

Response to Black Lives Matter/Freedom Riders calls for action

The killing of George Floyd in May of this year by police in Minneapolis sparked protests throughout the world, and Iowa City saw the rise of groups that protested both police actions and cultural shortcomings in our community as they relate to race. One group, calling itself the Freedom Riders, issued a list of demands that included items related to how African Americans are represented and given opportunities to participate in the arts in the Iowa City-area.

The City of Literature organization issued a statement of support for these efforts in June:

The Iowa City UNESCO City of Literature's mission is to connect readers and writers through the power of story. We are listening to the powerful stories and testaments of Black people and other people of color in our community and in our country, and we are working to amplify BIPOC voices to educate, build empathy, and pursue equity and justice. We know we have a lot of work to do, and listening and amplifying voices is not enough. We pledge to do more, to be a resource in our community, and to address areas where we have fallen short. This includes immediate steps to increase diversity and representation in our organization, on our board of directors, and in all aspects of our festivals and programs. Where we are now is a beginning, not an end.

The immediate impact has been changes in our board of directors and a greater awareness of how we program our events, and this work will continue as staff seek training to better understand the issues

and seek new partners and collaborators to broaden our perspectives. The organization is crafting a statement related to diversity, equity, and inclusion that will provide further guidance.

Work with area communities on ways to use literature in pursuing climate action plan goals

As the City of Literature organization has learned more about the UN's 2030 Sustainable Development Goals, it has become clear that people and governmental agencies in our area already are pursuing action on many that are relevant to our community. As we look for ways to use literature in our efforts to educate residents about the SDGs, we will look for ways to work with these groups to use these tools help achieve its climate goals.

The City of Literature will work to harness the transformative power of story to assist organizations in communicating goals and the strategies to employ to meet these goals. This can take the form of enhancing programming related to climate and sustainability, such as promoting authors and their work in these areas, or tailoring children's programming so our young writers are addressing these issues in their own work. Collaboration with other arts organizations, businesses, or governmental agencies -- which is at the core of nearly all of our programs -- can lead to innovative solutions to these challenges locally, and the results can be shared with the rest of the Creative Cities Network.

Collaboration with other Cities of Literature

With the continued growth of the Creative Cities Network, opportunities for collaboration with other member cities has grown exponentially. The influx of proposed programs is often overwhelming, and the staff must select only the handful of opportunities that are possible given limits in funding and time. To better address this, the organization has created a staff position with the express purpose of gathering, organizing, and promoting these opportunities to our community, with the goal of a greater level of participation from Iowa City-area writers and others in the literary sector.

Addressing SDGs

in accordance with the directive from UNESCO to address the United Nations' 2030 Strategic Development Goals when undertaking projects and programming, the Iowa City UNESCO City of Literature has identified progress toward the following SDGs in its programming portfolio:



Initiatives Undertaken in Response to COVID-19

As the first COVID-19 cases were reported in the U.S., the City of Literature organization was launching its One Book Two Book Children's Literature Festival. The precautions at the time involved having extra hand sanitizer throughout the space. Within two weeks, the office, like those across the city and throughout the country, closed and people began to work from home. This led to the eventual cancellation of dozens of cultural events over the final nine months of 2020, including all in-person programs scheduled for our MusicIC festival and Iowa City Book Festival, and other events and festivals in the community. International collaborations also were put on hold. Iowa City was to be the guest City of Literature at the Granada Book Fair, but this was postponed due to travel restrictions.

Our organization addressed this in three primary ways. The first was to solidify connections with other entities in the local arts and culture scene. An informal group of leaders from eight downtown Iowa City arts organizations was formalized as the Iowa City Downtown Arts Alliance. This group met weekly in the first months of the pandemic, sharing information about mitigation strategies, funding possibilities, and programming ideas.

The second was to build on that work by serving as an information clearinghouse for the literary community. While this is a large part of the organization's efforts in normal times, it was enhanced over the past several months as we sought to serve as a line of communication within and without this sector. We shared information about when book stores would be open, whether they were offering curbside pickup, and what their protocols involved when they did open. We offered information to local writers and artists about writing and funding opportunities. And we kept our community apprised of programming changes and offerings,



The third was to offer our own projects and programs. With so many projects moving online, we sought to provide opportunities for people to stay off of their computers. This began with simple things like creating reading lists of local books with a sports focus to offer those missing out on the opportunity to attend or watch sporting events a chance to indulge that passion in other ways.

We took one of our more recent projects, the LITtalks author series, online. This occasional series, which features authors discussing new books that deal with political or social engagement, was held twice, once with Jesse Wegman discussing his book, *Let the People Pick the President: The Case for Abolishing the Electoral College*; and another with W. Joseph Campbell, author of *Lost in a Gallup: Polling Failure in U.S. Presidential Elections*. Both were held online, with the latter also rebroadcast on the C-SPAN television network. Both events emulated their in-person precedents with discussion of timely issues, sharing of



ways for people to get involved, and a robust back-and-forth between presenters and audience.

Another endeavor was a series of community reading projects led by University of Iowa Assistant Adjunct Professor Anna Barker. Barker, also a City of Literature board member, led programs where participants read *The Decameron*, *Paradise Lost*, and *Gilgamesh*. In each, Barker led more than 300 members through daily readings and discussions, drawing participants from throughout our community and around the world. These will continue with a project to read *War and Peace* and other classics in 2021.

Two of the organization's three major festivals also moved online during the pandemic year. MusicIC, which celebrates the intersection between literature and music, typically features three or four multi-disciplinary concerts in mid-June. The 2020 festival was abbreviated, with two of the scheduled performers offering short solo video performances, and two more creating musical accompaniment for a story time in partnership with the children's department at the Iowa City Public Library.

The Iowa City Book Festival, the organization's largest annual event, moved online in October 2020. This program, which typically includes more than 50 events featuring about 100 presenters over seven days, was scaled back to 12 events. These were made available to a live audience which allowed for robust discussion via chat as well as interaction with the authors through moderated Q&A. The programs were recorded and are hosted on the organization's YouTube channel, where they continue to be viewed.

One highlight of the annual festival is the awarding of the organization's Paul Engle Prize. Named for the longtime director of the Iowa Writers' Workshop and co-founder of the International Writing Program at the University of Iowa, the prize seeks to recognize writers who, like Engle, "represent a pioneering spirit in the world of literature through writing, editing, publishing, or teaching, and whose active participation in the larger issues of the day contribute to the betterment of the world through the literary arts."

This year's winner, Dr. Eve L. Ewing, took part in the award ceremony from her home in Chicago. Though she was unable to accept the award in person, Dr. Ewing will undertake tasks similar to those of her fellow winners from prior years, including plans to lead a writing workshop in February 2021 via Zoom for students in the Iowa Youth Writing Project. This longtime partner of the City of Literature offers writing instruction and activities for junior high and high school students in our community. Keeping these connections intact while we await the return of in-person programming has been an important part of the organization's efforts throughout this year.

While programming will remain virtual through at least the first half of 2021, the organization is poised -- and eager -- to return to in-person programming as soon as it is prudent.



Ranshaw Way, Phase 5 Project

Resolution No. 2021-27

RESOLUTION FINALLY APPROVING AND CONFIRMING PLANS, SPECIFICATIONS, AND ESTIMATE OF COST FOR THE RANSHAW WAY, PHASE 5 PROJECT

WHEREAS, the City Council of the City of North Liberty, Iowa, has heretofore given preliminary approval to the plans, specifications, and estimate of cost (the "Contract Documents") for the proposed Ranshaw Way, Phase 5 Project (the "Project"), as described in the notice of hearing on the Contract Documents for the Project and the taking of bids therefor; and

WHEREAS, a hearing has been held on the Contract Documents on April 13, 2021;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of North Liberty, Iowa, as follows:

Section 1. The City Council hereby delegates to the Iowa DOT the duty of receiving bids for the Project on April 20, 2021. At such time and place the Iowa DOT will open such bids received and announce the results thereof. The City Council will consider bids received at the City Council meeting to be held on May 11, 2021 at 6:30 p.m. at City Council Chambers in the City.

Section 2. The Iowa DOT is hereby authorized and directed to give notice of the hearing and taking of bids by publication as required by law, which publication shall be made not less than 4 and not more than 45 days prior to the date for receipt of bids and not less than 4 and not more than 20 days prior to the date of the said hearing.

Section 3. "Pursuant to Section 1.150-2 of the Income Tax Regulations (the "Regulations") of the Internal Revenue Service, the City declares (a) that it intends to undertake the Project, (b) that other than (i) expenditures to be paid or reimbursed from sources other than the issuance of bonds, notes or other obligations (the "Bonds"), or (ii) expenditures made not earlier than 60 days prior to the date of this Resolution or a previous intent resolution of the City, or (iii) expenditures amounting to the lesser of \$100,000 or 5% of the proceeds of the Bonds, or (iv) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, no expenditures for the Project have heretofore been made by the City and no expenditures will be made by the City until after the date of this Resolution or a prior intent resolution of the City, and (c) that the City reasonably expects to reimburse the expenditures made for costs of the City out of the proceeds of the Bonds. This declaration is a declaration of official intent adopted pursuant to Section 1.150-2 of the Regulations.

Section 4. The Contract Documents referred to in the preamble hereof are hereby finally approved, and the prior action of the City Council giving preliminary approval is hereby finally confirmed, and the Project, as provided for in the Contract Documents, is necessary and desirable.

Section 5. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

APPROVED AND ADOPTED this 13th day of April, 2021.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK



Dog Park Membership

Resolution No. 2021-28

RESOLUTION APPROVING THE DOG PARK MEMBERSHIP FEE STRUCTURE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH LIBERTY, IOWA:

WHEREAS, the City of North Liberty has recently opened the Red Fern Dog Park;

WHEREAS, in compliance with the Dog Park Membership Ordinance adopted March 23, 2021, staff has proposed a fee structure; and

WHEREAS, the fee structure is proposed as follows:

Residency	Spayed or Neutered	Cost of Annual Dog Park Membership	Cost of Annual Pet Licensing	Total Cost
North Liberty Resident	Yes	\$50	\$2 Required to possess pet license in North Liberty.	\$52
	No	\$50	\$25 Required to possess pet license in North Liberty.	\$75
Not a North Liberty Resident	NA	\$57	Contact your municipality for more information	\$57

NOW, THEREFORE, BE IT RESOLVED that this fee structure is approved and will go into effect upon adoption of this resolution.

APPROVED AND ADOPTED this 13th day of April 13, 2021.

CITY OF NORTH LIBERTY:

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK



Franchise Fees

City of North Liberty

Utility Franchise Fee Analysis

5-Year Revenue Projections (Calculations include 1% annual growth)

	Year 1	Year 2	Year 3	Year 4	Year 5	5-Year Totals
1.00%	\$ 171,700	\$ 173,417	\$ 175,151	\$ 176,903	\$ 178,672	\$ 875,843
1.25%	\$ 214,625	\$ 216,771	\$ 218,939	\$ 221,128	\$ 223,340	\$ 1,094,803
1.50%	\$ 257,550	\$ 260,126	\$ 262,727	\$ 265,354	\$ 268,008	\$ 1,313,764
1.75%	\$ 300,475	\$ 303,480	\$ 306,515	\$ 309,580	\$ 312,675	\$ 1,532,724
2.00%	\$ 343,400	\$ 346,834	\$ 350,302	\$ 353,805	\$ 357,343	\$ 1,751,685

Impact to Residential Utility Bill - SAMPLE

(4-person household, 2,900 square feet)

Electric - Linn County REC

	Monthly Charges	1.00%	1.25%	1.50%	1.75%	2.00%
January	\$115.53	\$1.16	\$1.44	\$1.73	\$2.02	\$2.31
February	\$101.41	\$1.01	\$1.27	\$1.52	\$1.77	\$2.03
March	\$85.46	\$0.85	\$1.07	\$1.28	\$1.50	\$1.71
April	\$93.69	\$0.94	\$1.17	\$1.41	\$1.64	\$1.87
May	\$76.87	\$0.77	\$0.96	\$1.15	\$1.35	\$1.54
June	\$165.66	\$1.66	\$2.07	\$2.48	\$2.90	\$3.31
July	\$215.38	\$2.15	\$2.69	\$3.23	\$3.77	\$4.31
August	\$184.07	\$1.84	\$2.30	\$2.76	\$3.22	\$3.68
September	\$156.96	\$1.57	\$1.96	\$2.35	\$2.75	\$3.14
October	\$118.06	\$1.18	\$1.48	\$1.77	\$2.07	\$2.36
November	\$82.83	\$0.83	\$1.04	\$1.24	\$1.45	\$1.66
December	\$98.72	\$0.99	\$1.23	\$1.48	\$1.73	\$1.97
Annual Total		\$14.95	\$18.68	\$22.42	\$26.16	\$29.89
Monthly Average		\$1.25	\$1.56	\$1.87	\$2.18	\$2.49

City of North Liberty

Utility Franchise Fee Analysis

Gas - Mid American

	Monthly Charges	1.00%	1.25%	1.50%	1.75%	2.00%
January	\$113.15	\$1.13	\$1.41	\$1.70	\$1.98	\$2.26
February	\$99.24	\$0.99	\$1.24	\$1.49	\$1.74	\$1.98
March	\$60.35	\$0.60	\$0.75	\$0.91	\$1.06	\$1.21
April	\$42.32	\$0.42	\$0.53	\$0.63	\$0.74	\$0.85
May	\$26.76	\$0.27	\$0.33	\$0.40	\$0.47	\$0.54
June	\$20.27	\$0.20	\$0.25	\$0.30	\$0.35	\$0.41
July	\$19.00	\$0.19	\$0.24	\$0.29	\$0.33	\$0.38
August	\$17.11	\$0.17	\$0.21	\$0.26	\$0.30	\$0.34
September	\$22.17	\$0.22	\$0.28	\$0.33	\$0.39	\$0.44
October	\$29.18	\$0.29	\$0.36	\$0.44	\$0.51	\$0.58
November	\$50.89	\$0.51	\$0.64	\$0.76	\$0.89	\$1.02
December	\$75.71	\$0.76	\$0.95	\$1.14	\$1.32	\$1.51
Annual Total		\$5.76	\$7.20	\$8.64	\$10.08	\$11.52
Monthly Average		\$0.48	\$0.60	\$0.72	\$0.84	\$0.96

Combined Gas & Electric

	Monthly Charges	1.00%	1.25%	1.50%	1.75%	2.00%
January	\$228.68	\$2.29	\$2.86	\$3.43	\$4.00	\$4.57
February	\$200.65	\$2.01	\$2.51	\$3.01	\$3.51	\$4.01
March	\$145.81	\$1.46	\$1.82	\$2.19	\$2.55	\$2.92
April	\$136.01	\$1.36	\$1.70	\$2.04	\$2.38	\$2.72
May	\$103.63	\$1.04	\$1.30	\$1.55	\$1.81	\$2.07
June	\$185.93	\$1.86	\$2.32	\$2.79	\$3.25	\$3.72
July	\$234.38	\$2.34	\$2.93	\$3.52	\$4.10	\$4.69
August	\$201.18	\$2.01	\$2.51	\$3.02	\$3.52	\$4.02
September	\$179.13	\$1.79	\$2.24	\$2.69	\$3.13	\$3.58
October	\$147.24	\$1.47	\$1.84	\$2.21	\$2.58	\$2.94
November	\$133.72	\$1.34	\$1.67	\$2.01	\$2.34	\$2.67
December	\$174.43	\$1.74	\$2.18	\$2.62	\$3.05	\$3.49
Annual Total		\$20.71	\$25.88	\$31.06	\$36.24	\$41.42
Monthly Average		\$1.73	\$2.16	\$2.59	\$3.02	\$3.45

North Liberty Parks Projects

FY22 – FY26

Project Title	Project Description	Project Cost
Centennial Park - Road	Complete the park road.	\$ 620,000
Penn Meadows Park - Tennis Courts	Resurface tennis courts & convert two courts to six pickleball courts.	\$ 100,000
New Segment - Penn Meadows	Install concrete border with ADA ramp and sidewalk connection in the middle playground area.	\$ 15,000
Repairs - Forevergreen Road Trail	Regrade and replace section of trail west of Keystone Place.	\$ 147,000
FY 22 Total		\$ 882,000
Babe Ruth Field - Backstop	Improve ballfield backstop due to the orientation of the new parking lot.	\$ 30,000
Babe Ruth Field - Restrooms/Concessions	Upgrade or replace restrooms/concessions/ storage building (possible joint project with field users).	\$ 60,000
Centennial Park	Construct pavilion, outdoor performance venue & 5,000 sqft splash pad.	\$ 3,500,000
Centennial Park - Shelter	Construct a shelter.	\$ 80,000
Penn Meadows Park - Ball Field	Add ballfield lighting to north and/or south 4plex.	\$ 500,000
Penn Meadows Park - Lighting	Add lighting to north parking lot.	\$ 100,000
Penn Meadows Park - Parking	Repair & resurface existing north parking lot.	\$ 190,000
Penn Meadows Park - Parking	Expand the existing north parking lot.	\$ 175,000
Ranshaw House - Fitness Equipment	Install senior outdoor fitness equipment.	\$ 120,000
Widen Segment - Trails Plan	Widen 1,448' segment on North Kansas Avenue from North Madison Avenue to West Lake Road.	\$ 180,000
Trail Lighting	Install LED trail lighting at various locations.	\$ 100,000
FY23 Total		\$ 5,035,000
Centennial Park	Construct honorarium for service women and men, gazebo, and sculpture & flower gardens.	\$ 500,000
Deerfield Park - Parking	Add small parking lot.	\$ 40,000
Fox Run Neighborhood Park	Replace playground equipment and add concrete border around Fox Run Park playground with ADA ramp.	\$ 70,000
Fox Run Pond Park	Install new playground and add concrete border around playground with ADA ramp.	\$ 175,000
Liberty Centre Park	Repaint the 29 trail lighting poles and bridge & pier handrail guards a black color.	\$ 25,000
Penn Meadows Park - Access Road	Pave access road from south parking lot to old concessions building (work with Water Dept to design road to accommodate service road to the Jordan Well located in Penn Meadows Park).	\$ 90,000
Quail Ridge Park - Parking	Expand the existing parking lot.	\$ 60,000
New Segment - Broadmoor Park	Add a park walk at Broadmoor Park & pond.	\$ 335,000
New Segment - North Liberty Road Trail	Construct trail along North Liberty Road & Penn Street from Abraham Road to Molly Street & in front of Penn Meadows Park where trail segment is missing.	\$ 1,275,000
Trail Lighting	Install LED trail lighting at various locations.	\$ 100,000
FY24 Total		\$ 2,670,000

North Liberty Parks Projects

FY22 – FY26

Project Title	Project Description	Project Cost
Deerfield Park	Purchase new land adjacent to Deerfield Park.	\$ 500,000
Penn Meadows Park & Babe Ruth Field	Add ballfield lighting to Babe Ruth Park, plus remaining lighting needs for north and/or south 4plex.	\$ 1,200,000
New Segment – Quail Ridge Park	Add 1,617' concrete border trail around Quail Ridge Park.	\$ 174,960
New Segment – Freedom Park	Add a park walk at Freedom Park & pond.	\$ 80,640
Trail Lighting	Install LED trail lighting at various locations.	\$ 100,000
FY25 Total		\$ 2,055,600
Fox Valley Subdivision – Playground	Install new playground and add concrete border around playground with ADA ramp.	\$ 200,000
Park TBD – Frisbee Golf	Construct frisbee golf course, location to be determined.	\$ 10,000
Penn Meadows Park	Expand community gardens.	\$ 4,500
New Segment – Fox Run Neighborhood Park	Add a park walk at Fox Run Neighborhood Park.	\$ 16,740
New Segment – Fox Run Pond Park	Add a park walk at Fox Run Park & pond.	\$ 194,400
New Segment – Trails Plan	South side of West Zeller Street from Quail Ridge Park east to Ranshaw Way/HWY 965.	\$ 220,000
Trail Lighting	Install LED trail lighting at various locations.	\$ 100,000
FY26 Total		\$ 745,640
Five-Year Total		\$ 11,388,240
Anticipated Grants & Fundraising		\$ 1,830,000
Additional Funds Needed		\$ 9,558,240

Note: Based on FY22 tax valuations, every \$500k of General Obligation debt will result in approximately \$0.04 increase in the Debt Service levy.

RESOLUTION NO. 2021-29

ADOPTING A REVENUE PURPOSE STATEMENT FOR THE DISPOSITION OF FRANCHISE FEES

WHEREAS, the City of North Liberty, Iowa intends to modify the rates at which franchise fees are collected from gas and electric utility companies holding franchise agreements with the City, and

WHEREAS, Chapter 364.2(4)(f), Code of Iowa, requires that the City of North Liberty, Iowa must prepare and publish a revenue purpose statement specifying the purposes for which the revenue so collected will be expended; and

WHEREAS, the City of North Liberty, Iowa has prepared and published said revenue purpose statement, a copy of which is attached hereto as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED BY THE OF THE CITY OF NORTH LIBERTY, IOWA, AS FOLLOWS:

That the revenue purpose statement attached hereto is formally adopted in conjunction with the franchise fee modification contemplated by Ordinance No. 2021-05.

APPROVED AND ADOPTED this 13th day of April, 2021

CITY OF NORTH LIBERTY:

Terry L. Donahue, Mayor

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

Tracey Mulcahey, City Clerk



CITY OF NORTH LIBERTY FRANCHISE FEE REVENUE PURPOSE STATEMENT

A proposal to amend the City of North Liberty's several utility franchise agreements to increase the rate at which utility franchise fees are assessed to 2% of gross receipts, minus uncollectible amounts, will be considered by the North Liberty City Council following a public hearing during its regular meeting on Tuesday, April 13. Pursuant to the provisions of Iowa Code § 364.2, Code of Iowa, as amended, any franchise fees so collected shall only be used for the purposes set forth below in this Revenue Purpose Statement:

- The repair, remediation, restoration, cleanup, replacement, and improvement of existing public parks, park facilities, and trail structures within the City of North Liberty;
- The construction, reconstruction, or repair of public park grounds and trails within the City of North Liberty, and the acquisition of real estate needed for such purposes.

Ordinance No. 2021-05

**AN ORDINANCE AMENDING THE MIDAMERICAN ENERGY
COMPANY, INTERSTATE POWER AND LIGHT COMPANY,
AND LINN COUNTY RURAL ELECTRIC COOPERATIVE
FRANCHISE AGREEMENTS TO ADJUST FRANCHISE FEES**

BE IT ENACTED by the City Council of the City of North Liberty, Iowa:

SECTION 1. AMENDMENT. Section 110.13 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

110.13 FRANCHISE FEE.

There is hereby imposed upon and shall be collected from the natural gas customers of the Company receiving service pursuant to the Tariff located within the corporate limits of the City and remitted by the Company to the City, a franchise fee from each revenue class as set forth below of the gross receipts, minus uncollectable amounts, derived by the Company from the delivery and sale of natural gas to customers within the corporate limits of the City:

- Residential Customers Two percent (2.00%)
- Commercial Customers Two percent (2.00%)
- Industrial Customers Two percent (2.00%)
- Public Authority Customers Two percent (2.00%)
- Distribution (Transportation) Customers Two percent (2.00%)

SECTION 2. AMENDMENT. Paragraph 1 of Section 111.10 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

1. In its monthly billing, the Company shall include a franchise fee at a rate of two percent (2.00%) of the gross receipts from the sale of electricity to the Company's electric customers located within the corporate limits of the City.

SECTION 3. AMENDMENT. Paragraph 1 of Section 117.16 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

1. The Cooperative shall include a franchise fee at a rate of two percent (2.00%) of the gross receipts from the sale of electricity for customers within the City Limits of North Liberty, Johnson County, Iowa. At any time during the term of the Franchise Agreement, the City may amend said franchise fee. The Cooperative shall commence collecting the franchise fee at the specified rate within six months of the date the City notifies the Cooperative of adoption or amendment of the

franchise fee. The franchise fee may increase up to a maximum of five percent (5%) as allowed by law. The City shall be solely responsible for the proper use of any amounts collected as franchise fees, and shall only use such fees as collected for a purpose as allowed by applicable law. Collection of the franchise fee shall cease at the earlier of the City's repeal of the franchise fee or the end of the franchise term. Notwithstanding the foregoing, the collection of any franchise fee shall be in accordance with applicable law, including but not limited to any limitations upon the collection of such franchise fee.

SECTION 4. REPEALER. All Ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 5. SCRIVENER'S ERROR. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

SECTION 6. SEVERABILITY. If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 7. WHEN EFFECTIVE. This Ordinance shall be in effect upon and after its final passage, approval and publication as provided by law.

First reading on _____.

Second reading on _____.

Third and final reading on _____.

CITY OF NORTH LIBERTY

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2021-05 in the *North Liberty Leader* on

TRACEY MULCAHEY, CITY CLERK



Livestock Ordinance

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF NORTH
LIBERTY, IOWA, UPDATING PORTIONS OF THE ANIMAL CONTROL CODE CONCERNING
LIVESTOCK WITHIN CITY LIMITS.**

BE IT ENACTED by the City Council of the City of North Liberty, Iowa:

SECTION 1. AMENDMENT. Section 55.23 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

55.23 LIVESTOCK.

It is unlawful for a person to keep livestock within the City, except in compliance with the City's zoning regulations.

1. Notwithstanding the provisions of this section, the keeping of domestic chickens (members of the subspecies of *Gallus gallus domesticus*) shall be permitted on single-family residences and zero-lot line duplexes (where each unit owner owns a separate and distinct portion of the lot), so long as such keeping is in strict compliance with this subsection and all other applicable City ordinances unless, despite compliance with the following, the presence of any particular chickens endangers the health, safety, peace, quiet, comfort, enjoyment of, or otherwise becomes a public nuisance to nearby residents or occupants or places of business.

A. No person shall keep chickens inside a single family dwelling unit, multi-family dwelling units or rental units.

B. A tenant must obtain the landlord's written permission to keep chickens, which shall be submitted as part of the application for a permit.

C. Chickens must be confined in a coop or fowl house not less than 18 inches in height or, in the alternative, within a fenced pen area. Chickens must be kept within the coop, the fowl house, or the fenced pen area at all times unless removed for a temporary time for cleaning or for the safety of the chicken. Chickens must be housed in the coop from dusk until dawn.

D. The coop, the fowl house, or the fenced pen area shall be located in the rear yard (as defined in Section 167.01) only, must be of such a design to be reasonably expected to prevent entry by dogs, cats, or other animals, shall be completely enclosed (except fenced pen area), shall be well maintained, and shall be well drained so there is no accumulation of moisture.

E. The materials used in making a coop or fowl house (stationary or mobile) shall be uniform for each element of the structure such that the walls are made of the same material, the roof has the same shingles or other covering, and any windows or openings are constructed using the same materials. The use of scrap, waste board, sheet metal, or similar materials is prohibited. Fencing materials must meet all requirements set forth in the zoning regulations; however, except as set forth herein, coops and fowl houses are not subject to building code requirements.

F. The coop, the fowl house, or the fenced pen area shall have a minimum of four (4) square feet of floor area for each chicken but shall not be any larger than twelve (12) square feet of area for each chicken. The coop, fowl house, or fenced pen area shall be a minimum of ~~fifteen-ten~~ (1510) feet from any property line, shall not exceed eight (8) feet in height, and shall fully comply with all applicable zoning regulations.

G. Any coop, fowl house, or fenced pen area shall be kept clean, sanitary and free from accumulation of chicken excrement and objectionable odors. ~~All droppings and body excretions shall be either placed in fly proof containers and double bagged in plastic bags or, in the alternative, used as fertilizer on the same property or, with the owner's permission, on other property within the City, so long as the droppings and body excretions are spread and incorporated into the soil within twenty four (24) hours~~ Chicken manure shall be managed so as not to create a nuisance.

H. Odors from chickens, chicken manure or other chicken related substances shall not be perceptible beyond the boundaries of the permitted tract of land. Noise from chickens shall not ~~to disturb persons on adjoining properties or beyond based on an objective or reasonable person standard~~ violate Section 55.04.

I. All chicken feed shall be stored in rodent-proof containers.

J. No more than six (6) chickens shall be kept or maintained per property.

K. All chickens shall have one wings clipped at any given time so as to eliminate the possibility of flight from the permittee's property.

L. All such chickens must be hens; no roosters are permitted.

~~—M. All chickens covered by a permit shall be banded in accordance with procedures and requirements established by the City.~~

~~NM.~~ The City shall not be liable for injury or death of chickens caused by dogs, cats, or other animals, domestic or wild, whether such animals are licensed by the City or not. Further, injury or death of a chicken caused by an animal is not, in and of itself, sufficient grounds for the City to determine that the animal is a vicious

animal pursuant to Chapter 56 of this Code of Ordinances. Any dead chicken, not caused by slaughtering, shall be disposed of immediately upon discovering in a manner so as not to cause a nuisance pursuant to Chapter 50 of this Code of Ordinances.

~~ON.~~ Any slaughter of chickens not regulated by state law or otherwise forbidden or regulated shall be done only in a humane and sanitary manner and shall not be done open to the view of any public area or adjacent property owned by another.

2. No person shall keep any chickens unless they possess a City of North Liberty permit issued by the City Clerk.

A. The City Clerk shall provide an application form upon request, ~~which shall include consent forms for landlords and owners of adjacent properties.~~

B. The fees and associated costs shall be set by resolution.

C. Permits will be granted for one (1) year valid from January 1 through December 31. Permits may be purchased at any time during the year but will be valid only through December 31. ~~Bands will be issued with the permit. The permittee shall place and keep leg bands on all of his chickens showing the permit number.~~

D. The applicant shall successfully complete an approved class in raising chickens in an urban setting prior to being issued a permit. The Permitting Officer shall maintain a current list of such approved classes.

~~E. Each chicken shall be banded at all times.~~

~~FE.~~ By the granting of the permit to raise chickens and the application thereof, the permittee authorizes that the City or its agents have the right to go onto permittee's property any time and without prior notice for the limited purpose of inspection of the premises to ensure that all applicable conditions have been met.

~~GE.~~ Within thirty (30) days after the expiration of any permit, the permittee shall apply for and secure a renewal of the permit in the manner provided for in this chapter. Failure to renew a permit within the time herein provided shall result in a delinquent fee, in addition to the regular permit fee, as set by the city council. All applicants shall be furnished with permit rules and regulations at the time the application is made. Permit rules and regulations shall be approved by resolution of the city council.

~~HG.~~ The permit is a limited license for the activity, and no vested zoning rights arise from the permit being issued.

H. The permit does not run with the land. Private restrictions on the use of property shall remain enforceable and shall supersede the permit. The private restrictions include, but are not limited to, deed restrictions, condominium restrictions, neighborhood association bylaws, covenants and restrictions, and rental agreements. ~~A permit issued to a person whose property is subject to private restrictions that prohibit keeping of chickens is void.~~

3. In the event that an applicant or permittee does not fully and strictly comply with the requirements of this section, the application may be denied or the permit may be revoked. If an application is denied or a permit is revoked, the applicant or permittee shall be so informed in writing and also informed of the right to appeal said decision.

A. In any instance where the City Clerk has denied, revoked, suspended, or not renewed a permit, the applicant or permit holder may appeal the Clerk's decision to the City Administrator within ten (10) business days of receipt by the applicant or holder of the permit of the notice of the decision. The applicant or holder of the permit will be given an opportunity for a hearing. The decision of the City Administrator or any decision by the Clerk that is not appealed in accordance to this chapter shall be deemed final action.

B. When an application for a permit is denied or when a permit is revoked:

(1) The applicant may not re-apply for a new permit for a period of 1 year from the date of the denial or revocation unless the denial or revocation is due to administrative reasons only, as determined by the City Clerk.

(2) Any chickens shall be removed immediately.

(3) Any coop, fowl house, fencing or other structures shall be removed within ten (10) days of the date of the permit being denied or revoked.

4. An owner or possessor of animals on property that is newly annexed has ninety (90) days from the date of annexation to bring the property into compliance required by this section.

5. Any property owner possessing chickens in violation of the City's Animal Code prior to the date this ordinance becomes effective, which is an illegal nonconforming use, shall have thirty (30) days to meet all requirements of this section and all other applicable provisions of the City's code of Ordinances.

6. A violation of this subsection is a simple misdemeanor or a municipal infraction, as provided in Chapter 3 of this Code of Ordinances.

SECTION 2. REPEALER. All Ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SCRIVENER'S ERROR. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

SECTION 4. SEVERABILITY. If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on _____.

Second reading on _____.

Third and final reading on _____.

CITY OF NORTH LIBERTY

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance _____ in the *North Liberty Leader* on _____.

Ordinance No. 2021-06

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF
THE CITY OF NORTH LIBERTY, IOWA, UPDATING PORTIONS
OF THE ANIMAL CONTROL CODE CONCERNING LIVESTOCK
WITHIN CITY LIMITS**

BE IT ENACTED by the City Council of the City of North Liberty, Iowa:

SECTION 1. AMENDMENT. Section 55.23 of the Code of Ordinances of the City of North Liberty, Iowa, is amended to read as follows:

55.23 LIVESTOCK.

It is unlawful for a person to keep livestock within the City, except in compliance with the City's zoning regulations.

1. Notwithstanding the provisions of this section, the keeping of domestic chickens (members of the subspecies of *Gallus gallus domesticus*) shall be permitted on single-family residences and zero-lot line duplexes (where each unit owner owns a separate and distinct portion of the lot), so long as such keeping is in strict compliance with this subsection and all other applicable City ordinances unless, despite compliance with the following, the presence of any particular chickens endangers the health, safety, peace, quiet, comfort, enjoyment of, or otherwise becomes a public nuisance to nearby residents or occupants or places of business.

A. No person shall keep chickens inside a single family dwelling unit, multi-family dwelling units or rental units.

B. A tenant must obtain the landlord's written permission to keep chickens, which shall be submitted as part of the application for a permit.

C. Chickens must be confined in a coop or fowl house not less than 18 inches in height or, in the alternative, within a fenced pen area. Chickens must be kept within the coop, the fowl house, or the fenced pen area at all times unless removed for a temporary time for cleaning or for the safety of the chicken. Chickens must be housed in the coop from dusk until dawn.

D. The coop, the fowl house, or the fenced pen area shall be located in the rear yard (as defined in Section 167.01) only, must be of such a design to be reasonably expected to prevent entry by dogs, cats, or other animals, shall be completely

enclosed (except fenced pen area), shall be well maintained, and shall be well drained so there is no accumulation of moisture.

E. The materials used in making a coop or fowl house (stationary or mobile) shall be uniform for each element of the structure such that the walls are made of the same material, the roof has the same shingles or other covering, and any windows or openings are constructed using the same materials. The use of scrap, waste board, sheet metal, or similar materials is prohibited. Fencing materials must meet all requirements set forth in the zoning regulations; however, except as set forth herein, coops and fowl houses are not subject to building code requirements.

F. The coop, the fowl house, or the fenced pen area shall have a minimum of four (4) square feet of floor area for each chicken but shall not be any larger than twelve (12) square feet of area for each chicken. The coop, fowl house, or fenced pen area shall be a minimum of ten (10) feet from any property line, shall not exceed eight (8) feet in height, and shall fully comply with all applicable zoning regulations.

G. Any coop, fowl house, or fenced pen area shall be kept clean, sanitary and free from accumulation of chicken excrement and objectionable odors. Chicken manure shall be managed so as not to create a nuisance.

H. Odors from chickens, chicken manure or other chicken related substances shall not be perceptible beyond the boundaries of the permitted tract of land. Noise from chickens shall not violate Section 55.04.

I. All chicken feed shall be stored in rodent-proof containers.

J. No more than six (6) chickens shall be kept or maintained per property.

K. All chickens shall have one wing clipped at any given time so as to eliminate the possibility of flight from the permittee's property.

L. All such chickens must be hens; no roosters are permitted.

M. The City shall not be liable for injury or death of chickens caused by dogs, cats, or other animals, domestic or wild, whether such animals are licensed by the City or not. Further, injury or death of a chicken caused by an animal is not, in and of itself, sufficient grounds for the City to determine that the animal is a vicious animal pursuant to Chapter 56 of this Code of Ordinances. Any dead chicken, not caused by slaughtering, shall be disposed of immediately upon discovering in a manner so as not to cause a nuisance pursuant to Chapter 50 of this Code of Ordinances.

N. Any slaughter of chickens not regulated by state law or otherwise forbidden or regulated shall be done only in a humane and sanitary manner and shall not be done open to the view of any public area or adjacent property owned by another.

2. No person shall keep any chickens unless they possess a City of North Liberty permit issued by the City Clerk.

A. The City Clerk shall provide an application form upon request.

B. The fees and associated costs shall be set by resolution.

C. Permits will be granted for one (1) year valid from January 1 through December 31. Permits may be purchased at any time during the year but will be valid only through December 31.

D. The applicant shall successfully complete an approved class in raising chickens in an urban setting prior to being issued a permit. The Permitting Officer shall maintain a current list of such approved classes.

E. By the granting of the permit to raise chickens and the application thereof, the permittee authorizes that the City or its agents have the right to go onto permittee's property any time and without prior notice for the limited purpose of inspection of the premises to ensure that all applicable conditions have been met.

F. Within thirty (30) days after the expiration of any permit, the permittee shall apply for and secure a renewal of the permit in the manner provided for in this chapter. Failure to renew a permit within the time herein provided shall result in a delinquent fee, in addition to the regular permit fee, as set by the city council. All applicants shall be furnished with permit rules and regulations at the time the application is made. Permit rules and regulations shall be approved by resolution of the city council.

G. The permit is a limited license for the activity, and no vested zoning rights arise from the permit being issued.

H. The permit does not run with the land. Private restrictions on the use of property shall remain enforceable and shall supersede the permit. The private restrictions include, but are not limited to, deed restrictions, condominium restrictions, neighborhood association bylaws, covenants and restrictions, and rental agreements.

3. In the event that an applicant or permittee does not fully and strictly comply with the requirements of this section, the application may be denied or the permit may be revoked. If an application is denied or a permit is revoked, the applicant or permittee shall be so informed in writing and also informed of the right to appeal said decision.

A. In any instance where the City Clerk has denied, revoked, suspended, or not renewed a permit, the applicant or permit holder may appeal the Clerk's decision to the City Administrator within ten (10) business days of receipt by the applicant

or holder of the permit of the notice of the decision. The applicant or holder of the permit will be given an opportunity for a hearing. The decision of the City Administrator or any decision by the Clerk that is not appealed in accordance to this chapter shall be deemed final action.

B. When an application for a permit is denied or when a permit is revoked:

(1) The applicant may not re-apply for a new permit for a period of 1 year from the date of the denial or revocation unless the denial or revocation is due to administrative reasons only, as determined by the City Clerk.

(2) Any chickens shall be removed immediately.

(3) Any coop, fowl house, fencing or other structures shall be removed within ten (10) days of the date of the permit being denied or revoked.

4. An owner or possessor of animals on property that is newly annexed has ninety (90) days from the date of annexation to bring the property into compliance required by this section.

5. Any property owner possessing chickens in violation of the City's Animal Code prior to the date this ordinance becomes effective, which is an illegal nonconforming use, shall have thirty (30) days to meet all requirements of this section and all other applicable provisions of the City's code of Ordinances.

6. A violation of this subsection is a simple misdemeanor or a municipal infraction, as provided in Chapter 3 of this Code of Ordinances.

SECTION 2. REPEALER. All Ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 3. SCRIVENER'S ERROR. The correction of typographical errors which do not affect the intent of the ordinance may be authorized by the City Clerk or the Clerk's designee without further public hearing.

SECTION 4. SEVERABILITY. If any section, provision or part of this Ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the Ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This Ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on _____.

Second reading on _____.

Third and final reading on _____.

CITY OF NORTH LIBERTY

TERRY L. DONAHUE, MAYOR

ATTEST:

I, Tracey Mulcahey, City Clerk of the City of North Liberty, hereby certify that at a meeting of the City Council of said City, held on the above date, among other proceedings, the above was adopted.

TRACEY MULCAHEY, CITY CLERK

I certify that the forgoing was published as Ordinance No. 2021-06 in the *North Liberty Leader* on

TRACEY MULCAHEY, CITY CLERK



Additional Information

To **Mayor and City Council**
CC **City Administrator**
From **Tom Palmer, Building Official**
Date **4/7/2021**
Re **Monthly Report**

March Permits:

62 permits were issued in March with estimated construction value of 10.2 million dollars. Eighteen new housing unit permits were issued with construction value of 9.2 million dollars. Staff completed 389 inspections during the month of March.

Rental/Code Compliance Cases:

Four new rental permit applications received in March. A total of twelve code compliance cases were processed in March.

Speedy Mike's Carwash Project:

The owner has applied and received permit for grading and installation of the utilities for the proposed carwash located at the corner of Penn Street and Liberty Way.





Monthly Permit Tally Report

03/01/2021 - 03/31/2021

Permit #	Permit Type	Type of Improvement	Project Description	Construction Value	Total Fees
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Group: Automatic Fire Sprinkler System

20210081	Fire	Automatic Fire Sprinkler	TENANT IMPROVEMENT 4B	\$12,500.00	\$101.00
20210073	Fire	Automatic Fire Sprinkler	TENANT IMPROVEMENT	\$908.00	\$77.00
20210072	Fire	Automatic Fire Sprinkler	TENANT IMPROVEMENT	\$908.00	\$77.00
				\$14,316.00	\$255.00

Group Total: 3

Group: Backflow Preventer

20210102	Building	Backflow Preventer	replace backflow preventer that froze	\$371.00	\$23.50
				\$371.00	\$23.50

Group Total: 1

Group: Commercial Alteration

20210110	Building	Commercial Alteration	Adding (2) additional office	\$500.00	\$23.50
20210085	Building	Commercial Alteration	Tenant improvements to the commercial space. Building a countertop area and a raised bar. Countertop area will be for making teas and protein shakes.	\$17,000.00	\$279.25
				\$17,500.00	\$302.75

Group Total: 2

Group: Construction Site Runoff

20210114	Construction	Construction Site Runoff	Speedy Mike's Car Wash @ 930 Liberty Way	\$25,000.00	\$150.00
				\$25,000.00	\$150.00

Group Total: 1

Group: Deck

20210154	Building	Deck	Replace existing deck and add a porch roof	\$7,500.00	\$146.25
20210105	Building	Deck	Expand existing deck which is 10x12 to 10x24	\$6,000.00	\$125.25
				\$13,500.00	\$271.50

Group Total: 2

Group: Demolition Structure(s)

20210141	Demolition	Demolition Structure(s)	As part of the Greenbelt Trail, Part 2 subdivision for Legacy Green Builders & Pat Scanlon, the existing farmhouse and outbuildings need to be demolished for the future subdivision expansion. The address of the proposed demolition is 2645 North Liberty Road NE. Budgeted demolition costs to be +/- \$50,000 for all buildings	\$50,000.00	\$25.00
				\$50,000.00	\$25.00

Group Total: 1

Group: Driveway

20210086	Zoning	Driveway	Additional driveway parking	\$2,250.00	\$25.00
20210077	Zoning	Driveway	Extension of driveway	\$0.00	\$25.00
				\$2,250.00	\$50.00

Monthly Permit Tally Report

Group Total: 2

Group: Fence

20210125	Zoning	Fence	Would like to put a fence on the side of yard 26ft from sidewalk. we have a radius lot.	\$2,400.00	\$25.00
20210122	Zoning	Fence	Ornamental 4ft Back yard fence	\$5,000.00	\$25.00
20210113	Zoning	Fence	Tear down and rebuild existing 6' cedar fence.	\$11.00	\$25.00
20210092	Zoning	Fence	Black Chain Link Fence 5 feet in height	\$6,733.00	\$25.00
20210047	Zoning	Fence	189' of 4' chain link with one gate	\$3,287.25	\$25.00
				\$17,431.25	\$125.00

Group Total: 5

Group: Fire Alarm & Detection Equipment

20210074	Fire	Fire Alarm &	STE 4B Build Out	\$2,284.06	\$101.00
20210058	Fire	Fire Alarm &	Unit 15	\$1,066.00	\$81.00
20210057	Fire	Fire Alarm &	Suite 14	\$1,066.00	\$81.00
				\$4,416.06	\$263.00

Group Total: 3

Group: Manufactured Home

20210091	Building	Manufactured Home	New Manufactured Home Installation	\$60,000.00	\$347.50
20210090	Building	Manufactured Home	New Manufactured Home Installation	\$60,000.00	\$347.50
20210089	Building	Manufactured Home	New Manufactured Home Installation	\$60,000.00	\$347.50
20210088	Building	Manufactured Home	New Manufactured Home Installation	\$60,000.00	\$347.50
				\$240,000.00	\$1,390.00

Group Total: 4

Group: Mechanical Electrical Plumbing (MEP)

20210100	Building	Mechanical Electrical	Water Heater Changeout for Unit #E4	\$1,200.00	\$23.50
20210097	Construction	Mechanical Electrical Plumbing	Relocate traffic signal electrical service Corner of Westwood & 965	\$0.00	
20210066	Building	Mechanical Electrical	Water Heater Changeout	\$1,200.00	\$23.50
20210065	Building	Mechanical Electrical	Water Heater Changeout for Unit #1	\$1,200.00	\$23.50
11366	Building	Mechanical Electrical Plumbing (MEP)	Gas line has been shut off and needs to be tested to be turned back on by the gas company.	\$125.00	\$23.50
				\$3,725.00	\$94.00

Group Total: 5

Group: New Multi-Family Dwelling

11417	Building	New Multi- Family Dwelling	40 plex. Underground parking w/ 4 stories of units above.	\$5,000,000.00	\$49,277.55
				\$5,000,000.00	\$49,277.55

Group Total: 1

Group: New Single Family Dwelling

20210095	Building	New Single	SFH	\$475,000.00	\$3,991.25
20210078	Building	New Single Family	New single family dwelling	\$250,000.00	\$2,731.25
20210052	Building	New Single Family	Single Family Construction	\$430,000.00	\$3,714.72
				\$1,155,000.00	\$10,437.22

Group Total: 3

Group: New Single Family Dwellings Attached

20210094	Building	New Single	New Zero Lot Line	\$215,000.00	\$2,385.25
20210093	Building	New Single	New Zero Lot Line	\$215,000.00	\$2,535.25
20210068	Building	New Single Family	SFD. Zero Lot. MONROE plan	\$172,500.00	\$2,147.25

20210067	Building	New Single Family	SFD. Zero Lot. MONROE plan	\$172,500.00	\$2,297.25
20210064	Building	New Single Family	SFC. Zero Lot . JACKSON plan	\$172,500.00	\$2,147.25
20210063	Building	New Single Family	SFC. Zero Lot . JACKSON plan	\$172,500.00	\$2,297.25
20210038	Building	New Single	New Zero Lot Line	\$340,000.00	\$3,060.72
20210037	Building	New Single	New Zero Lot Line	\$340,000.00	\$3,210.72
20210010	Building	New Single Family	New zero lot two story duplex	\$303,000.00	\$2,853.52
20210009	Building	New Single Family	New zero lot two story duplex	\$303,000.00	\$3,003.52
11426	Building	New Single Family	SFC. Zero Lot . MADISON plan	\$170,000.00	\$2,108.72
11425	Building	New Single Family	SFC. Zero Lot . MADISON plan	\$170,000.00	\$2,258.72
11374	Building	New Single Family	SFC. Zero Lot . MADISON plan	\$188,000.00	\$2,209.52
11373	Building	New Single Family	SFC. Zero Lot . MADISON plan	\$188,000.00	\$2,359.52
				\$3,122,000.00	\$34,874.46

Group Total: 14

Group: Residential Addition

20210116	Building	Residential	sunroom	\$45,000.00	\$593.25
20210111	Building	Residential Addition	add four season to existing home	\$10,000.00	\$181.25
20210070	Building	Residential Addition	adding a master bedroom and closet above the 3rd stall garage. I am the general contractor, as well as the plumbing and electrical.	\$33,500.00	\$391.25
				\$88,500.00	\$1,165.75

Group Total: 3

Group: Residential Alteration

20210131	Building	Residential Alteration	Fire damage inside home need permit for build back of interior. No structural damage.	\$200,000.00	\$1,553.75
20210128	Building	Residential	Basement Finish	\$18,000.00	\$293.25
20210076	Building	Residential Alteration	Remodel Basement Garden Garage In To Bedroom	\$9,000.00	\$167.25
20210035	Building	Residential	finish basement.	\$4,000.00	\$97.25
				\$231,000.00	\$2,111.50

Group Total: 4

Group: Right of Way

20210026	Construction	Right of Way	Mediacom CATV Replacement	\$1,275.00	
20210008	Construction	Right of Way	Install Fiber optics by directional bore	\$5,500.00	\$25.00
				\$6,775.00	\$25.00

Group Total: 2

Group: Swimming pools, spas and hot tubs

20210140	Building	Swimming pools, spas and hot tubs	Adding 100 AMP Subpanel for hot tub and general-purpose electrical circuit for Gazebo	\$250.00	\$23.50
20210108	Building	Swimming pools, spas and hot tubs	Installation of 18x37 inground salt water pool	\$53,000.00	\$664.75
20210082	Building	Swimming pools, spas and hot tubs	Installation of 18x66 inground salt water pool with Auto Cover that meets ATSM standards	\$65,000.00	\$748.75
20210060	Building	Swimming pools, spas	Pool and Landscape project	\$100,000.00	\$993.75

20210055	Building	Swimming pools, spas and hot tubs	Installation of 12'x26' in ground fiberglass swimming pool with associated pool equipment	\$56,000.00	\$685.75
				\$274,250.00	\$3,116.50

Group Total: 5

Group: Zoning Certificate

20210021	Zoning	Zoning Certificate	use the space for office for Peak Construction	\$25,000.00	\$25.00
				\$25,000.00	\$25.00

Group Total: 1

				\$10,291,034.31	\$103,982.70
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Certificate of Occupancy Monthly Report

3/1/2021 - 03/31/2021

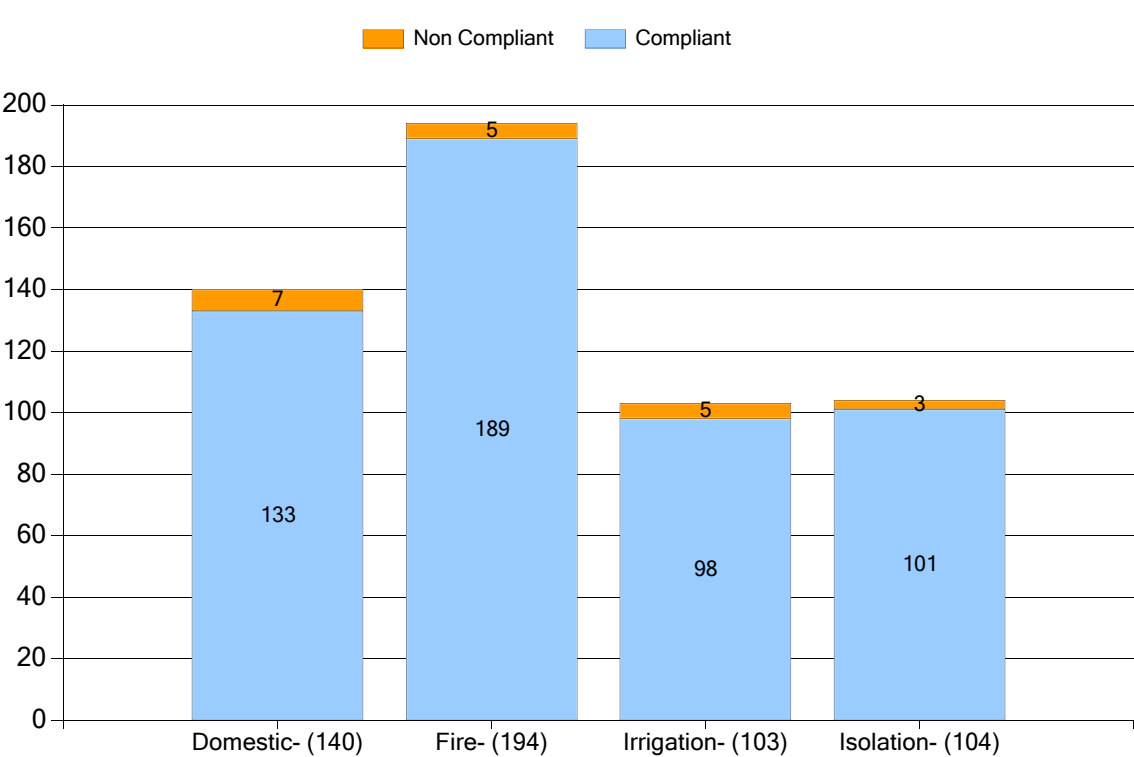
Applicant	Parcel Address	Project Description	Permit Type	Date C.O. Issued
Grand Rail Development	2901 Stoner Court Unit 15	Tenant Improvement	Building	3/12/2021
Grand Rail Devleopment	2901 Stoner Court Unit 1	Tenant Improvement	Building	3/12/2021
Grand Rail Development	2810 Stoner Court Unit 4B	Tenant Improvement	Building	3/18/2021
Kaspers design build	1053 Cory Court	All season room	Building	3/15/2021

Code Compliance Report

03/01/2021 - 03/31/2021

Case Date	Case #	Status	Complaint	Reporting Code
3/14/2021	20210027	Open	Fire Department	Fire Code
3/18/2021	20210028	Open	past due annual backflow preventer test report	Building Code
3/18/2021	20210029	Open	past due annual backflow preventer test report	Building Code
3/18/2021	20210030	Open	past due annual backflow preventer test report	Building Code
3/18/2021	20210031	Open	past due annual backflow preventer test report	Building Code
3/18/2021	20210032	Open	past due annual backflow preventer test report	Building Code
3/18/2021	20210033	Open	past due annual backflow preventer test report	Building Code
3/24/2021	20210034	Open	Junk vehicle	Zoning Code
3/24/2021	20210035	Open	Unpermitted parking	Zoning Code
3/24/2021	20210036	Open	Unpermitted parking	Zoning Code
3/24/2021	20210037	Open	Unpermitted parking	Zoning Code
3/24/2021	20210038	Open	past due annual backflow preventer test report	City Code

Breakdown of Backflow Preventer Compliance



- Fire = Fire Protection / Fire Detector Bypass
- Domestic = Domestic / Domestic Bypass
- Irrigation = Lawn Irrigation
- Isolation = All Others



To **Mayor, City Council, Communications Advisory Commission**
CC **City Administrator Ryan Heiar**
From **Communications Director Nick Bergus**
Date **April 1, 2021**
Re **Communications Staff Report**

COVID-19

It's been great to include in our efforts connecting messaging around vaccinations as the availability becomes more widespread. Nevertheless, we are continuing to share guidance around precautions as we follow the lead of public health experts and their concerns surrounding the plateauing and increase in cases. We've continued to amplify Johnson County Public Health's messaging as well as the continued adjustments to operations at the city.

Blues & BBQ

We've made the carefully considered decision to not hold Blues & BBQ in 2021. While we're optimistic, we're not clairvoyant, and recognize that we simply cannot plan for a large-scale event during what will hopefully be the tail end of the pandemic. We also felt that trying to host adapt the parts that make Blues & BBQ great, particularly the variety of fun in one place and a gathering place for the entire community on a single day, wouldn't be a successful venture. Instead, we're collaborating with programming staff to host a summer slate of fun that we can pivot to the public health needs of the moment and offer pandemic-aware fun and can be carefully executed. The full slate will be released in April and we're excited about it.

Great Neighborhoods

We continue to work with Neighborhood Ambassadors, and worked with them to put out a survey that will help us collect feedback and build a baseline against which we can measure future engagement. We continue to facilitate their engagement with other departments, including cleanup days, library and recreation pop-ups, development meetings, and other engagement. As we've told the ambassadors, we're learning what works and what doesn't with them. We still have some neighborhoods without ambassadors; details, directory and application are at northlibertyiowa.org/BeGreat.

Project Open House

Replacing our traditional annual in-person open house about infrastructure, we hosted four online presentation focused on coming improvements, including parks and trails, Ranshaw Way, Dubuque Street realignment and the future civic campus. Attendance at each was good, and, based on the emailed questions I've received, people are watching the presentation afterwards, too. We would consider hosting these in this format post-pandemic, too. The archived versions of these presentations be found at northlibertyiowa.org/projects.

Other Items

We produced City Council meetings and submitted them to the Iowa City government channel.

We sent news releases about city programming and service changes, projects, library and recreation initiatives, public meetings, various collections, and more.

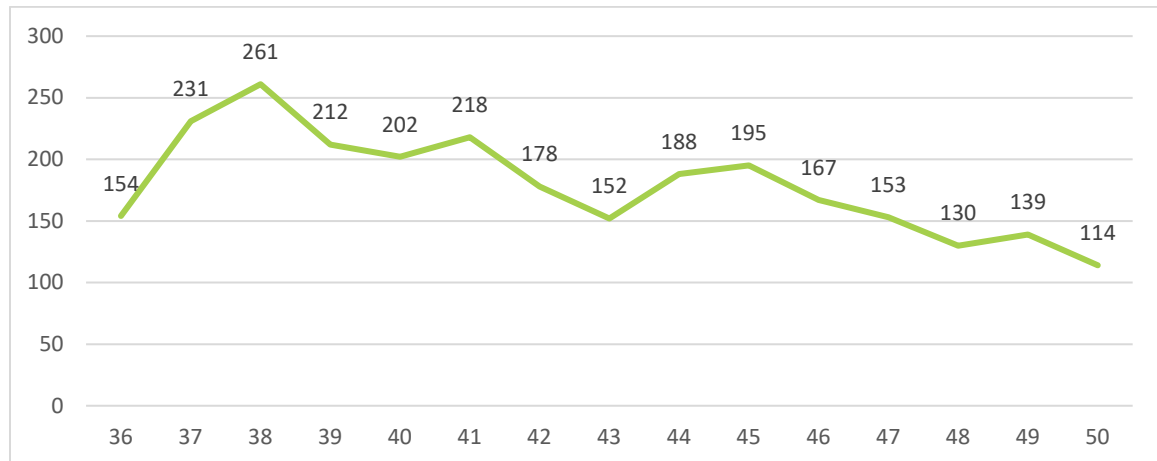
Staff represented the city at various meetings, including with Think Iowa City's strategic planning, ICAD economic visioning, United Way, North Liberty Community Fund and other community organizations.

Completed Videos

Title	Requested By	Completed	Duration
Eye on North Liberty: Waste Water	Communications	March 1	0:05
Communications Advisory Commission	Administration	March 1	0:23
Planning and Zoning Commission	Administration	March 2	0:54
Staff Chats: Michael Werle	Communications	March 3	0:02
Staff Chats: Ryan Taylor	Communications	March 3	0:03
Parks and Recreation Commission	Administration	March 4	0:26
YLaH: Bubble Tea!	Library	March 9	0:02
City Council	Administration	March 9	1:27
Good Neighbor Meeting	Planning	March 11	0:46
Good Neighbor Meeting	Planning	March 11	0:16
Library Board of Trustees	Administration	March 15	0:48
Good Neighbor Meeting	Planning	March 18	0:46
Open House: Parks & Trails	Communications	March 5	0:43
Open House: Ranshaw Way	Communications	March 12	0:40
Open House: Dubuque Street	Communications	March 19	0:33
Open House: Civic Campus	Communications	March 26	0:35
YLaH: Sugar Cone Bird Feeders!	Library	March 23	0:18
City Council	Administration	March 23	1:13
YLaH: Chia Pets!	Library	March 29	0:11
Eye on North Liberty: Special Projects	Communications	March 31	0:04
Total completed productions: 20	Duration of new video: 10.25 hours		

52317 Podcast

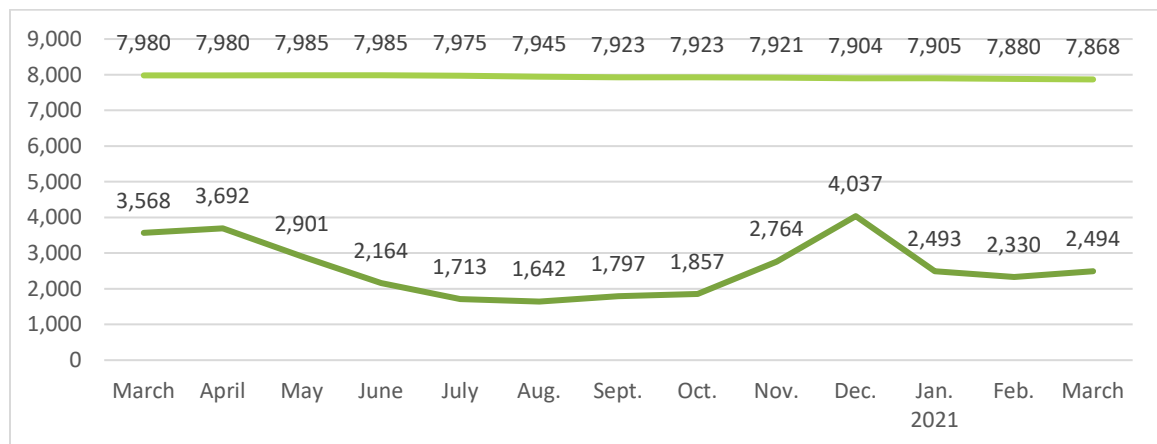
Release schedule is every three weeks; episodes can be found at northlibertyiowa.org/52317.



Downloads is the number times the podcast file was downloaded to a player, including a podcast client, webpage-embedded player or other device since its publication. Numbers are as reported by service provider LibSyn as of the date of this report. **Episodes** 50: Letter B; 49: Fryvecind Voice Studio; 48: A Chocolate Studio; 47: Corridor Rentals; 46: MixHomeMercantile; 45: The Lounge; 44: Debut Dance; 43: Ice Cube Press; 42: Brown's School of Martial Arts; 41: Salon Ludic; 40: Tamarack 39: Table; 38: Vanilla Beans & Daydreams; 37: North Liberty Fire Department; 36: North Liberty Community Pantry

North Liberty Bulletin Email Newsletters

Release schedule is first Thursday of the month; subscribe at northlibertyiowa.org/subscribe.



Recipients is the number of email addresses to which an issue of the Bulletin was sent and is represented by the top line. **Opens** is the number of unique recipients who opened the Bulletin and is represented by the bottom line; the standard open rate for government is 25.4%. Numbers are as reported by service provider Mailchimp.

Subject lines March: A really weird lion; Feb: Hi, neighbor 🐾; Jan: Storms 🌩️; Dec: To new traditions 🏠; Nov: Kindness Matters; Oct: Get your trebuchet ready; Sept: A perfect storm; Aug: It's back? to school season; July: Summer summer summertime; June: Stop and listen; May: How's everyone doing?; April: This is something else; March: Smell that smell;

Social Media

Month	Facebook		Twitter		Instagram	Nextdoor
	New likes	Reach	New follows	Impressions	Followers	Members
March 2021	72	100,455	18	61,600	2,342	4,900
Feb 2021	96	24,756	22	48,700	2,305	4,818
Jan 2021	55	19,163	-4	32,500	2,276	4,760
Dec 2020	43	10,064	0	23,000	2,266	4,712
Nov 2020	37	9,978	20	50,600	2,242	4,684
Oct 2020	75	28,920	6	35,000	2,216	4,657
Sept 2020	66	21,472	11	33,500	2,195	4,624
Aug 2020	35	13,370	18	39,500	2,118	4,568
July 2020	35	13,370	18	39,500	2,118	4,568
June 2020	95	37,016	53	81,200	2,080	4,522
May 2020	98	14,541	8	51,800	2,044	4,487
April 2020	43	15,703	25	73,500	1,996	4,455
March 2020	84	25,857	26	47,500	1,961	4,404

Facebook new likes is the net number of new users liking the city's Facebook page; it does not include new *followers*.

Facebook reach is the number of unique users who saw any of the city's Facebook content, reported on a 28-day period. **Twitter new follows** is the net number of new users following the city on Twitter. **Twitter impressions** is the total number of times a tweet from the city was shown to a user. **Instagram new follows** is the net number of new users liking the city's Instagram account. **Nextdoor members** is the number of verified North Liberty residents who are users and able to receive our agency messages.

Website Statistics

Month	Sessions	Users	Pageviews	Pgs/Session	Avg Session
March 2021	23,993	14,861	46,159	1.92	1:15
Feb 2021	27,228	20,540	47,047	1.73	1:06
Jan 2021	20,264	13,628	39,600	1.95	1:11
Dec 2020	16,287	12,267	32,867	2.02	1:18
Nov 2020	19,249	11,438	36,266	1.88	1:07
Oct 2020	26,779	19,448	47,929	1.79	1:10
Sept 2020	23,476	17,070	42,626	1.82	1:12
Aug 2020	19,804	14,379	36,863	1.86	1:16
July 2020	17,231	10,213	35,578	2.06	1:29
June 2020	22,535	15,909	44,379	1.97	1:22
May 2020	14,669	11,451	39,087	1.90	1:10
April 2020	18,727	13,796	34,990	1.36	1:10
March 2020	26,268	18,454	46,350	1.76	1:01

Sessions is the number of time-bound user interactions with the website. **Users** is the number of unique devices loading the site in that month. **Pageviews** is the total number of pages loaded or reloaded. **Pgs/Session** is the number of pages loaded per session. **Avg. Session** is the average length, in minutes and seconds, of user interactions. All stats are monthly.



To North Liberty Mayor and City Council Members
CC Ryan Heiar, City Administrator
From Brian Platz, Fire Chief
Date April 8th, 2021
Re Fire Department Report to Council – April 2021

The month of March presented a number of department highlights I would like to mention. First, we are in the beginning stages of starting a class of new paid-per-call firefighters. After a vetting process that included an aptitude test, fitness test, interview, and medical evaluation, the department orientated eight new members. A number of them come to us with prior fire and medical certifications. The new members will attend weekly classes starting April 11th which will take them through foundation level fire skills training as well as how we want them to specifically function as North Liberty firefighters. They will each serve a probationary year before being transitioned to paid-per-call status. We look forward to watching them progress and become full members of the department.

As you look through the statistical sheets that accompany this memo, I would ask that you pay special attention to page 2. Within the second set of numbers, it details the 90th Percentile Turnout Time. As a reminder, turnout time is the timeframe from dispatch to rolling out the door. The department realized a significant improvement the amount of time it took both part-time and paid-per-call responders to get out the door to an emergency.

Since the end of January, the part-time group has decreased their turnout times, in the 90th percentile, by one minute and sixteen seconds. During the month of March, during the times that part-time personnel on duty at the station, they turned out within 2 mins and 30 secs 90% of the time. What this means is that only 10% of their responses took longer than this. A vast majority of responses had turnout times in well under 2 minutes. This group is being provided data on a monthly basis as to how they are performing individually. Along with conducting evening duties at the station, they are in the most advantageous position in order to quickly serve the community.

In looking at the paid-per-call group, we see that turnout times were reduced by 5 mins 39 secs over the past two months. This means that in the month of March, 90% of the time, firefighters were responding to incidents within 3 mins and 30 secs from the time of being dispatched. This is such a drastic improvement from previous months, it made us wonder if it was accurate. We calculated the data multiple times to discover that it was indeed correct.

We surmise a number of reasons for this positive trend. First, as our vaccination rate increased, many members re-engaged with the department and enjoyed spending time at the station to be with their peers. Social interaction is one of the reasons people belong to an organization such as ours. Similarly, being at the station allows them to conduct impromptu training as well as equipment and facility maintenance or improvements. Second, we strive to create an environment and culture that promotes positivity and inclusiveness. We are starting to enjoy the fruits of that labor as we see more individuals find fulfillment being in the environment of the fire station. Third, we created a program that incentivizes weekend responses. Lastly, we continue to discuss our mission and how we can positively impact our service delivery. Members are more understanding of the need to turnout in a timely manner.

While all of this is great news and we must take time to celebrate our successes, we will continue to track our data and be persistent with established plans to solidify our response capability. All of this data continues to reinforce that the key to timely response is having firefighters in the station.



North Liberty Fire Department 2021 Monthly/YTD Response Report

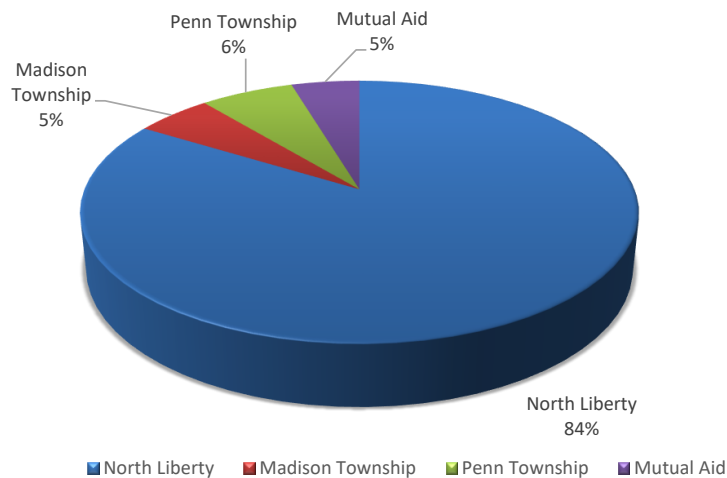
North Liberty Fire Department Responses By Fire District

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
North Liberty	99	88	101										288	83.72%
Madison Township	4	11	3										18	5.23%
Penn Township	8	9	5										22	6.40%
Mutual Aid	4	7	5										16	4.65%
Total Responses	115	115	114										344	

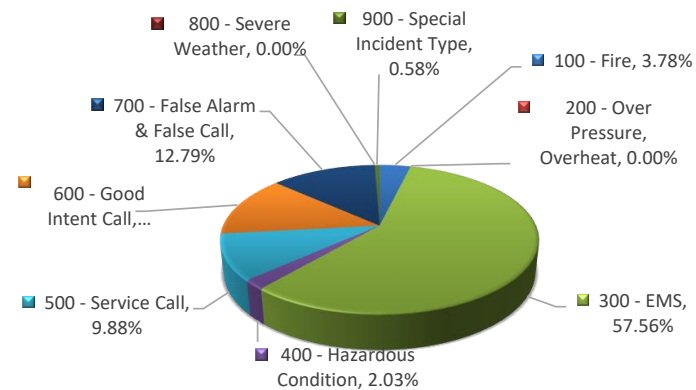
North Liberty Fire Department Responses By Type of Incident

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
100 - Fire	1	6	6										13	3.78%
200 - Over Pressure, Overheat														
300 - EMS	70	56	72										198	57.56%
400 - Hazardous Condition	2	2	3										7	2.03%
500 - Service Call	16	10	8										34	9.88%
600 - Good Intent Call	10	22	14										46	13.37%
700 - False Alarm & False Call	15	19	10										44	12.79%
800 - Severe Weather														
900 - Special Incident Type	1		1										2	0.58%
Total Responses	115	115	114										344	

2021 District Responses YTD
(Rounded Percentage)



2021 Type of Incidents YTD
(Percentage)





North Liberty Fire Department 2021 Monthly/YTD Response Report

North Liberty Fire Department Response Statistics (All Incidents)

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Year To Date
Total Responses for Month	115	115	114	0	0	0	0	0	0	0	0	0	344	
Average Responders per Incident	5.1	5.3	5.8										5.4	
# Incidents with 2 or less Responders	13	15	10										38	
% Incidents with 2 or less Responders	11.3%	13.0%	8.8%										11.0%	
# Incidents with No NLFD Response	0	0	0											
# Incidents Cancelled Enroute or Prior to Arrival	7	17	10										34	9.88%
# Incidents Cancelled by JCAS	2	2	3										7	20.59%
# Incidents Cancelled by JECC	0	3	4										7	20.59%
# Incidents Cancelled by Law Enforcement	3	8	0										11	32.35%
# Incidents Cancelled by Fire Department	2	4	3										9	26.47%

North Liberty Fire Department Emergent Response Turnout Statistics (Lights & Sirens)

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Year To Date
Total Emergent (Lights & Sirens) Responses for Month	67	68	67											
# of Incidents with Turnout Time 2 Minutes or Less - PPC/Admin	12	12	21											
# of Incidents with Turnout Time 2 Minutes or Less - PT	7	9	10											
# of Incidents with Turnout Time 2 Minutes or Less - Total	19	21	31											
% Incidents with Turnout Time 2 Minutes or Less	28.4%	30.9%	46.3%											
90th Percentile Turnout Time - (Minutes) Part-Time	3:46	3:07	2:30										2:53	
90th Percentile Turnout Time - (Minutes) Paid Per Call	9:09	6:37	3:30										6:42	

**(Turnout Time is defined as Dispatch Time to Unit Enroute Time)(PPC-Paid Per Call)(PT-Part Time)

North Liberty Fire Department Auto Aid & Mutual Aid Given

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
Auto Aid - Coralville (52001)	1	3	3										7	2.03%
Auto Aid - Iowa City (52003)													0	0.00%
Auto Aid - Solon (52008)	2	1	3										6	1.74%
Auto Aid - Swisher (52009)	1	3	1										5	1.45%
Mutual Aid - Other Fire Departments													0	0.00%
Total Responses	4	7	7	0	0	0	0	0	0	0	0	0	18	5.23%

North Liberty Fire Department Auto Aid & Mutual Aid Received

	January	February	March	April	May	June	July	August	September	October	November	December	Year To Date	Percent To Date
Auto Aid - Coralville (52001)	1	1	1										3	0.87%
Auto Aid - Iowa City (52003)													0	0.00%
Auto Aid - Solon (52008)	1	1	1										3	0.87%
Auto Aid - Swisher (52009)	2	6	2										10	2.91%
Mutual Aid - Other Fire Departments			1										1	0.29%
Total Responses	4	8	5	0	0	0	0	0	0	0	0	0	17	4.94%



mikeTO: City Administrator and City Council
FROM: Jennie Garner, Library Director
DATE: April 8, 2021
SUBJECT: Monthly Library Report

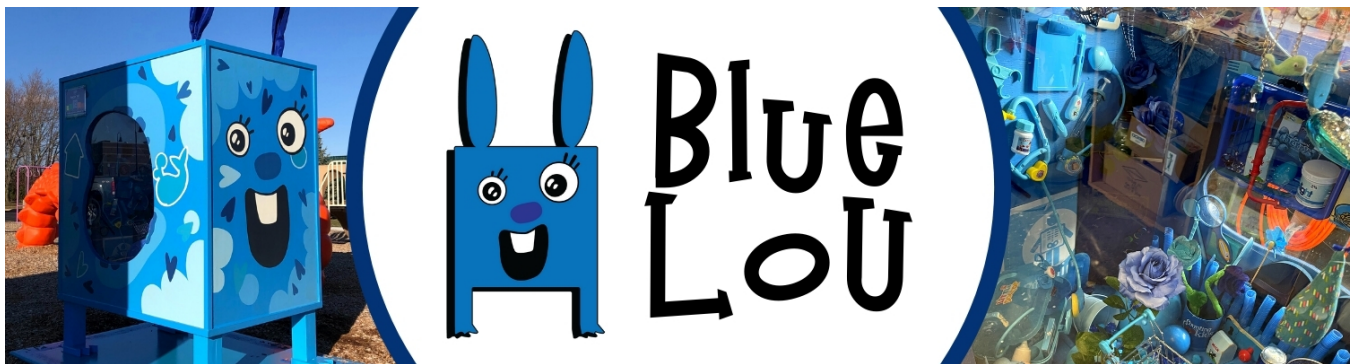
Library News

I'm happy to announce that the library will resume our regular operating hours on June 1. We will still be open by appointment and are optimistic about expanding the number of patrons who are able to browse and use library services at that time as long as the virus positivity rates make that it safe for us to do so. Staff is very anxious to provide more services and we miss the public very much. We are working through logistics and having conversations with area librarians to ensure we create the safest possible experience for both community and staff.

While we're still operating by appointment, we have found that more people are getting out and are doing our best to accommodate and welcome walk-ins at the library as well. With that in mind, we are looking at a service model where we are able to maintain a limited capacity but hopefully have the doors unlocked during open hours.

The program staff is busy planning a wonderful summer reading program including community outreach with pop-up library visits in neighborhoods throughout North Liberty and outdoor programs.

If you haven't been by the library lately we have a fun addition to the playground, we are hosting a monster. Blue Lou is part of an area-wide public art and eye spy experience called Eye See 'Em. through the Iowa Children's museum. It's been fun to see kids and their adults looking for objects found in Blue Lou's belly. Families can walk to the nearest monster (Iowa City Ped Mall, Coral Ridge Mall and North Liberty Library) or do a driving tour to see all three. The art installments are constructed from reused materials and found objects (toys, tools, trinkets). More information can be found at theicm.org/eyespy.



It's been a busy month at the library with new (masked) faces being added to the staff. We welcomed a new Information Technology Coordinator, Chris Nelson, in March. Chris' office is in the library but he is acting in this role for the whole city as well as working some hours directly for the library. We are very happy to have him working with us and he's already been a great support for library staff as he tackles familiarizing himself with all of the city's operations. We also hired a full-time staff person, Dani

Grandinetti to fill a new position: Library Services and Marketing Assistant. Dani has been working as a part-time library assistant for our library for several months prior to taking this new role. We've filled her part-time hours and those of another part-timer who recently retired as well. Training looks different in this strange time, but our Public Services Librarian, Kellee, has done a wonderful job developing an on-boarding system for new staff and our newest employees are acclimating quickly.

Lastly, wanted to share an article that was shared on our statewide library listserv. As you likely know, historically, we've faced other pandemics. This article looks at the experience of libraries during the influenza pandemic: [**The Fight Against Enzy: US Libraries During the Influenza Epidemic of 1918**](#). Thought I'd share for those of you who might be history buffs.



To **Mayor and City Council**
Parks and Recreation Commission
City Administrator

From **Guy Goldsmith, Director of Parks, Building and Grounds**

Date **April 1, 2021**

Re **Monthly Report**

We performed various building maintenance tasks as needed this month. We continue to work with Shive Hattery and contractors regarding the Ranshaw House project and the Rec Center pool heater project. Park staff has finished work on the Ranshaw house wood trim and baseboard enhancements. Penn Meadows Park is currently receiving several new standing seam metal roof tops due to the hail storm we had last summer.

We continue to pick up park/trail trash receptacles and pet waste stations as needed this month.

We have begun spring landscaping maintenance.

Red Fern Dog Park is now closed to reestablish the turf grass. If all goes as planned we anticipate to reopen June 1.

We maintained equipment as needed this month. We performed preventative maintenance and repaired winter equipment as time permitted. We continue to prepare for the upcoming growing season by performing preventative maintenance and making repairs to ball field maintenance, mowing, trimming and landscaping equipment.

We have been interviewing potential seasonal employees for the upcoming season. We continue to work with the Kirkwood Parks and Natural Resource/Horticulture program as well as other schools regarding possible employment and internships of students for the upcoming season with the North Liberty Parks Department.

We continue to meet with Shive Hattery offering input and ideas regarding the landscaping design/layout of Ranshaw Way phase 5, the Dubuque street improvement project which includes many improvements to the south side of Penn Meadows Park entrance. We have also begun initial discussion regarding the design and layout of the new City Administration building.

Parks Staff participated in Bucket Truck Rescue Training on March 24th.

On March 27th NLCBS and Parks staff participated in the Penn Meadows Park ball field enhancement day preparing for the upcoming ball season. Much needed cleanup was accomplished. We thank everyone that participated in this effort. It was greatly appreciated.

On Friday March 5th I participate in the annual Project Open House to discuss Parks and Trails.

We continue to review and discuss the Parks FY2122 budget and capital projects items to prepare for the next fiscal year. We have also begun planning the improvements for updating the tennis courts this summer, which will include six pickleball courts.

On March 23rd the DNR stocked 2000 rainbow trout at Liberty Centre Pond. This has been an annual event for the past couple of years now.





North Liberty Police Monthly Report March 2021

Training:

- Members attended monthly training for canine, SERT, bomb squad, tactical team, and dive team. (56 hours)
- Two officers attended the week-long Field Training officer program so they can help train new officers (80 hours).
- Seven officers participated in an online weather spotting training (14 hours)
- All officers attended the online course for Recognizing and Managing Abnormal Breathing to prevent in custody deaths (23 hours).
- Officer Monroe completed her Field Training Program and was assigned to solo patrol.
- The Chief attended two days of leadership training for Magnus Leaders in Davenport (16 hours)

Public Relations:

- Assisted Cedar County Sheriff's office with an operation quick find for a missing juvenile believed to be our area. The juvenile was located.
- Sent out a publication to alert the public of a new scam. This one is from an "attorney" looking for a family member with the same last name to file claims made on a subject death to split any inheritance money.
- Two officers were requested for Honor Guard Duties with the Metro Honor Guard team for the Funeral Correctional Officer Robert McFarland in Cedar Rapids.

Equipment:

- We are purchasing a radar and in-car camera through the GTSB grant for traffic enforcement. We purchase the equipment up front and then we are reimbursed.
- We applied again for the GTSB grant opportunity for next fiscal year.
- We replaced the kevlar leather gloves with Kevlar Animal Bite gloves in the patrol cars to prevent officers being bitten from cats during the transport and transfer to the larger cages.

Enforcement/Crime:

- We have seen an increase in scam calls which is not uncommon during this time of the year. The most common ones we have been seeing involve the IRS or the Social Security office saying there is a warrant out for your arrest. Remember, never give out your information to anyone. If the caller asks you to obtain gift cards in order to avoid prosecution, it is a scam. Also, if you have been notified that you have won a prize and/or money that you did not sign

Traffic Contacts	293
Parking Contacts	22
Vehicle Inspections	18
Vehicle Unlocks	22
Crash Investigations	10
Public Assists	229
Assist other Agency	120
Crimes Against Persons Report	11
Crimes Against Property Report	13
Other Reports	36
Arrests	23
Warrants	6
Alcohol/Narcotics Charges	14
Crimes Against Persons Charges	2
Crimes Against Property Charges	1
Other Charges	14
Animal Calls	49
Total Calls for Service	1778
*Total Calls for Service for the year	4799

up for, it is also a scam. If you have questions about a call, letter, or email you have received, do not hesitate to contact us.

- The department has taken a few calls concerning individuals finding out someone has used their information to file unemployment benefits, or have taken a loan out in their name. If this happens to you, call (319) 356-6800 to speak with an officer.
- We want to remind the public to be proactive when it comes to items being taken from vehicles. While we have not seen an increase in this activity, prior years have shown a correlation between warmer weather and increased thefts from unlocked vehicles. Make sure your car doors are locked and bring in or keep all valuables out of sight.
- The court house has opened back up and officers are now attending simple misdemeanor trails.

Department Admin:

- Working with JCSO and CVPD on a partnership to seek a grant for funding for a Law Enforcement Mental Health provider that we can share between the three agencies.
- Our intern completed her required hours for her program through Mount Mercy.
- The year-end power point was reviewed and completed for 2020. We added race, age, sex, complaint, and use of force data to the document.
- A new intern from the US Air Force has cleared the interview and background stage and will start in April.
- The Chief at the request of Iowa C.O.P.S to the Iowa Police Chief's Association (and the Line of Duty Response team unified command) requested the assistance for funeral planning for the Department of Corrections Employees line of duty death from Anamosa State Correctional Penitentiary.
- The Chief attended the Iowa Academy Council Meeting, weekly legislative initiatives meetings, our supervisor meeting, and the monthly Chief's meeting.
- Work is still being completed on the new PD. They are installing the outside awnings around the doors., metal frames in the sally port, and will start back on landscaping needs around the building.

Respectfully Submitted by Chief Diane Venenga and Alisha Ruffcorn 4/6/2021



North Liberty Police Department
2020 End of Year Report

Chief's Message

Last year was a difficult one for our nation, community and the policing profession. The tragic death of George Floyd, mass demonstrations, and a pandemic has led to a change in how business is being conducted. Meaningful conversations have been and continue to be held and strong commitments to change are in motion. Our department has been involved in several discussions recommending reform, tracking and reporting contact information, the definition of law enforcement, and training needs. We have also developed a partnership with the local chapter NAACP for reviewing racial profiling complaints.

Our department processed 11 verbal and written complaints in 2020, involving racial profiling, officer conduct, and search and seizure concerns. All of the alleged racial profiling (8) and unlawful search and seizure (2) complaints were investigated, reviewed, and closed with the officer(s) exonerated or the allegations unfounded. Exonerated means the officers were conducting themselves within the law and department policy. Unfounded means the allegations were not factual. One complaint was determined to be founded for a policy violation this year. As a point of reference, in 2019, four total complaints were submitted and none were described as race related.

Due to the pandemic, several proactive law enforcement activities were slowed to avoid contact. While these activities decreased, other calls like domestic disturbances and mask or COVID protocol violations increased. Overall, calls for services decreased by 29% in North Liberty. Only two categories saw an uptick from 2019; crimes against persons and assisting other local, state and federal agencies. The COVID pandemic required that we participate in more online meetings and trainings. In addition, we handled as many reports as feasible over the phone. The COVID pandemic forced the department to adjust and be creative on many levels, including working with and around individuals who were COVID positive.

The department hired three officers in 2020. Two were replacement hires, but due to the pandemic their academy training was delayed. The third hire was immediately deployed in the National Guard for a year and will return in 2021. A record number of life saving awards, six, were presented this year. Five of the awards were for successful CPR/AED use, where the patient was brought back from unconsciousness and eventually released from the hospital after recovery. The other award was presented to an officer who successfully saved a 10-year boy trapped in floodwaters during a quick and strong storm.

While 2020 presented many challenges, it was also very exciting because we moved into our new police station at 340 N. Main Street. The move was essential in how we handled working during the pandemic. The larger office and workspaces, laundry and shower facilities, and better ventilation allowed us to social distance and control virus mitigation. We hope to host an open house at our new police station sometime in 2021. We have missed the public's request to have our members attend community events and the simple engagement with residents and visitors of North Liberty. We are eager to get back to normal operations and appreciate our city leaders and community members' continued support. We have a great staff and the members are dedicated to serving this community.

Chief Diane Venenga



Government

Terry Donahue

Mayor

Chris Hoffman

Councilor

Annie Pollock

Councilor

RaQuishia Harrington

Councilor

Brent Smith

Councilor

Brian Wayson

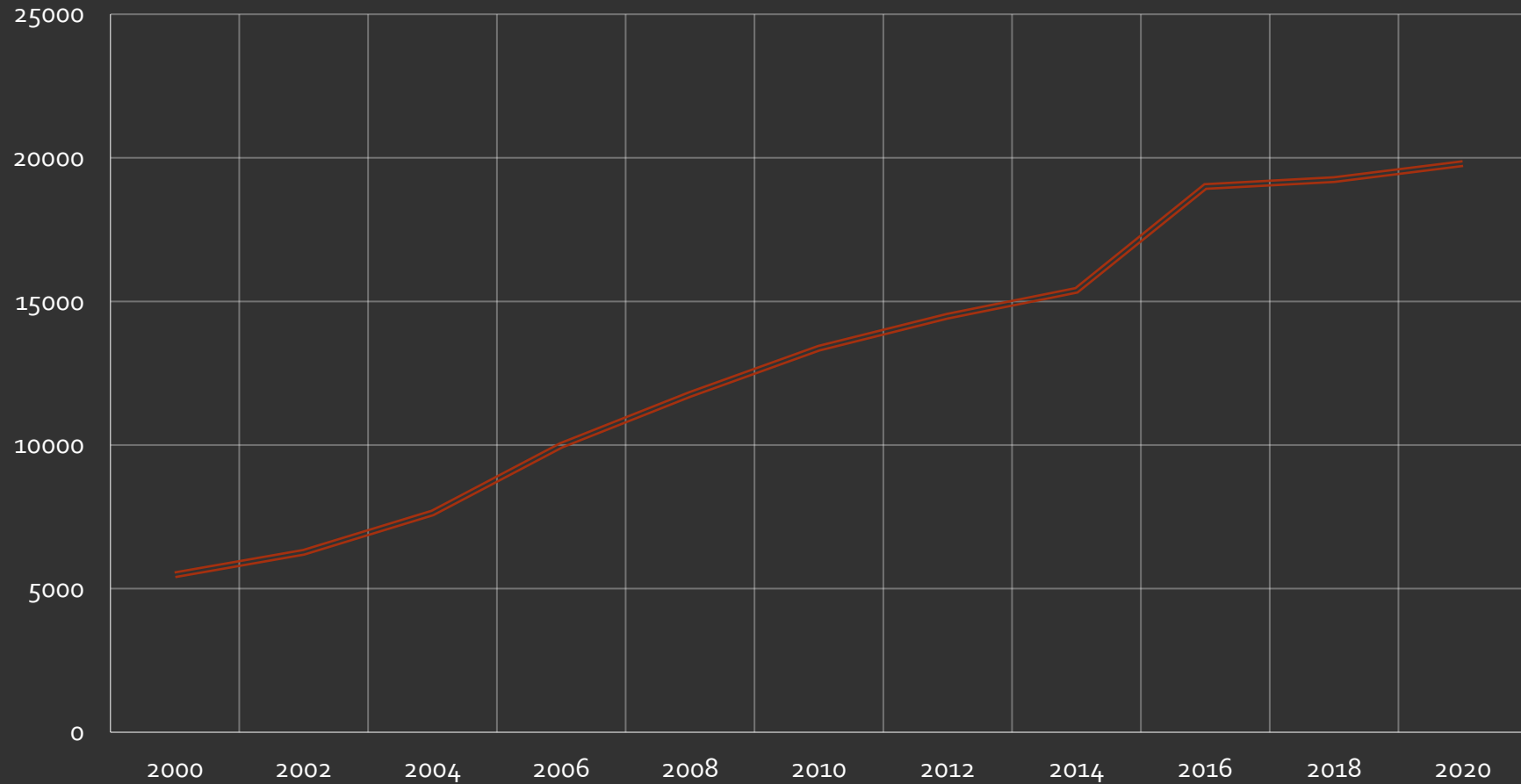
Councilor

Ryan Heiar

City Administrator



Population



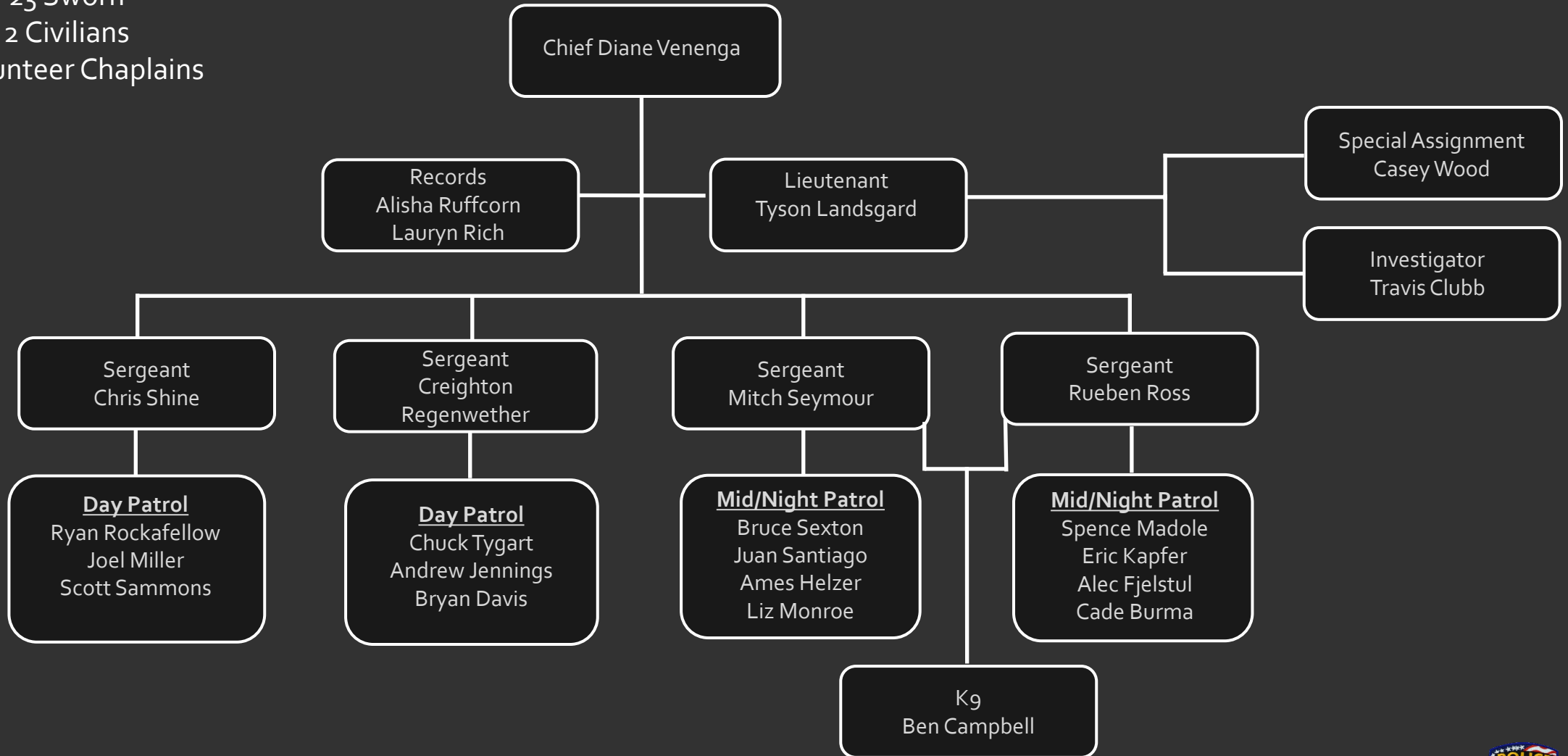
2020	19,800*
2018	19,239*
2016	18,299*
2014	15,386
2012	14,485
2010	13,374
2008	11,761
2006	9,993
2004	7,637
2002	6,268
2000	5,482

*Estimated Population Totals



Organizational Chart

2020
23 Sworn
2 Civilians
2 Volunteer Chaplains



Our Mission Statement

Improve the quality of life in North Liberty by enhancing public safety through cooperative partnerships with our evolving community. We are responsible for protecting life and property, enforcing laws and taking appropriate actions to deter crime and disorder. We will inspire the public's trust and protect the Constitutional Rights of all citizens.



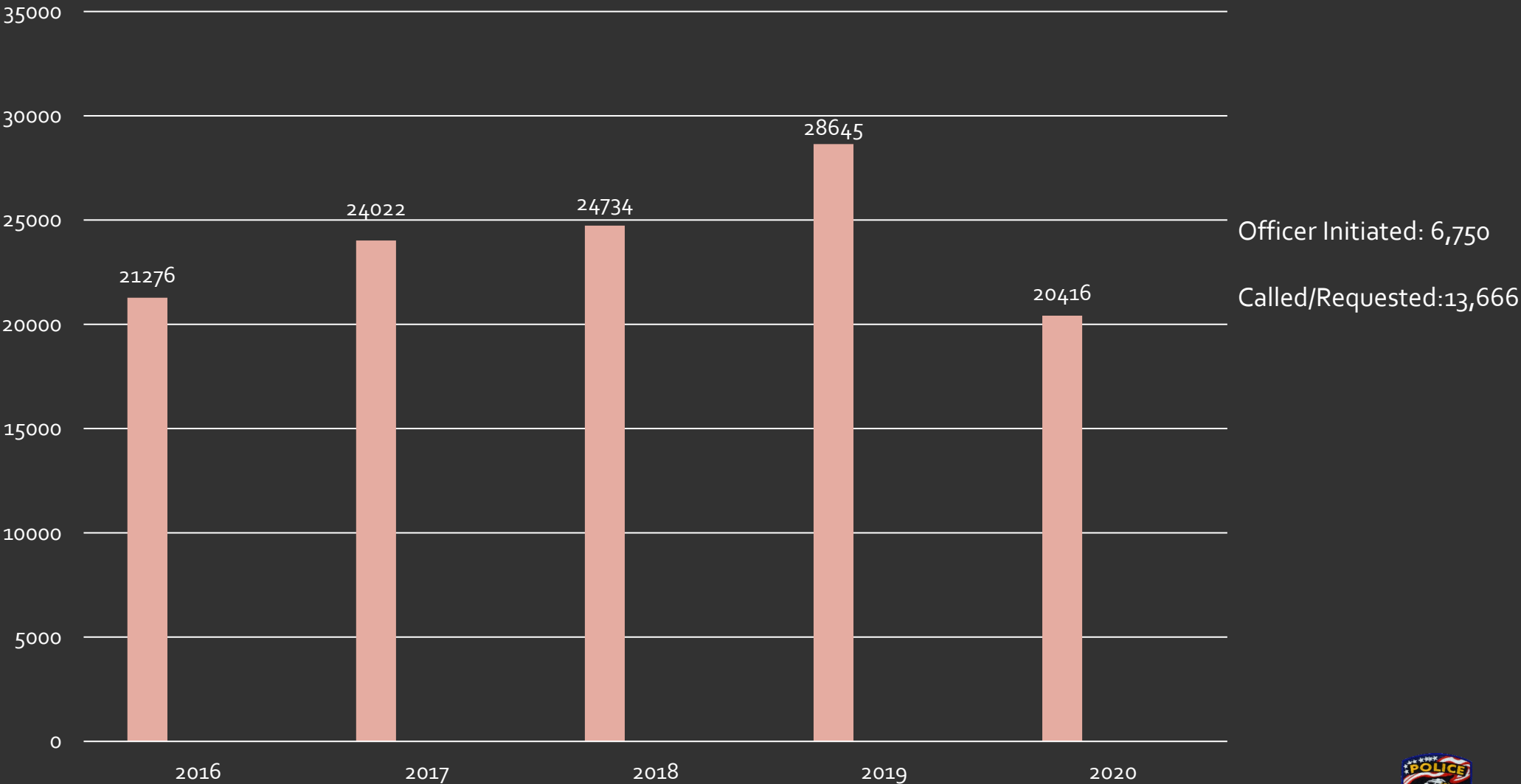
Our Values

We take responsibility for the efficient, effective, innovative, and proactive approaches to meeting the demands of our crime prevention and law enforcement services. We remain dedicated to service and are committed to striving for excellence, focusing on the following core values in our personal and professional lives:

- **Integrity** - We hold ourselves accountable to the highest level of honesty, truthfulness and ethical conduct. These traits are central to all the values we embrace and are the foundations of community trust.
- **Pride** - We take pride in our work and in serving our community by setting an example for others to follow.
- **Quality Service** – We will provide quality service in a courteous, efficient and accessible manner. We foster community and employee involvement through problem solving and partnerships in a way that best serves the community.
- **Respect** - We hold respect for human life above all and we will ensure that all persons are treated with equality, dignity, and courtesy.
- **Courage** - We recognize the inherent dangers within our profession and are willing to place the safety of others above our own.
- **Professionalism** - We commit to the highest level of professional standards through the development of highly trained, motivated and dedicated members to public service.



NLPD Calls for Service



NLPD Monthly Report Totals

<u>Category</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020*</u>
Traffic Contacts	3,247	4,081	5,336	5,091	5,916	2,616
Parking Contacts	776	398	579	531	664	489
Vehicle Inspections	380	350	370	336	291	162
Vehicle Unlocks	302	340	372	329	341	277
Crash Investigations	264	249	248	302	322	201
Public Assists	1,756	1,633	3,709	3,529	5,193	3,739
Assist Other Agency	942	1,073	1,313	1,491	1,362	1,425
Crimes Against Person Report	90	97	108	115	118	108
Crimes Against Property Report	196	218	310	258	215	203
Other Reports	295	333	431	467	546	353
Arrests	330	353	401	465	562	334
Warrants	44	30	78	73	105	63
Alcohol/Narcotics Charges	185	217	201	265	324	159
Crimes Against Person Charges	58	55	67	72	91	95
Crimes Against Property Charges	32	39	34	84	77	40
Other Charges	77	126	234	232	307	193
Animal Calls	472	445	457	509	625	506
Total Calls for Service	18,266	21,276	24,022	24,734	28,645	20,416

The persons category is used when the victim of a crime is a person. Examples of this category are domestic abuse, harassment, and assault.

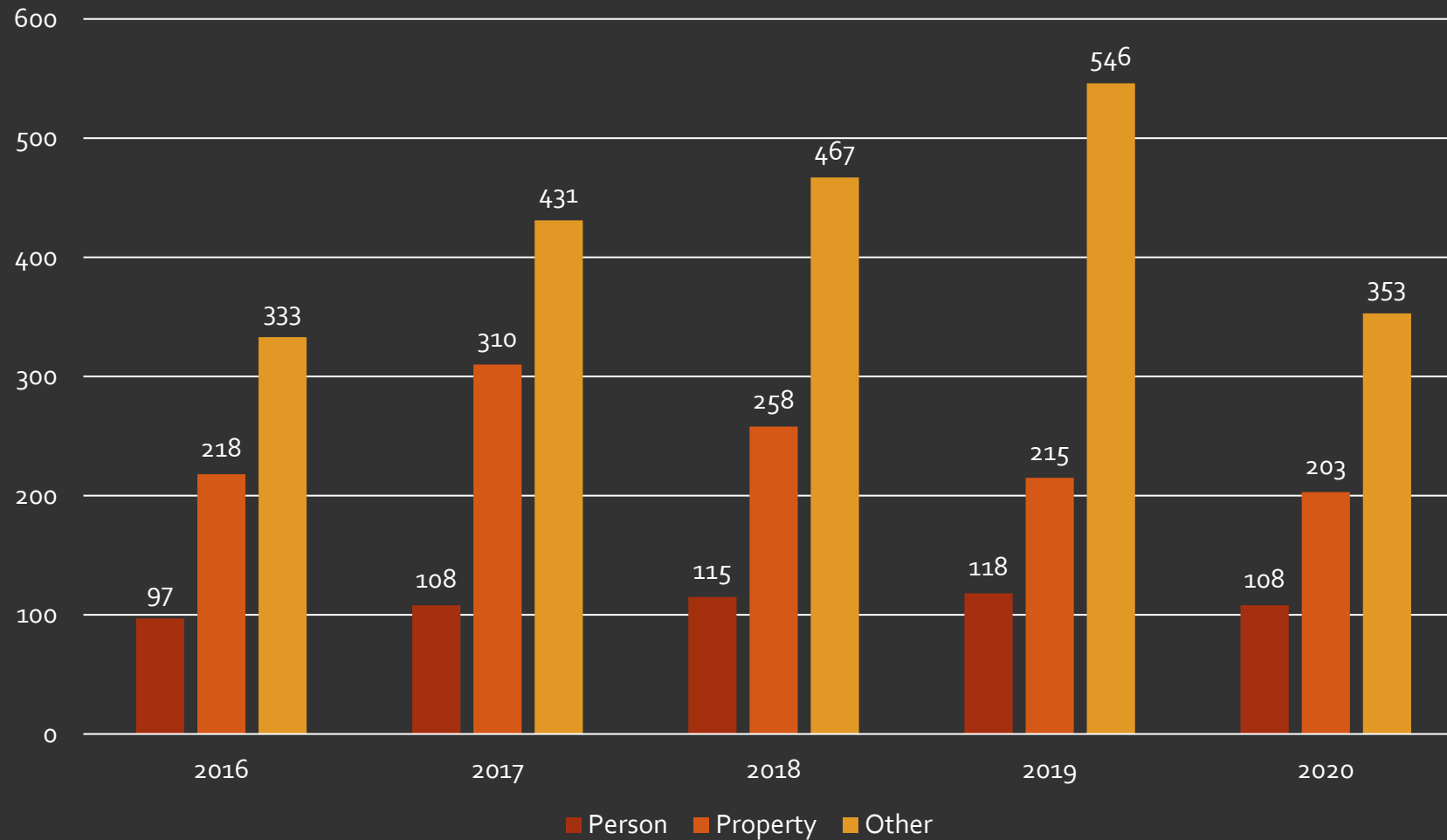
The property category is used for crimes that are committed against property, such as criminal mischief, fraud and theft.

Crimes that do not fit into the property or persons categories are defined as other. The most common other crime is driving while barred or revoked. This category is also used when an arrest is made on a warrant.

* Covid-19 Mandates March-December



NLPD Incident Reports



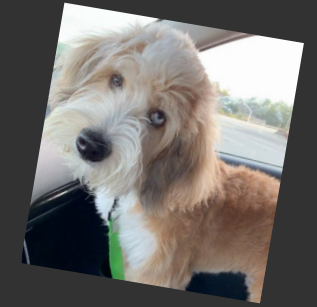
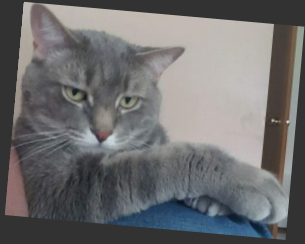
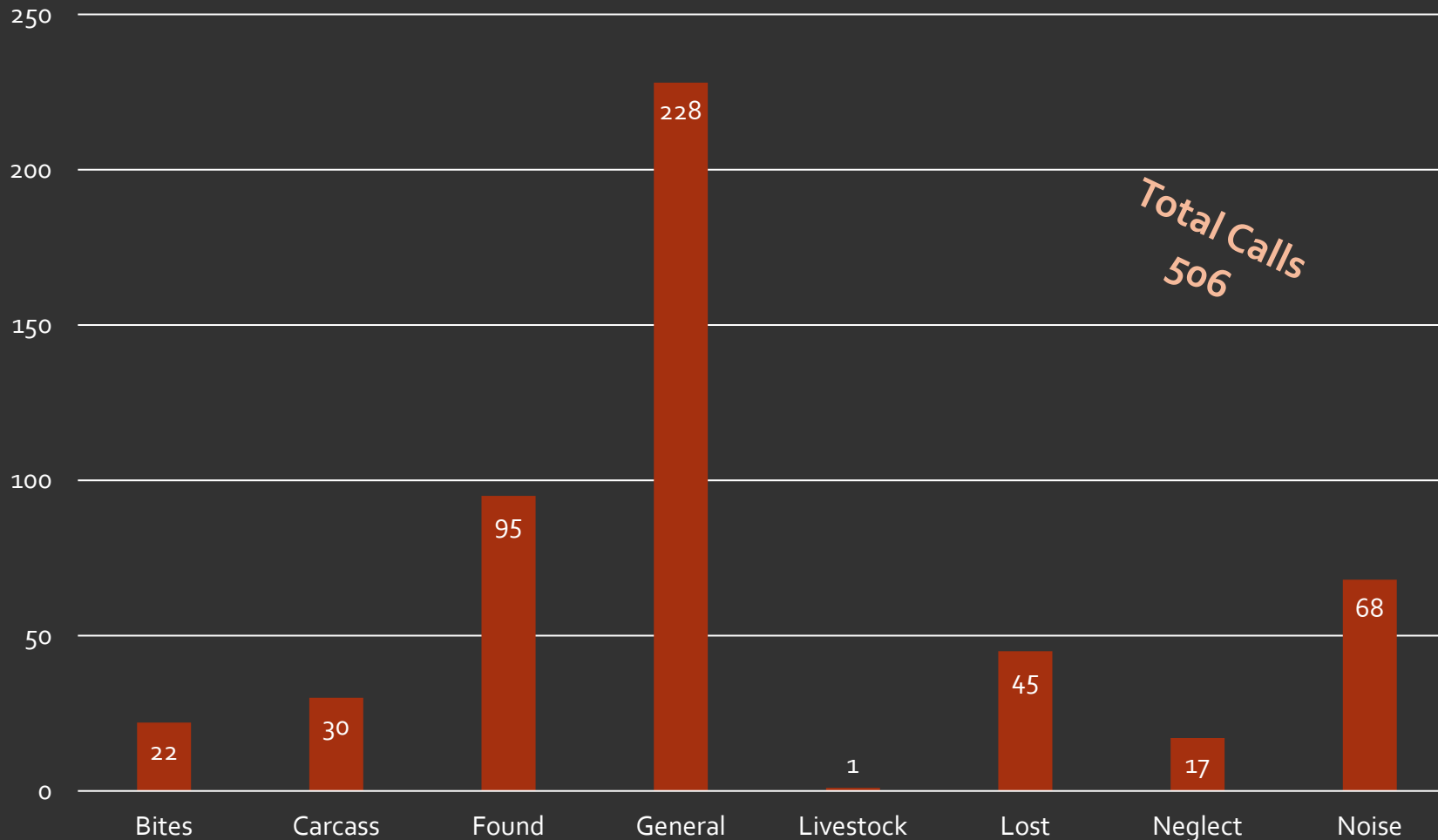
Incident Report Categories

Individual Categories: ICR	2016	2017	2018	2019	2020
Drug Offenses	104	101	161	175	101
Harassment	9	8	16	13	24
Missing Juvenile/Runaway	2	7	13	14	5
Criminal Mischief/Vandalism	35	45	71	55	46
Weapon Law Violation	6	8	11	13	14
Trespass Arrest	5	3	19	4	1
Operating While Intoxicated	69	75	67	125	52
Alcohol Offenses	5	12	12	13	2
Intoxication	34	27	30	36	20
Disorderly Conduct	10	6	11	7	7
Interference with Official Acts	7	12	13	15	13
Hate-Bias Crime	1	0	0	0	0

Individual Categories: ICR	2016	2017	2018	2019	2020
Homicide	0	0	0	0	0
Robbery	2	5	2	0	2
Kidnapping	0	1	1	3	0
Sex Abuse	16	14	12	28	16
Arson	0	0	5	0	3
Burglary- Residential/Retail	32	36	23	17	26
Assault	51	54	46	43	32
Domestic Abuse	22	32	34	48	45
Theft Cases	64	75	76	77	61
Motor Vehicle Thefts	3	4	9	5	11
Theft from Motor Vehicle	28	37	33	21	37
Fraud, Forgery, Identity Theft	56	35	66	55	27



Animal Calls



Investigations



Cases: 45
Arrests: 12
Still Open: 4

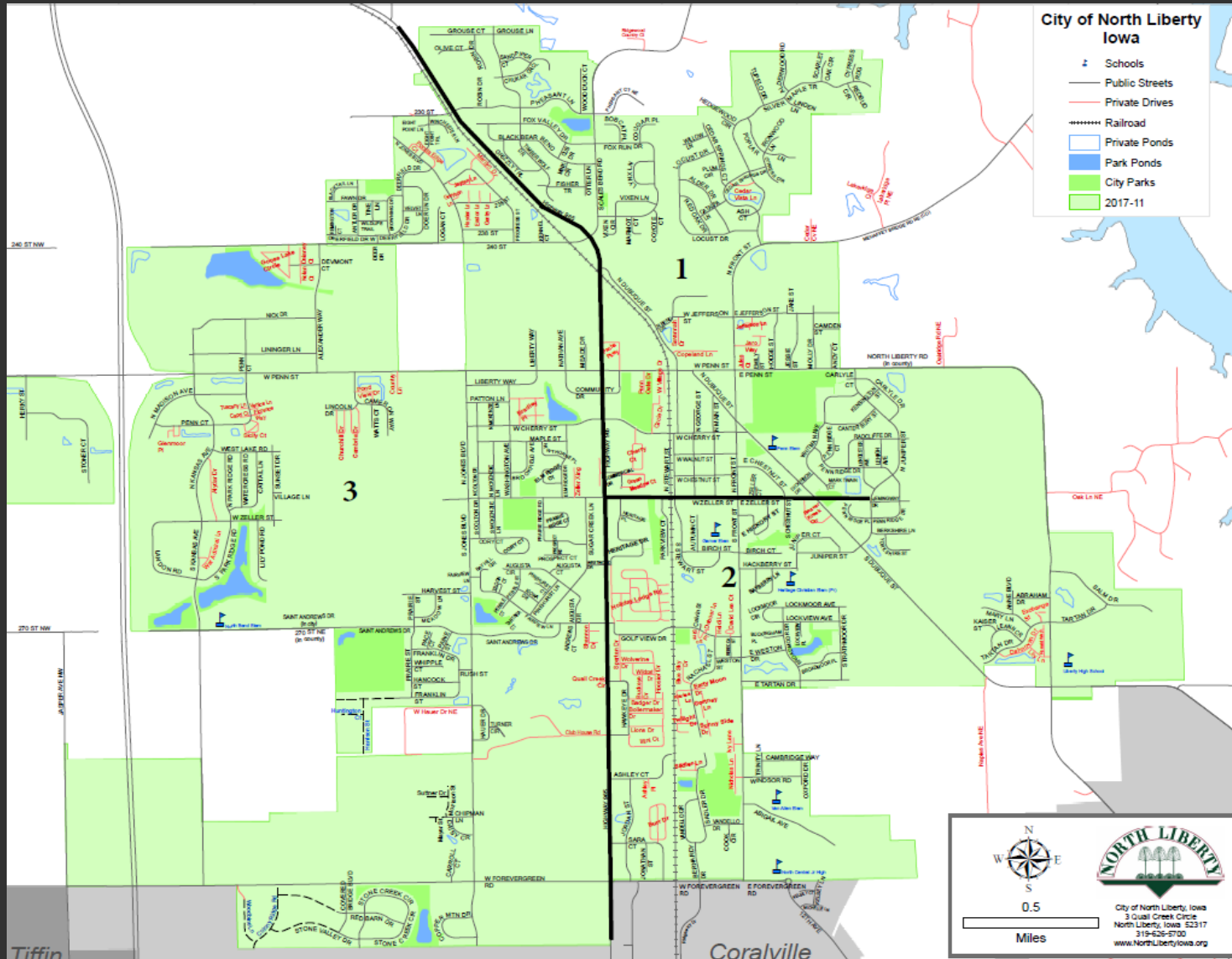
Drug Task Force



Cases: 15
NL Cases: 8
Arrests: 9
Still Open: 3



Accident Locations



Due to COVID, businesses were closed and individuals worked from home, resulting in a significant decrease in accident reports. In 2019, 322 accidents were investigated. In 2020, that number was down 38% to 201.

The city is divided into three areas for enforcement: North (Area 1), South (Area 2), and West (Area 3). Below is a breakdown of where accidents occurred last year.

Area 1: 69

Area 2: 50

Area 3: 82



North Liberty Accidents

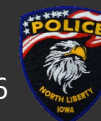
	Deer	Hit and Run	Personal Injury	Property Damage	Total
Jan	1	3	0	21	25
Feb	0	6	0	13	19
Mar	1	2	1	7	11
Apr	1	3	1	6	11
May	0	0	1	10	11
Jun	0	4	3	16	23
Jul	0	1	2	12	15
Aug	0	4	1	16	21
Sep	0	2	0	13	15
Oct	1	1	0	18	20
Nov	1	1	1	8	11
Dec	1	3	1	14	19
	6	30	11	154	201



Parking Tickets

20' of Mailbox	8
5' of Fire Hydrant	12
Blocking Sidewalk	7
Disabilities Parking	4
Left Wheel to Curb	12
Official Sign Prohibits Parking	25
Over 18" From Curb	1
Parked in Circle	1
Snow Emergency	282
Storage Over 48 Hours	6
Trailer	5
Truck Over 5 Tons	2
Unregistered Vehicle	4
Total	363

- The department issued 363 parking tickets for the year. That is a decrease of 28 percent from last year's total of 505.
- As in previous years, the greatest number of tickets issued were snow emergency violations.
- Of the tickets issued in 2020, 6 included two violations.
- The total number of violations for the year was 369.

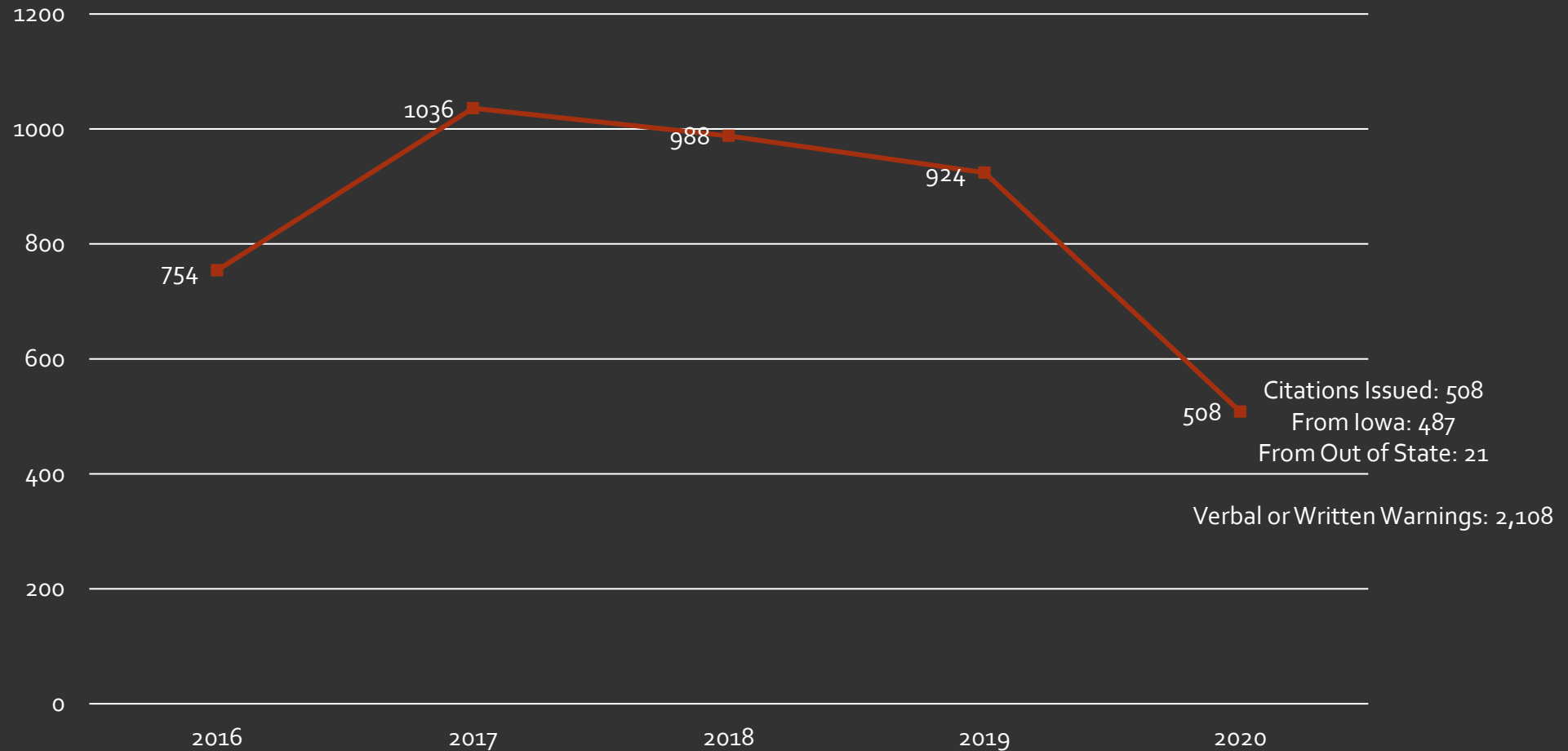


Citations

Two of the areas that saw sharp decreases due to the pandemic were traffic stops and citations. Traffic stops were reduced to keep the contact between officers and public limited. Because of this and a moratorium from the governor on certain traffic offenses, the number of citations were down 45%. The next eight slides will breakdown the citations by violations, age, sex, race, and residency.



Total Citations Issued



Violations

Citations Issued: 508

Carless Driving	3
Curfew Violation	2
Damage to Vehicle	1
Driving on Wrong Side of Hwy	3
Driving or Towing Unsafe Vehicle	2
Driving while Suspended	62
Employee Providing Tobacco to Minor	6
Failure to Display Registration Plate	1
Failure to Have Valid DL	27
Failure to Maintain or Use Safety Belt	4
Failure to Obey Traffic Control Device	15
Failure to Obey Stop or Yield Sign	5
Failure to Obey Stop Sign Yield Right of Way	4
Failure to Stop Safe and Assured Clear Distance	25
Failure to Use Headlamps When Required	3
Failure to Yield Entering Highway	3

Failure to Yield Upon Left Turn	5
Failure to Maintain Control	12
Fraudulent Use of Registration	3
Improper Lane Change	1
Improper Rear Lamps	1
Improper Use of Lamps	1
Improper Use of Lanes	2
Improper Use of Median	2
Leaving Scene of Accident	1
Minor Using Tobacco	2
No Insurance	19
Open Container	2
Operation without registration	48
Passing to Contrary Sign or Marking	2
Possession of Alcohol Under Legal Age	1
Prohibited Use of Light Restricting Device	1

Reckless Driving	2
Speeding	213
1-5 Over:	102
6-10 Over:	81
11-15 Over:	18
16-20 Over:	6
Over 20:	6
Spilling Loads on Hwy	1
Striking Fixtures	1
Striking Unattended Vehicle	4
Unlawful Passing of School Bus	1
Unsafe Approach to Emergency Vehicles	2
Unsafe Backing	1
Unsafe Passing	3
Use of Electronic Communication Device	8
Violation of Restricted License/Permit	3



Citations by City

Individuals from the following six cities make up 73% of the 508 citations issued in North Liberty:



158 Citations



73 Citations



56 Citations



54 Citations



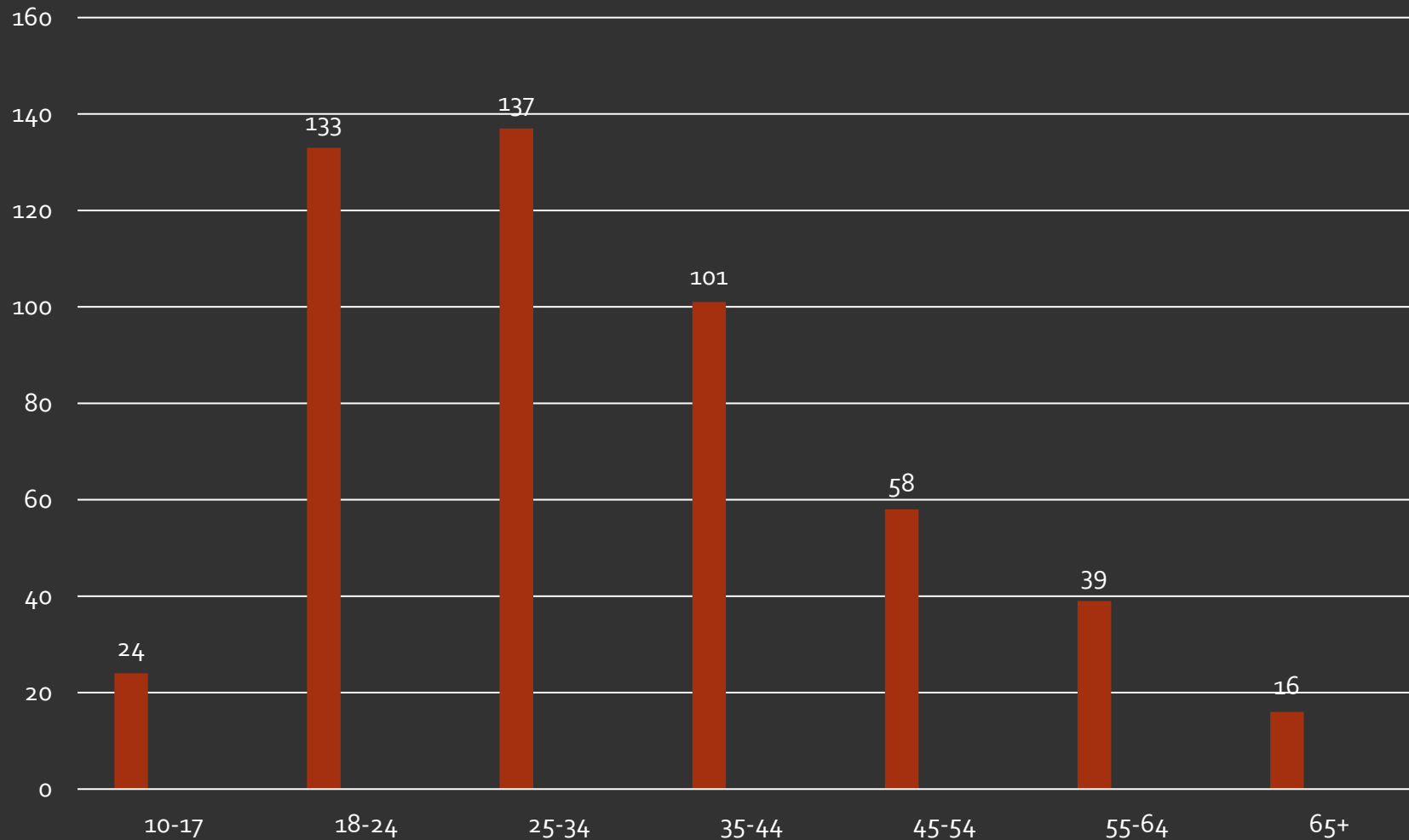
18 Citations



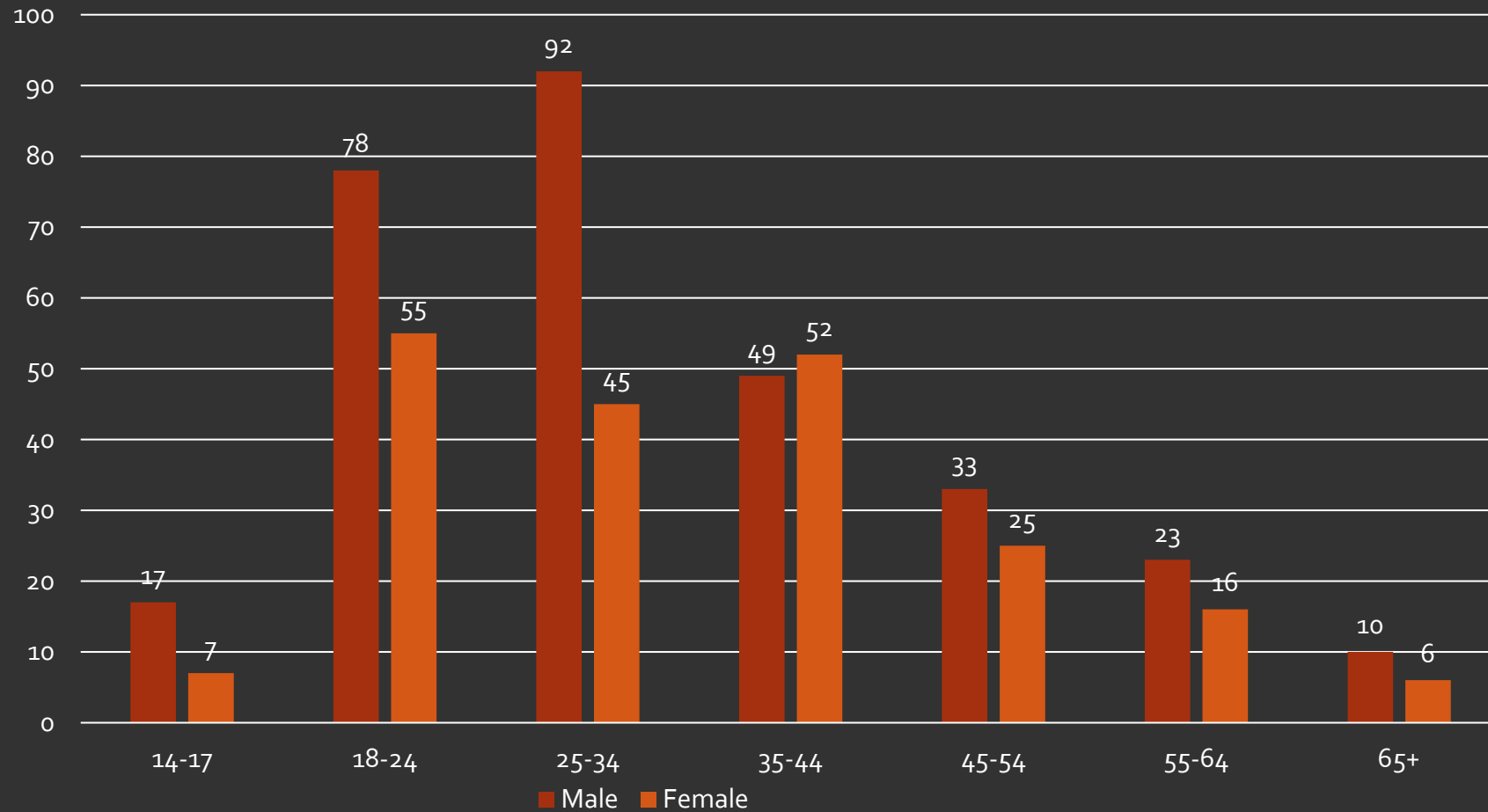
13 Citations



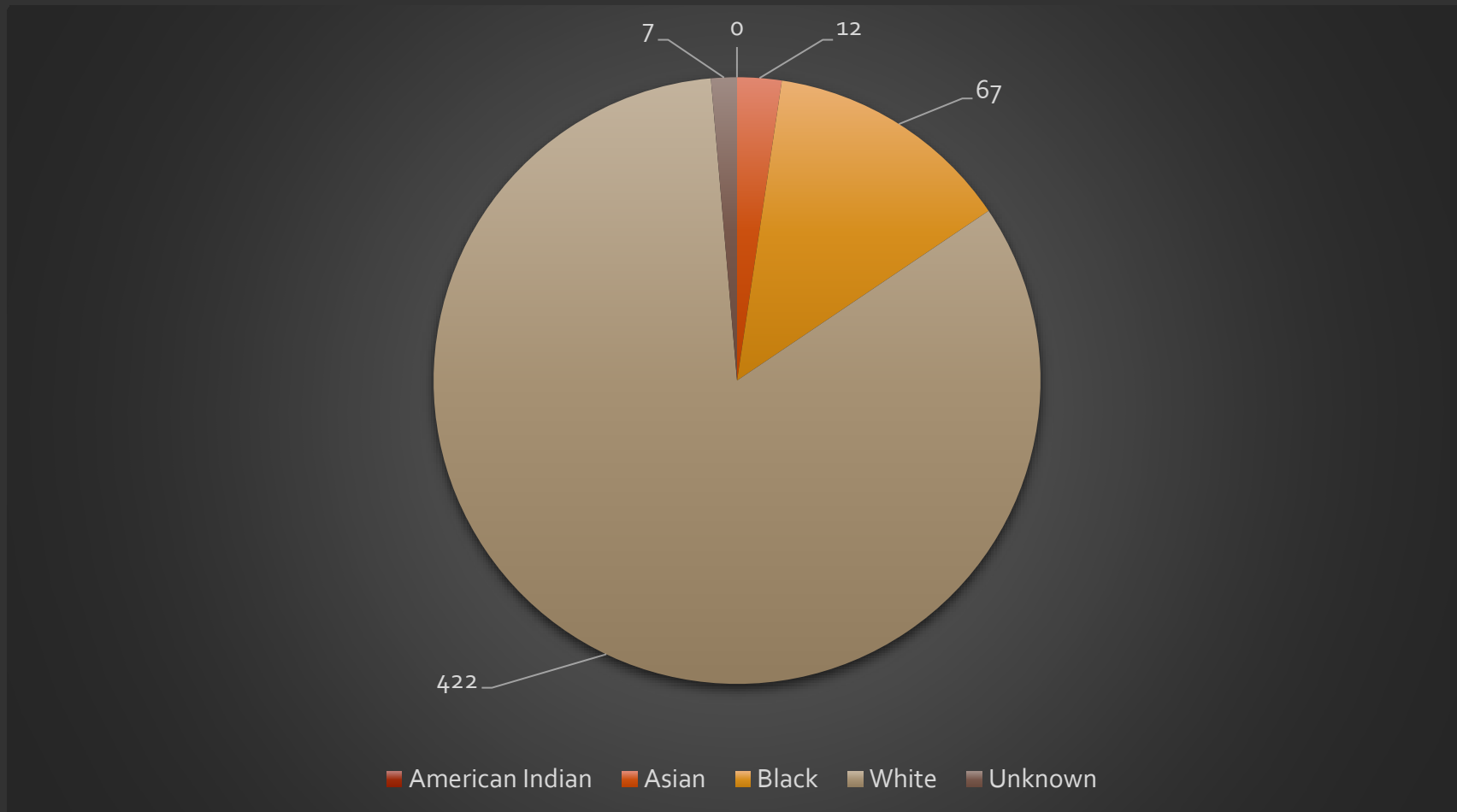
Citations by Age



Citations by Sex



Citations by Race



By Race and Age

508 Citations

	Asian Male	Asian Female	Black Male	Black Female	White Male	White Female	Unknown Male	Unknown Female
14-17	0	0	1	0	16	7	0	0
18-24	2	1	10	4	63	48	3	2
25-34	1	4	21	6	69	34	1	1
35-44	1	2	9	11	39	39	0	0
45-54	0	1	4	1	29	23	0	0
55-64	0	0	0	0	23	16	0	0
65+	0	0	0	0	10	6	0	0
Totals								
508	4	8	45	22	249	173	4	3



Residents of North Liberty

158 Citations

Age Range	AI M and F	Asian Male	Asian Female	Black Male	Black Female	White Male	White Female	Unknown Male	Unknown Female
10-17	0	0	0	1	0	4	3	0	0
18-24	0	0	1	4	0	18	11	0	0
25-34	0	0	2	4	3	18	6	0	0
35-44	0	0	2	5	10	14	13	0	0
45-54	0	0	0	3	0	6	5	0	0
55-64	0	0	0	0	0	7	9	0	0
65+	0	0	0	0	0	3	1	0	0
Totals									
158	0	0	5	17	13	75	48	0	0



Non-Residents of North Liberty

350 Citations

	AI M and F	Asian Male	Asian Female	Black Male	Black Female	White Male	White Female	Unknown Male	Unknown Female
10-17	0	0	0	0	0	7	4	0	0
18-24	0	2	0	5	4	44	39	3	2
25-34	0	1	2	17	3	51	28	1	1
35-44	0	1	0	4	1	25	26	0	0
45-54	0	0	1	1	1	23	18	0	0
55-64	0	0	0	0	0	17	6	0	0
65+	0	0	0	0	0	7	5	0	0
Totals									
350	0	4	3	27	9	174	126	4	3



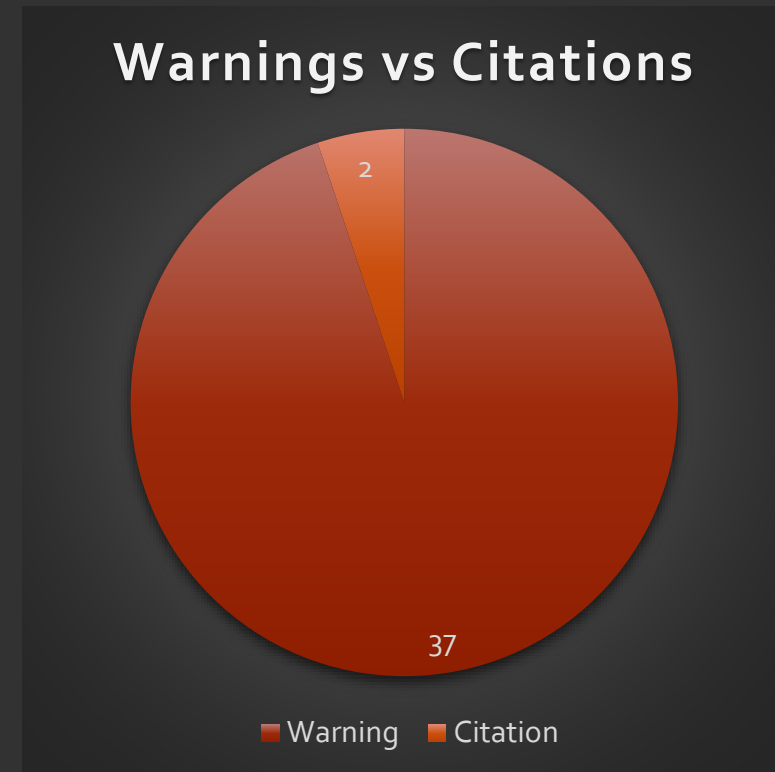
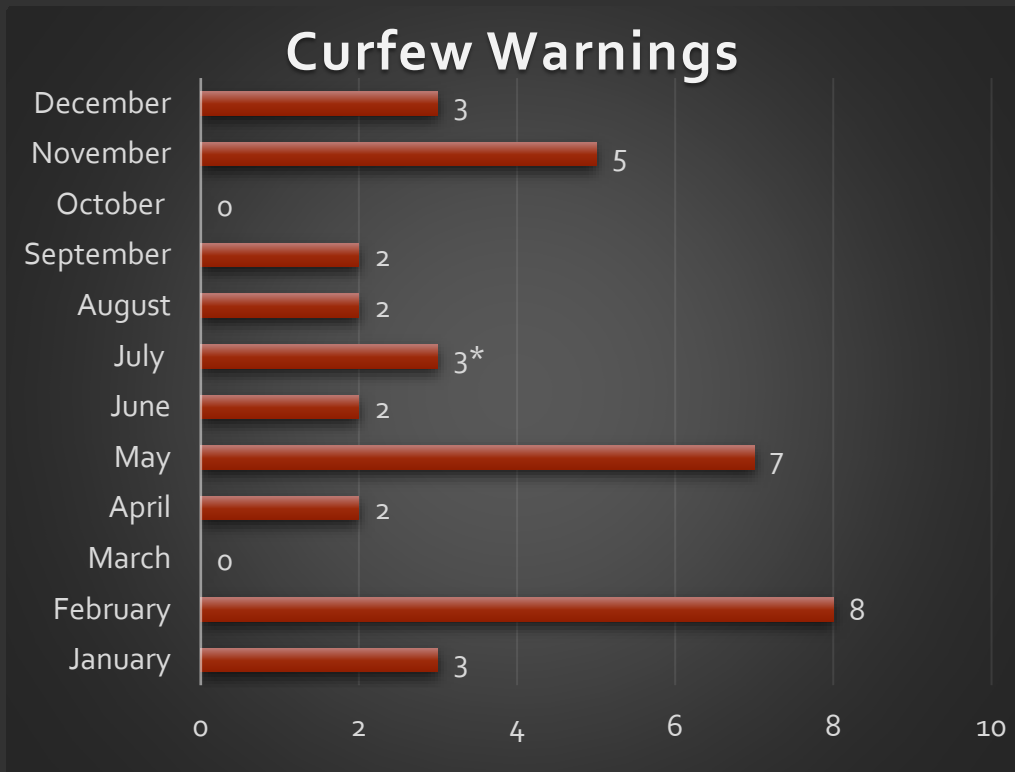
Juvenile Curfew

The City of North Liberty has a graduated juvenile curfew. The times and ages are below:

Under 16: 10:30 PM to 5:00 AM

16 and 17: Midnight to 5:00 AM

There are exceptions to the curfew and we encourage parents and guardians to contact the department with any questions or concerns.



*One call for service only said juveniles so used 2



Arrests

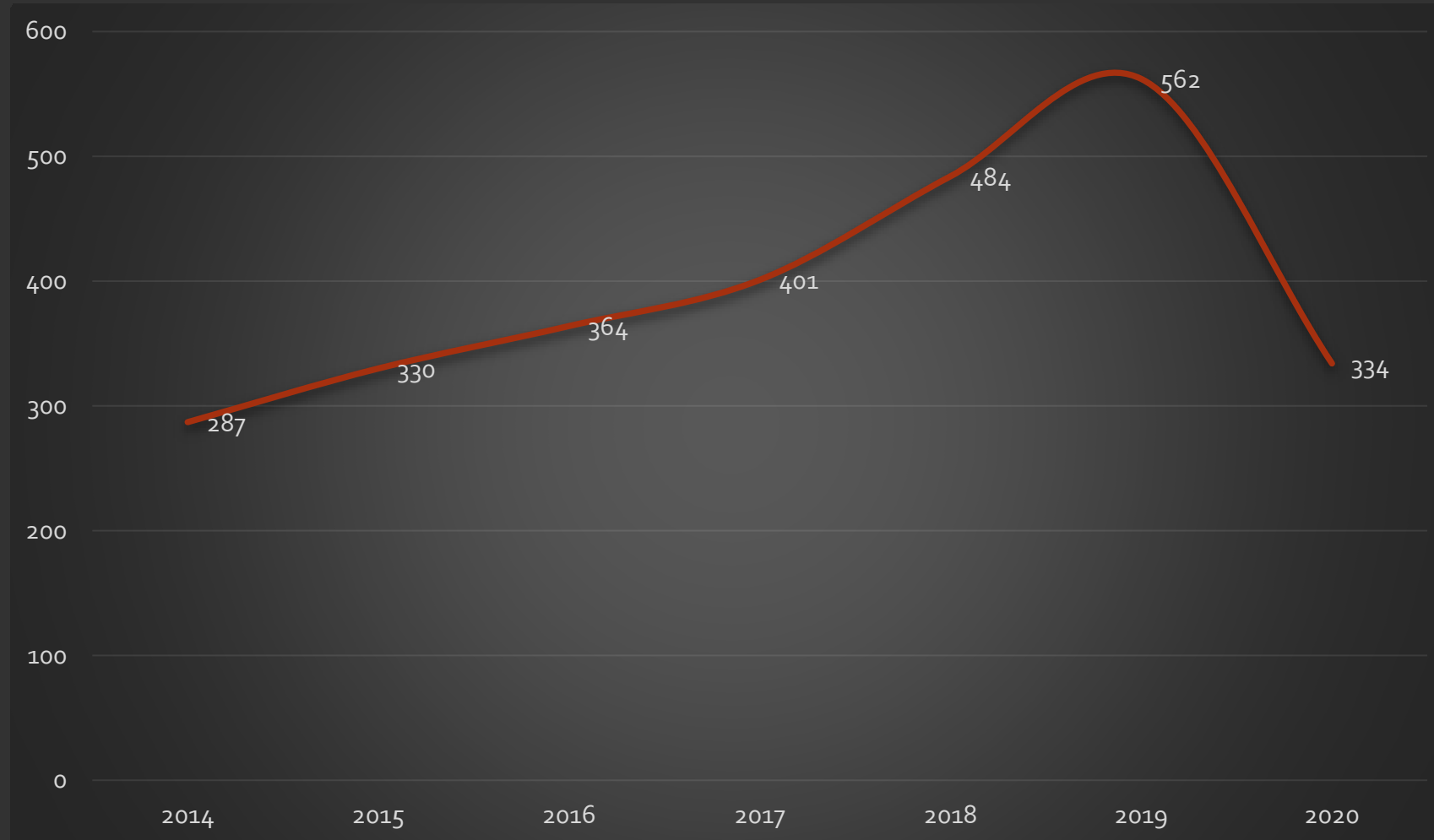
In 2020, officers made 334 arrests, which is the lowest total since 2015. The decrease can be attributed to the pandemic and limiting physical contact. Of the arrests, 63 were from warrants either issued by the North Liberty Police Department or other agencies throughout the state. The majority of arrest were for mandatory arrest situations (serious misdemeanor and above or warrants) and only a handful of the cases were officer discretion or simple misdemeanor offenses. Example of simple misdemeanor cases are public intoxication or disorderly conduct/fighting.

There were 424 charges that went along with the arrests. When configuring the monthly reports, the charges are divided into four categories; Drug and Alcohol, Persons, Property and Other.

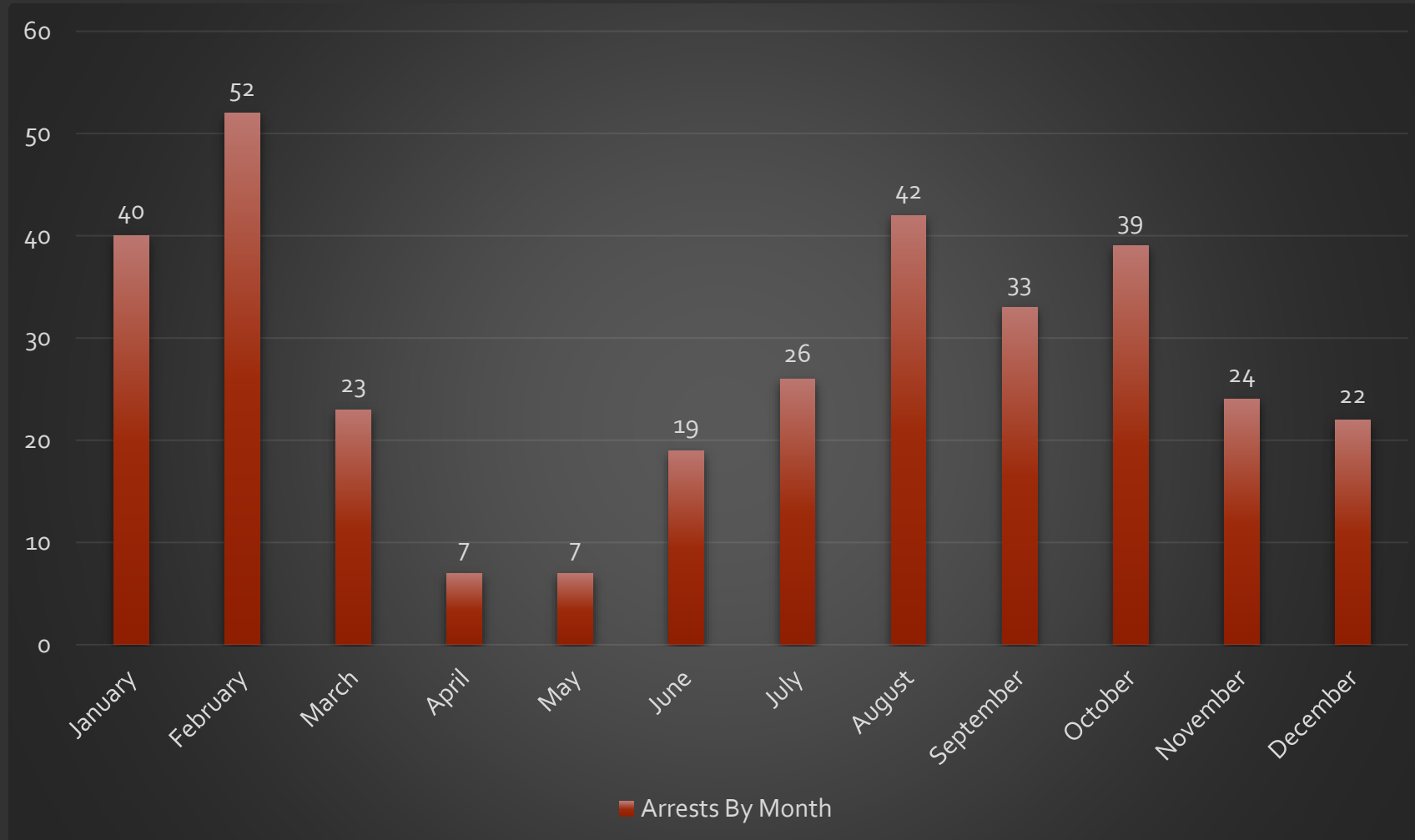
The following nine slides breakdown arrests by age, sex, race, ethnicity, residency, and the number of repeat offenders.



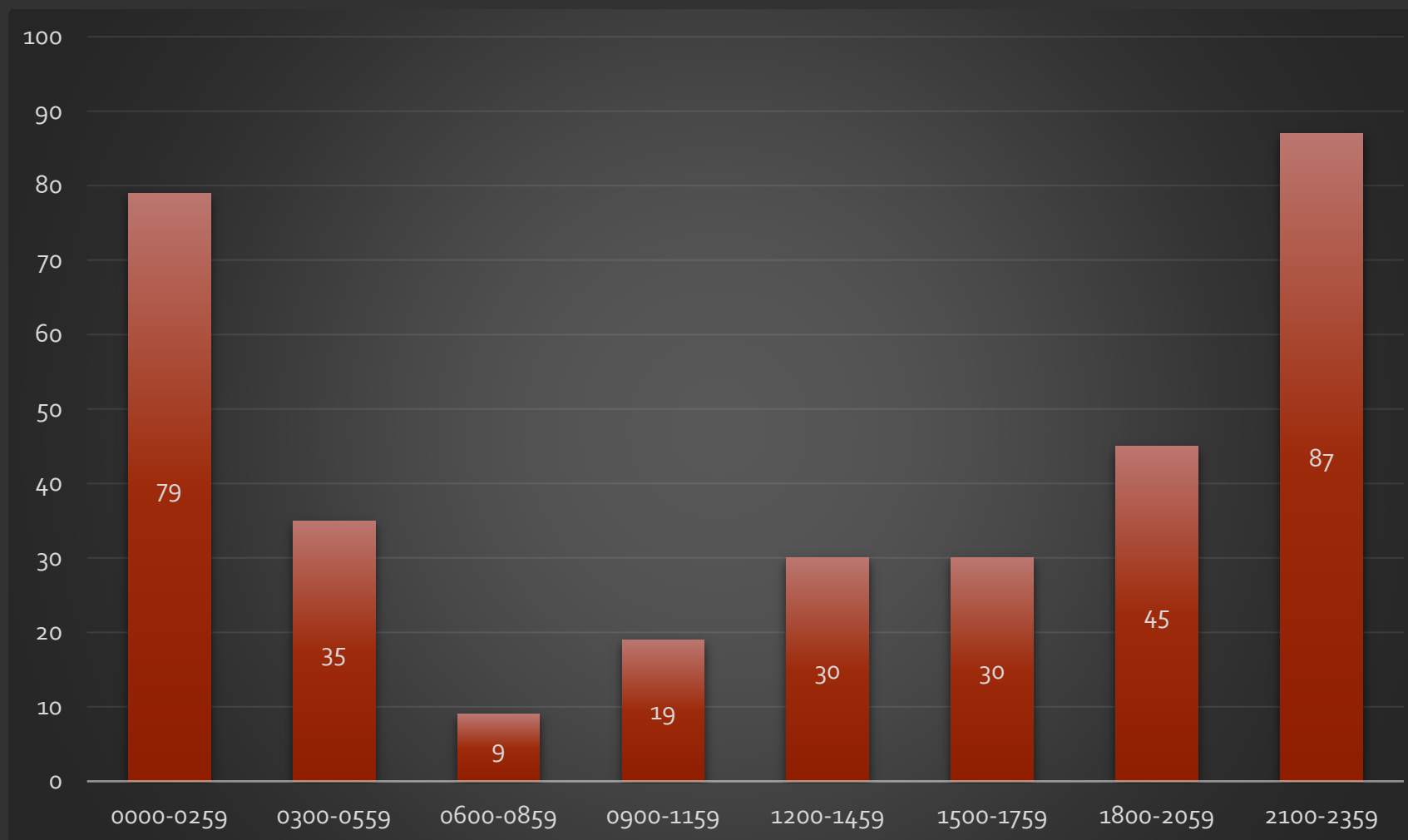
Total Arrests by Year



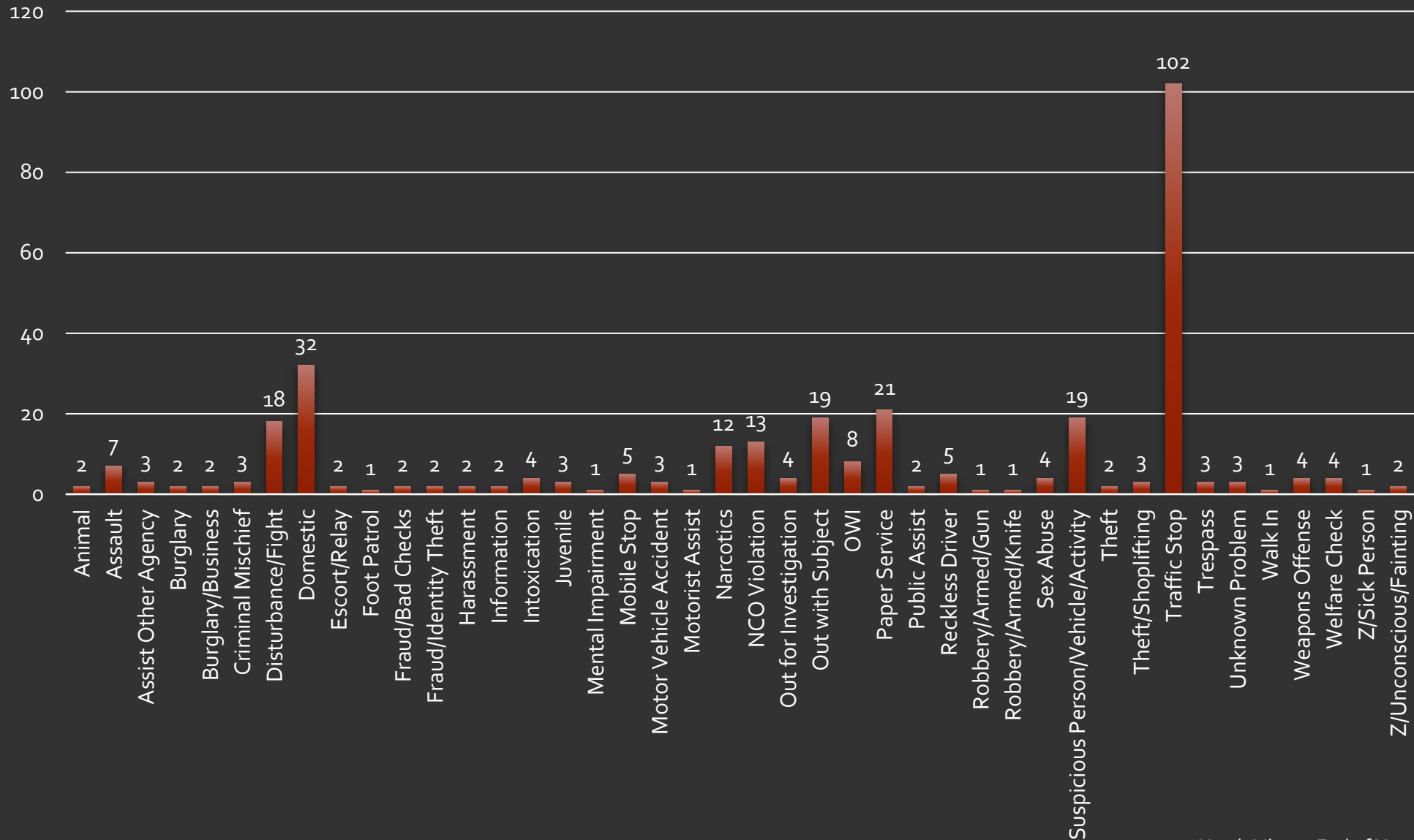
Arrests by Month



Arrests by Time of Day



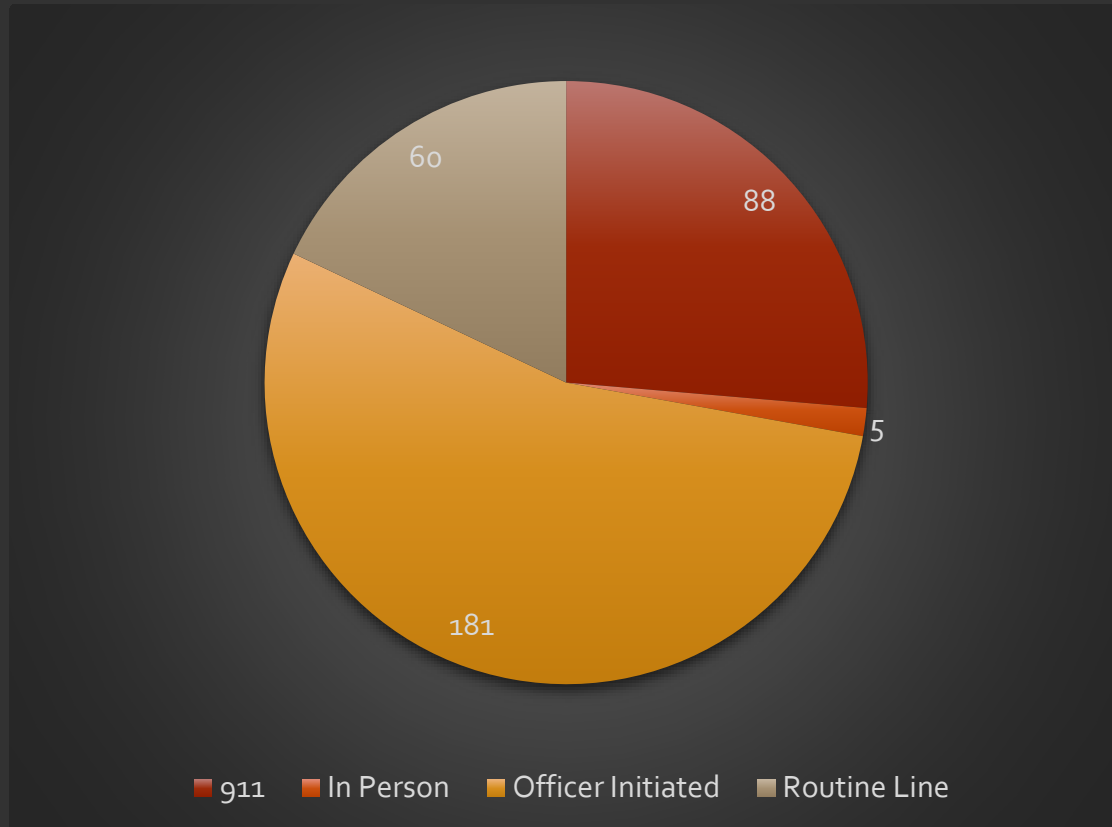
Call Type of Arrests



Call type is what the officer gives dispatch, or how dispatch classifies the calls they receive.



How the Arrests were Reported



911 calls are directly answered by the Joint Emergency Communication Center (JECC)

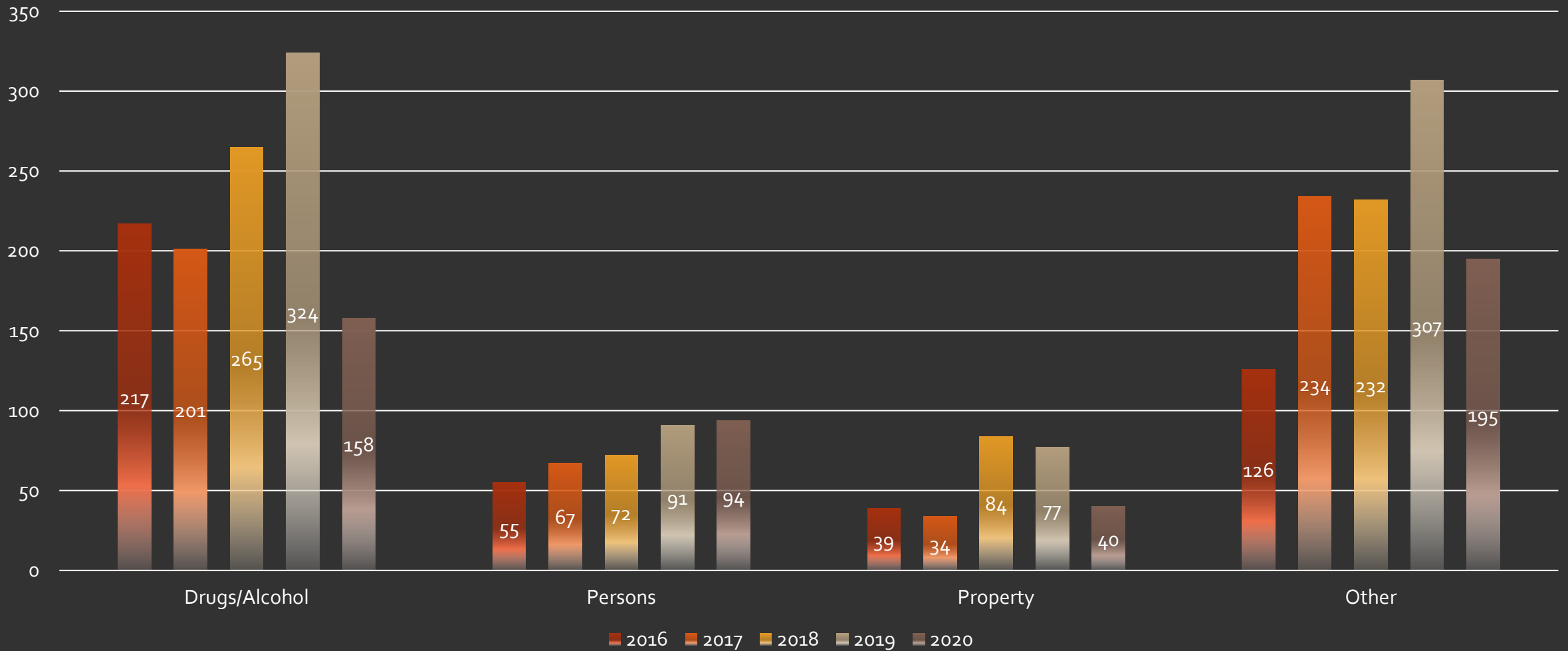
In person means that the reporting party came to the PD to report the crime

The officer initiated category is when the officer views the activity or conducts a traffic stop

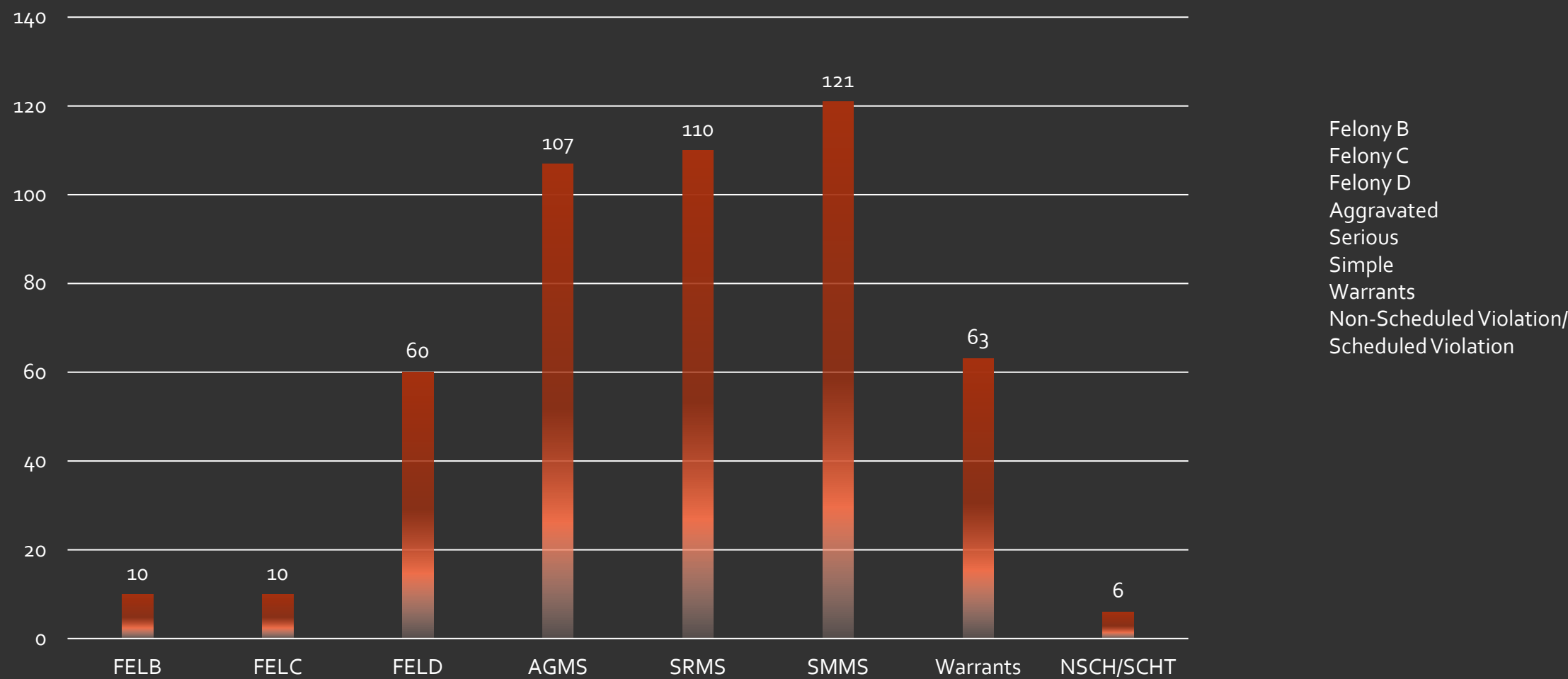
Routine line call can be a call directly to JECC via the non-emergency line, or the call is transferred from the police department to JECC.



Charges Filed by Year

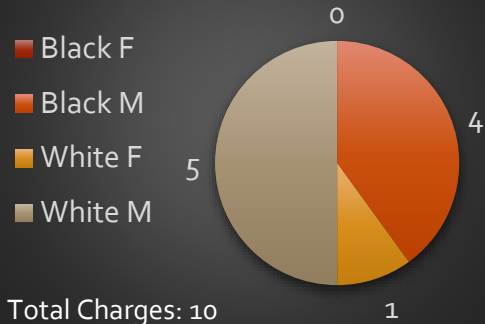


Severity of Arrest Charges

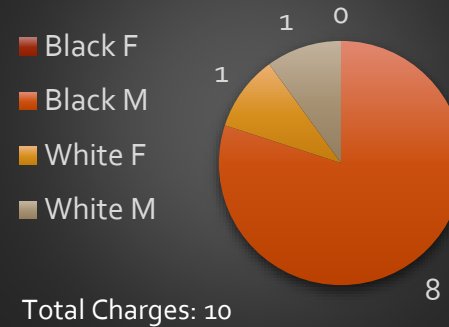


Charges by Sex and Race

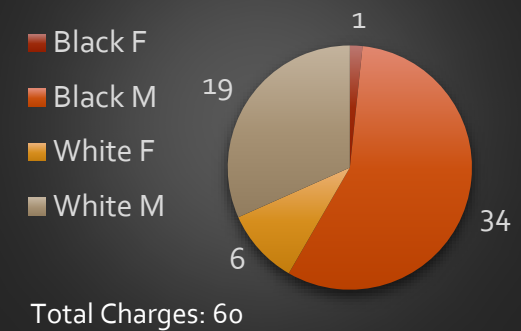
Felony B



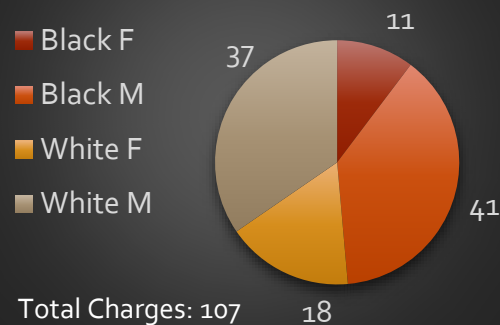
Felony C



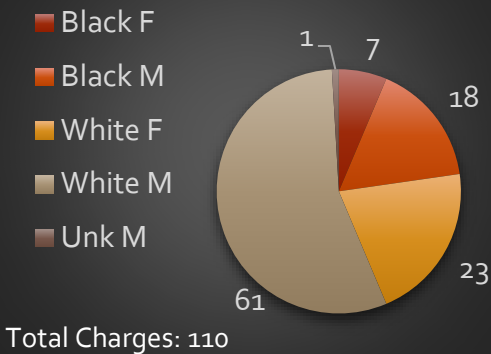
Felony D



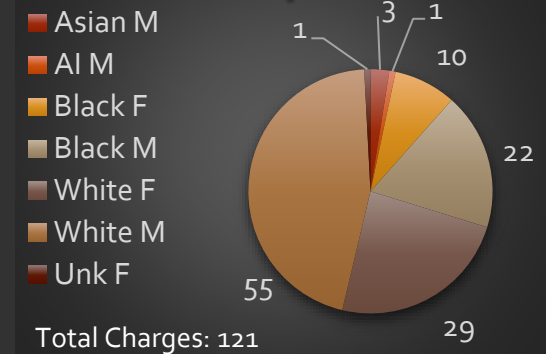
Aggravated



Serious



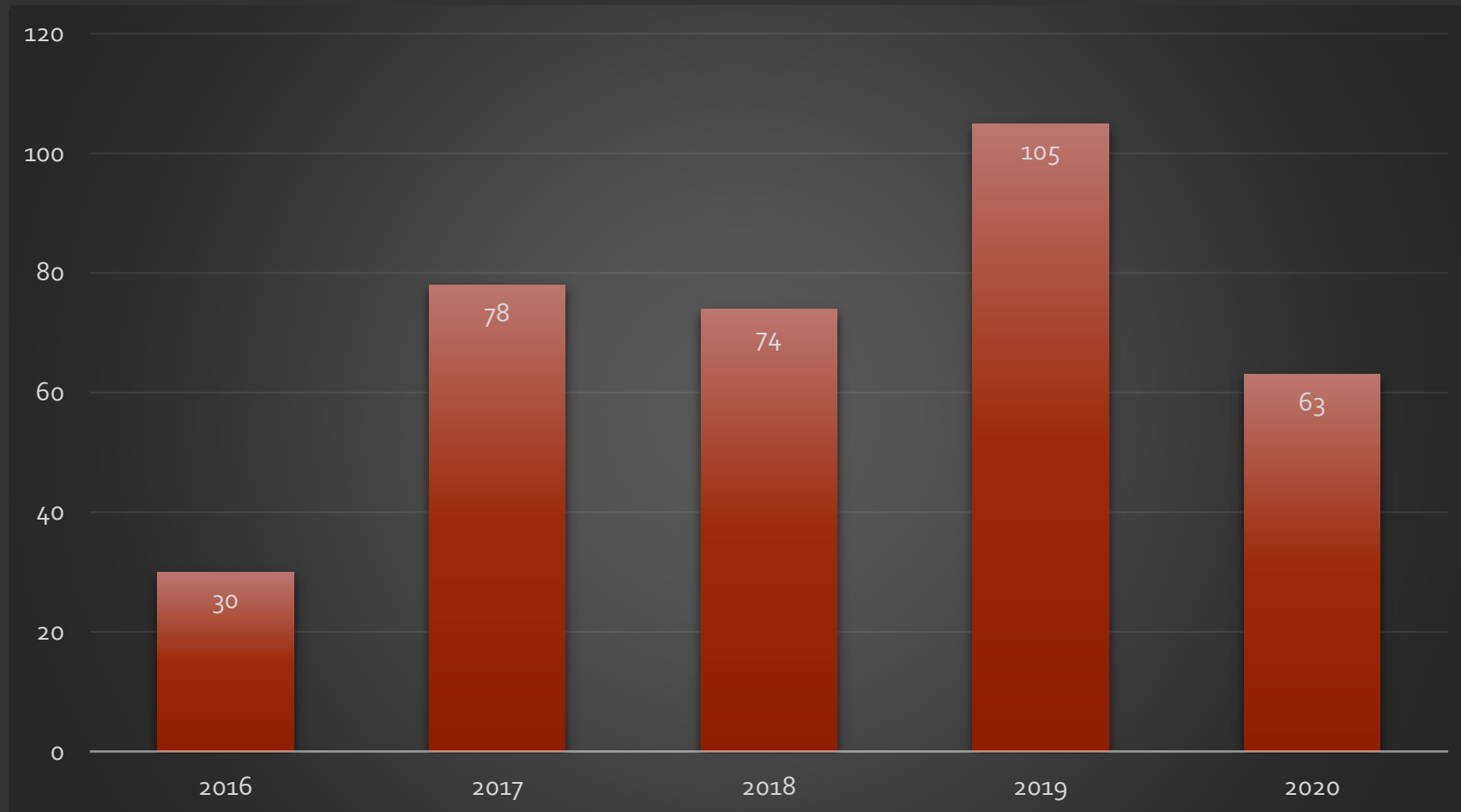
Simple



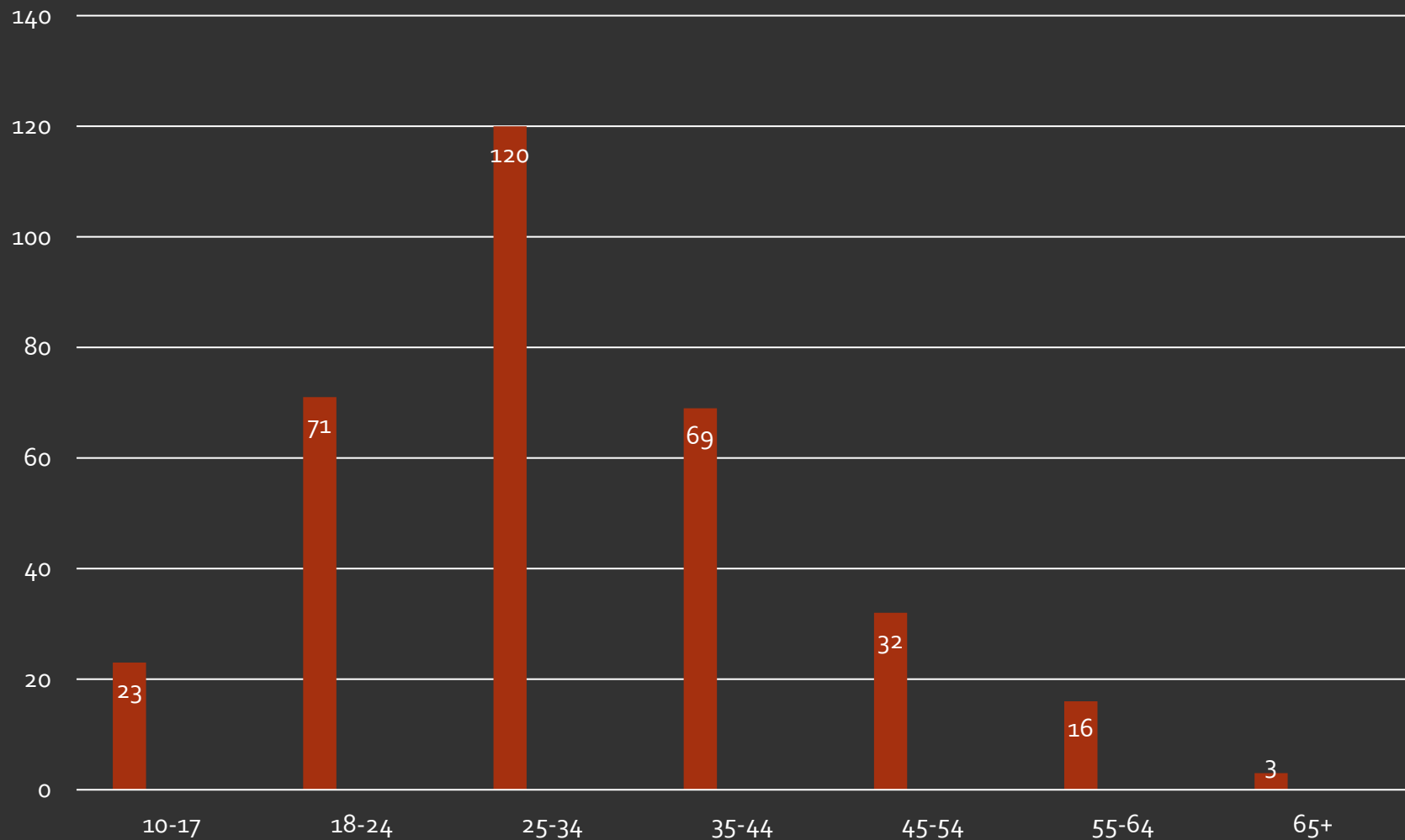
Not shown are the 6 scheduled and non-scheduled traffic charges



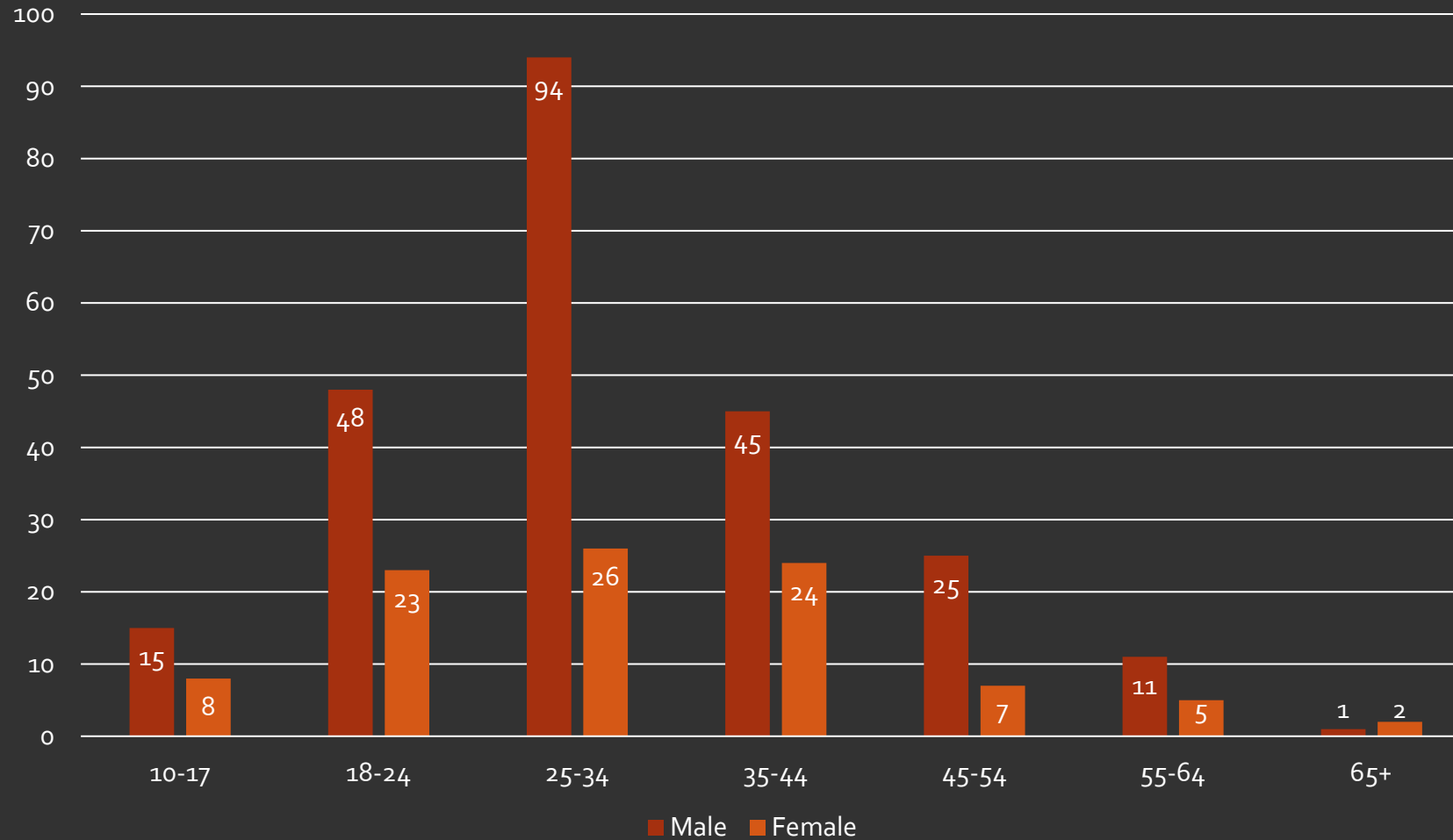
Served Arrest Warrants



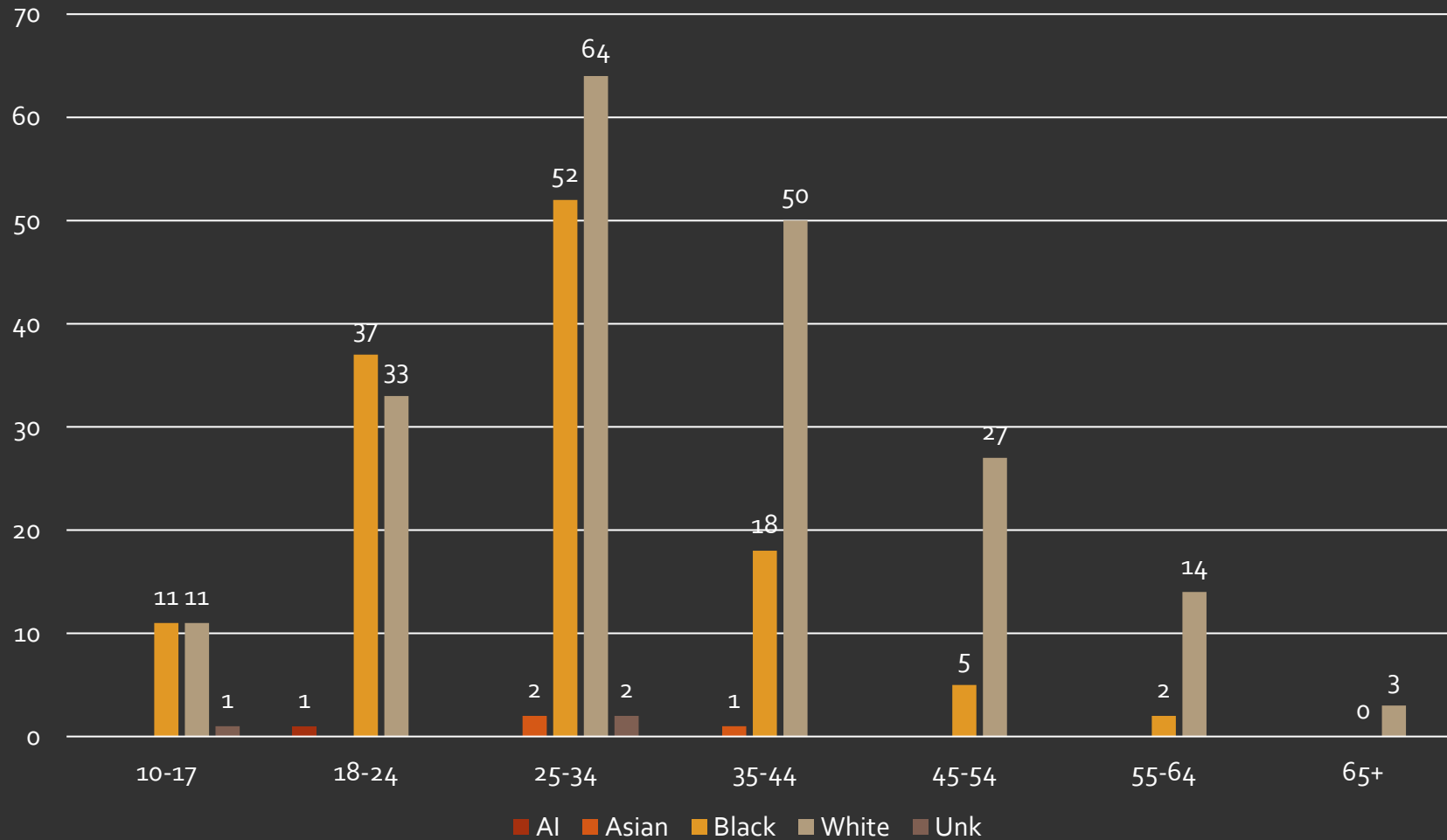
Arrests by Age



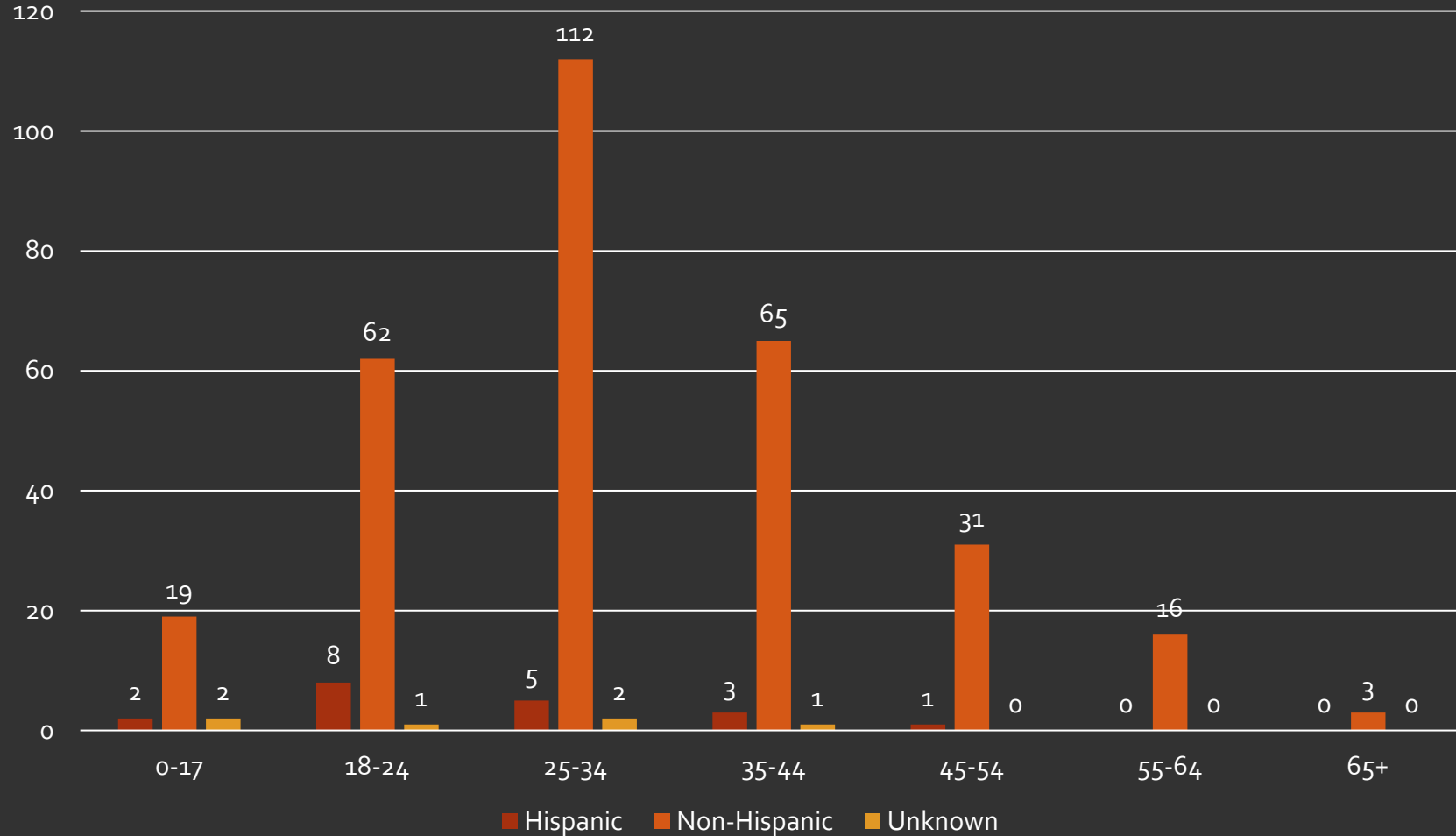
Arrests by Sex and Age



Arrests by Race and Age



Arrests by Ethnicity and Age



By Race and Age

Age Range	AI Male	Asian Male	Asian Female	Black Male	Black Female	White Male	White Female	Unknown Male	Unknown Female
14-17	0	0	0	6	4	8	4	1	0
18-24	1	0	0	26	11	22	9	0	2
25-34	0	2	0	42	10	49	15	1	1
35-44	0	1	0	14	4	30	20	0	0
45-54	0	0	0	5	1	20	6	0	0
55-64	0	0	0	2	0	10	4	0	0
65+	0	0	0	0	0	1	2	0	0
Totals									
334	1	3	0	95	30	140	60	2	3



Residents

214 Arrests

	AI Male	Asian Male	Asian Female	Black Male	Black Female	White Male	White Female	Unknown Male	Unknown Female
10-17	0	0	0	6	2	5	2	1	0
18-24	0	0	0	12	6	11	6	0	2
25-34	0	0	0	26	8	32	8	0	0
35-44	0	1	0	12	4	20	11	0	0
45-54	0	0	0	4	1	13	6	0	0
55-64	0	0	0	1	0	8	3	0	0
65+	0	0	0	0	0	1	2	0	0
Totals									
214	0	1	0	61	21	90	38	1	2



Non-Residents

120 Arrests

	AI Male	Asian Male	As2ian Female	Black Male	Black Female	White Male	White Female	Unknown Male	Unknown Female
10-17	0	0	0	0	2	3	2	0	0
18-24	1	0	0	14	5	11	3	0	0
25-34	0	2	0	16	2	17	7	1	1
35-44	0	0	0	2	0	10	9	0	0
45-54	0	0	0	1	0	7	0	0	0
55-64	0	0	0	1	0	2	1	0	0
65+	0	0	0	0	0	0	0	0	0
Totals									
120	1	2	0	34	9	50	22	1	1

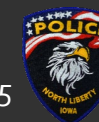


Individuals with Multiple Arrests

In 2020, 25 individuals counted for 60 of the 334 arrests.

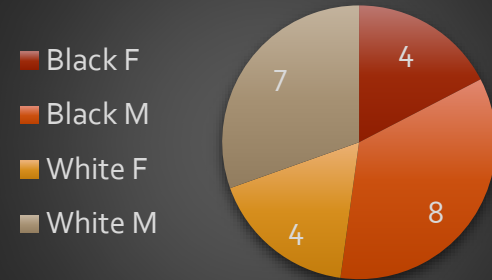
Females
8 Individuals
-Two arrested 4 times
-One arrested 3 times
-Five arrested 2 times
Race:
-Three black females (7 arrests)
-Five white females (14 arrests)
All residents of North Liberty
Total Arrests: 21

Males
17 Individuals
-Five arrested 3 times
-Twelve arrested 2 times
Race:
-Seven black males
Six from North Liberty (14 arrests)
One Non-Resident (2 arrests)
-Ten white males
Seven from North Liberty (16 arrests)
Three Non-Resident (7 arrests)
Total Arrests: 39

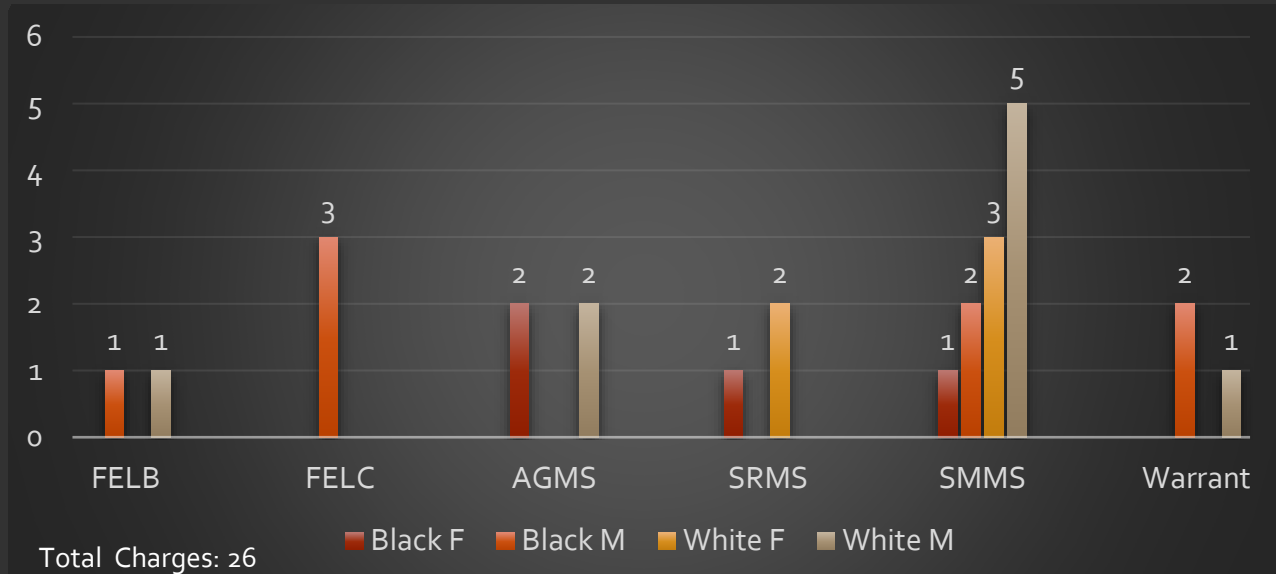


Juvenile Arrests and Charges

Number of Arrests: 23
Number of Charges: 26



Total Arrests: 23



Total Charges: 26



Use of Force

In 2020, officers submitted 33 use of force reports. These reports are completed when an officer is required to use compliance techniques, point or discharge a taser or firearm, or deploy stop sticks. A report is also completed when an individual complains of any pain from physical contact with the officer (i.e. a person complains of pain while being handcuffed). The reports are then reviewed by the supervisors, along with video footage, to determine if the use of force was justified.

Of these 33 calls and subsequent reports, 13 came in via 911, 11 on the non-emergency line, and 9 were observed by the officer. Twenty-five of these incidents resulted in an arrest and when an arrest was not made, it was because the subject was taken to the hospital for a mental evaluation or they fled the scene. Not all of the 33 reports came from a call that originated in North Liberty. In 12 instances, officers were assisting other agencies when force was used.

In situations where force was used, 13 were residents of North Liberty at the time of the interaction, 19 were from other cities, and 1 was a group of individuals who fled before officers could identify all the parties involved. For 13 of the calls, the subject was under the influence, or thought to have been under the influence of a substance.

The department responded to 20,416 calls for service last year and made 334 arrests. That equates to use of force being used in 1.6% of calls for service. Further, 25 out of 334 arrests (7%) required use of force and in all cases the force documented and proven to be justified.

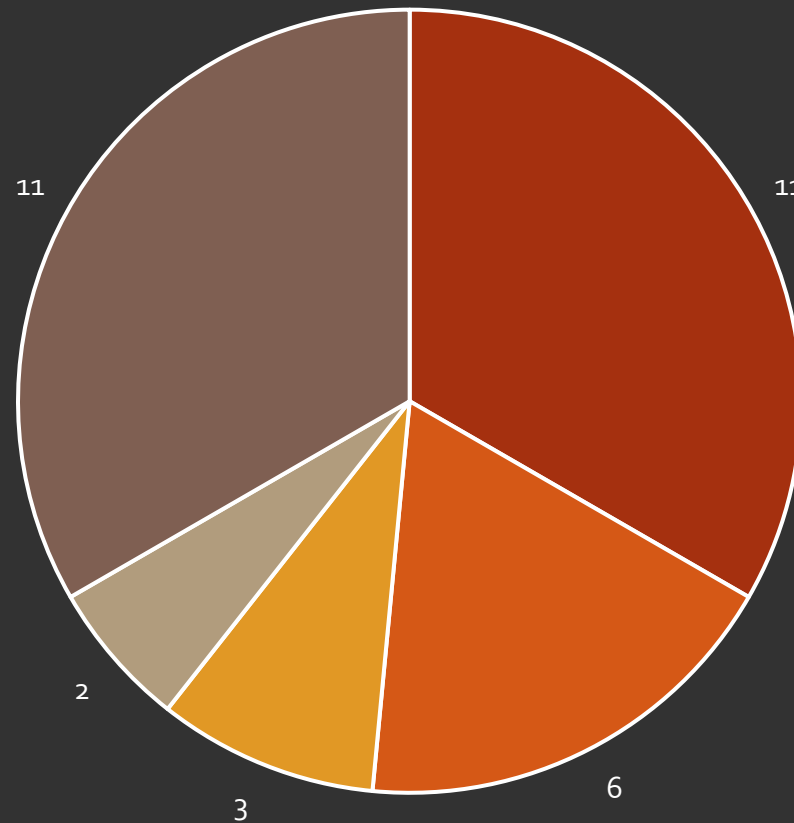


Most Serious Charge Resulting in a Use of Force

Armed Subject	2
Armed w/ Intent/Intimidation w/ Weapon	1
Assault on Peace Officer or Certain Occupations	4
Assault w/ Weapon	1
Child Endangerment	1
Committal/Suicidal	4
Domestic Abuse	7
Driving Barred	1
Eluding	5
Felony Warrant	1
Interference, Eluding, Assault	2
No Contact Order Violation	1
OWI or Possible OWI/Intox	2
Shots Fired	1



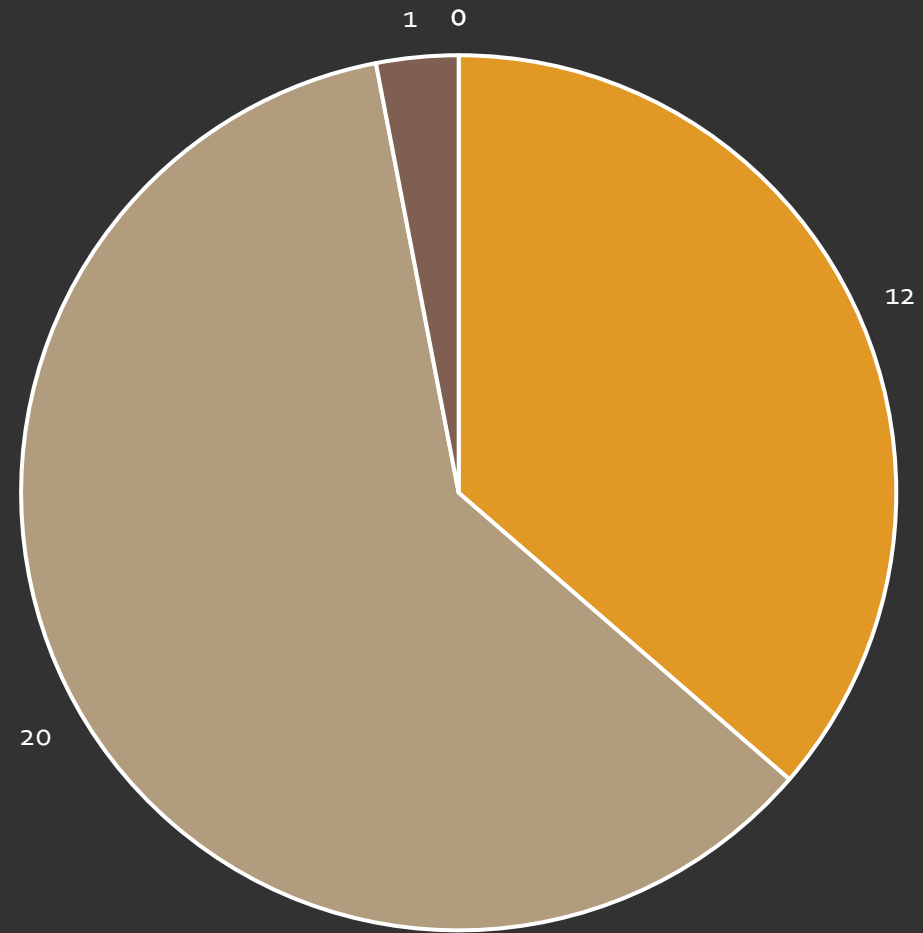
Type of Force Used total 33



- Compliance Techniques
- Electronic Control Device-Laser Only
- Electronic Control Device-Deployment/Probe
- Other-Stop Sticks
- Point Firearm



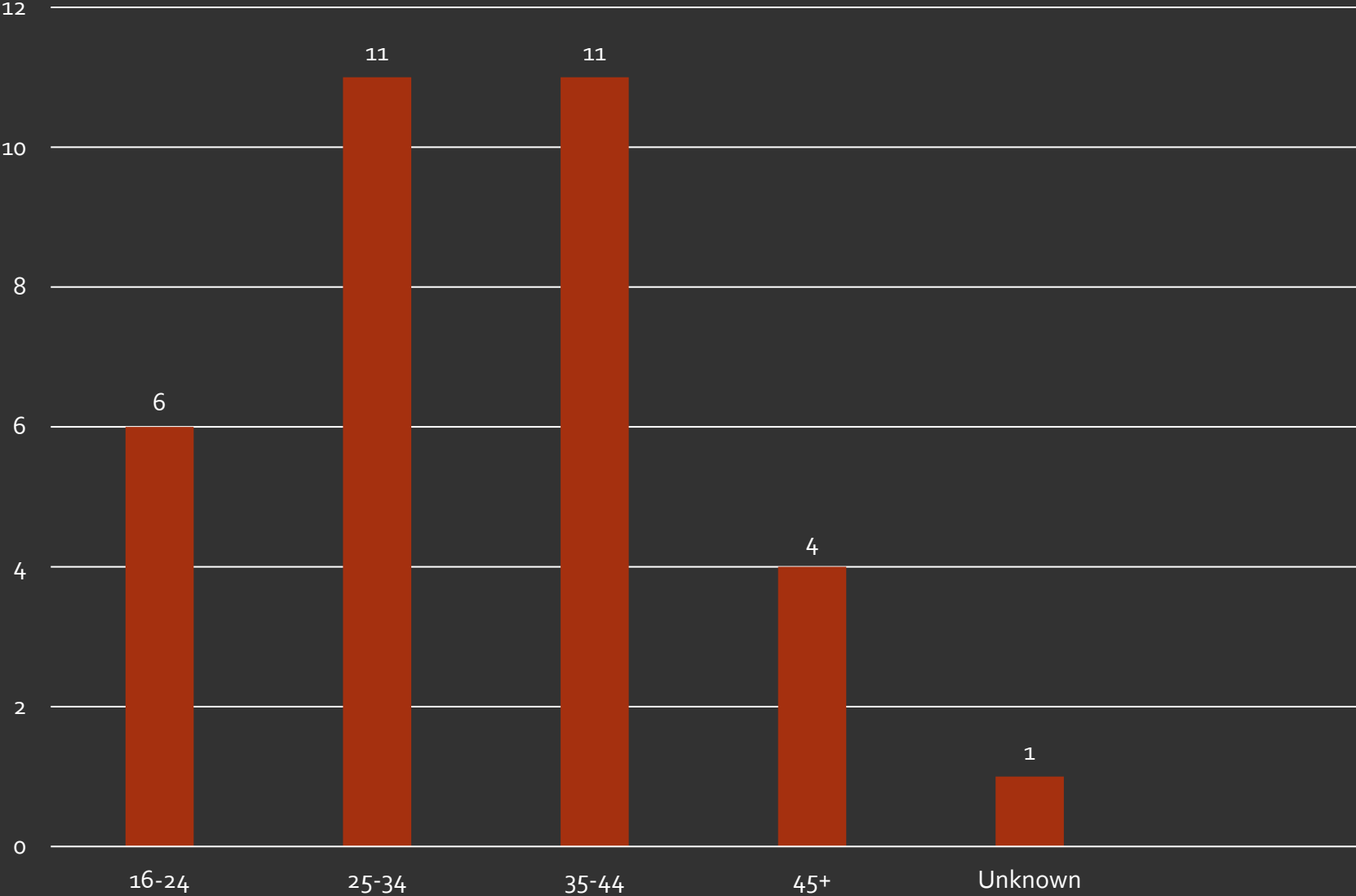
Use of Force by Race total 33



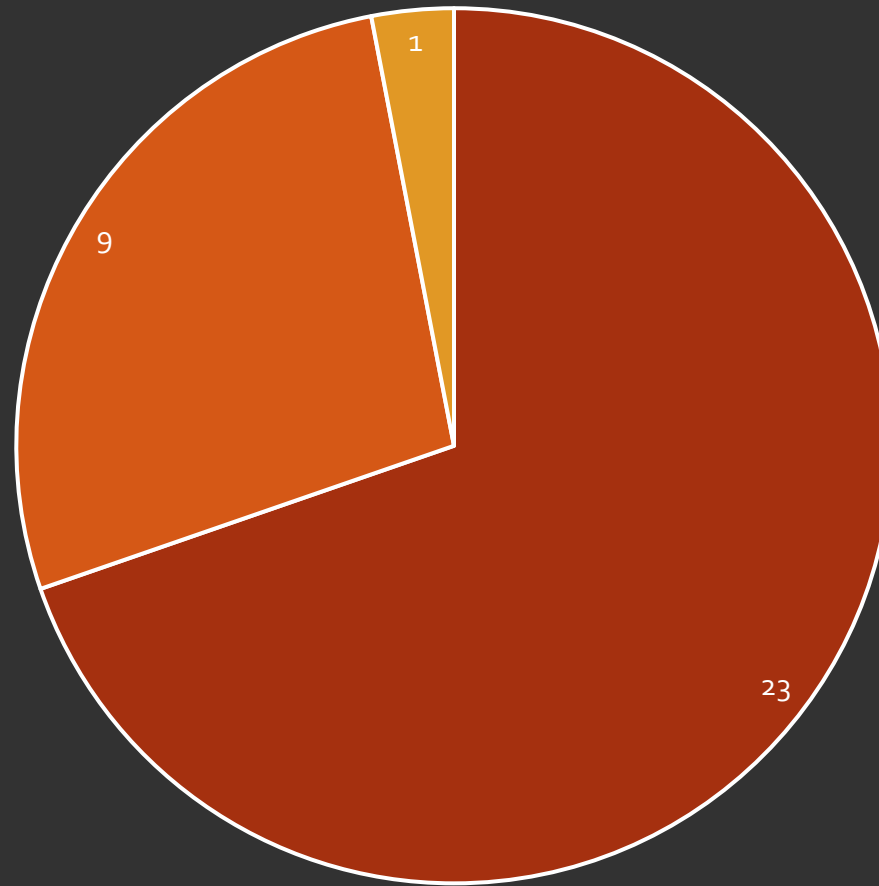
AI Asian Black White Unknown



Use of Force by Age total 33



Use of Force by Sex total 33



Male Female Unknown



Car Seat Checks

Fingerprinting

Golf Cart Permits

Services the Department Provides

Vehicle Inspections

Medication Disposal

Vehicle Unlocks



Car Seat Checks

North Liberty Police Department offers education to caregivers for child passenger safety through a child passenger safety inspector. The role of the child passenger safety technician is to educate caregivers on the correct selection, installation, and use of car seats, booster seats, and seatbelts. The department's inspector is Investigator Travis Clubb and in 2020 he conducted approximately 25 inspections. This service is free and done on an appointment basis. To schedule an appointment contact Investigator Clubb at tclubb@northlibertiowa.org or (319) 626-5724.



Fingerprinting

The department offers fingerprinting services for individuals who need to complete background checks.

The majority of people looking for this service are in the medical, child care, insurance and financial fields. We also have individuals who need them done for adoptions and paperwork for other countries.

Like most things in 2020, COVID caused a disruption in the fingerprinting services. In 2020, 262 were fingerprinted on 375 cards. There was a 48% reduction from the year before.

Fingerprinting service is provided by the records staff Monday, Wednesday, and Thursday, by appointment and as long as staffing is available. Since a fingerprint machine is used in this process, cards should not be filled out before the appointment. The cost is \$10 per card and accepted forms of payment include cash and check. People wanting to make an appointment can call the front office during regular business hours, 319-626-5724.



Golf Cart Permits

To drive a golf cart in town on public roadways, citizens need to apply for a permit. In 2020, 13 people applied for or renewed permits. The permit process starts with an inspection of the cart by an officer to verify the following elements:

- Engine size < 351 CCS
- Slow moving sign attached to rear of cart
- Bike safety flag, the bottom of which shall be above the top of the cart
- Adequate brakes
- Headlights
- Taillights
- Rear view mirror attached to the driver's side

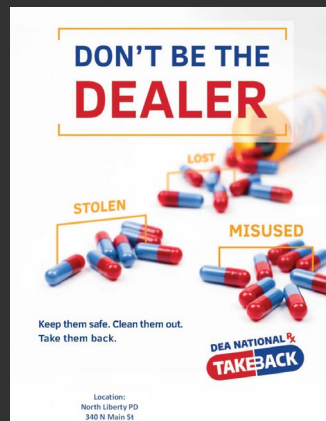
Once the inspection is complete, the owner comes to the police department with copies of their insurance and valid licenses of all drivers showing that they are over the age of 18. The records staff will make copies of these documents, collect the \$25 fee, and issue the permit.



Medication Collection

Twice a year the department participates in the National Drug Take Back Day. Typically, the events are held in April and October. Unfortunately, the April program was cancelled, but the October event was held and approximately 100 pounds of expired or unused medications were collected. If you happen to miss the take back days, don't worry! You can still bring in medications during normal business hours and the department will dispose of it at a later date. Watch the department's Twitter feed or the City's Facebook page for when the next Take Back Day will be held.

Note: Inhalers and needles cannot be accepted; please keep medications in the original packaging and do not remove labels; medications are not inspected and are discarded directly into a special box.



Salvage Inspections

Last year the officers performed 162 salvage vehicle inspections. The purpose of the salvage theft exam is to verify that no stolen parts were used when the vehicle was rebuilt. Inspections are performed by appointment as long as staff is available. Currently, appointments are available at 10:00a.m. and 10:30a.m. on Monday, Wednesday, and Friday. Prior to the inspection, the owner of the vehicle must fill out the affidavit of salvage vehicle repair online and pay the \$50 fee. The online form can be found on the DOT website at <https://salvagetheft.iowadot.gov/SalvageTheftTitle>. At the time of the inspection, the presenter must have:

- An Iowa salvage title
- Any receipts for parts put on the vehicle.
- Confirmation of Completed Affidavit
- Bill of sale
- ID

****Failure to have each of these documents means the vehicle will not pass inspection. If that happens, the owner will need to reschedule the inspection for another day. Repeat offenders will not be allowed to come back and the DOT will be notified.****



Vehicle Unlocks

If you ever find yourself looking at the keys inside your locked vehicle, the North Liberty Police Department can help! Call JECC at (319) 356-6800 and an officer will be dispatched to your location, when they are available. The service is free and officers have had plenty of experience, with the department averaging 300 vehicle unlocks a year. Last year that number dipped due to many people staying home because of COVID.



Number of Unlocks per Year

2020	-286
2019	-341
2018	-328
2017	-363
2016	-340





2020 Officer of the Year

Andy Jennings

Officer Jennings is a taser and driving instructor for the department. One of his strengths is that he can incorporate more scenarios to keep the training fresh and engaging. He also represents this department in the county-wide dive team. Anytime the department requests volunteers for community engagement events, he is one of the first to offer his time and resources. Officer Jennings eagerly takes on new tasks and works on small group activities that bring a team mentality to his rotation.

Officer Jennings's calm demeanor and officer presence is noted as being a critical need and is appreciated during chaotic scenes. He takes necessary steps to make our neighborhoods safe, assists anyone in need, makes connections with our citizens, and possesses a positive attitude. He was recognized for his dedication, compassion, team building, and continuously striving for excellence.



Awards and Milestones

Life Saving Awards

There was a record number of life saving awards handed out in 2020. These awards are given to officers whose actions saved a person from a potentially deadly event.

- Officer Chuck Tygart successfully performed CPR on a subject who stopped breathing after suffering a seizure.
- Sergeant Chris Shine and Officer Scott Sammons performed CPR on an individual who had no pulse when the officers arrived.
- Officer Ames Helzer and Officer Bruce Sexton administered CPR to a subject that was unconscious and not breathing.
- Officer Bruce Sexton rescued a child who was trapped in a flooded creek during a storm. Officer Sexton received two life saving awards this year for a total of three since he joined the department.

Milestones and Sick Time

Every year, the City acknowledges individuals who celebrated milestone anniversaries throughout the year. This year, the police department had five people recognized:

- 5 years of service: Officer Ben Campbell and Records Clerk Lauryn Rich
- 10 years of service: Sergeant Chris Shine and Officer Joel Miller
- 15 years of service: Lieutenant Tyson Landsgard

The City also recognizes those who do not use sick time over the course of the year. This year, those recognized in the police department included: Chief Diane Venenga, Officer Ben Campbell, Sergeant Rueben Ross, Officer Bruce Sexton, and Administrative Assistant Alisha Ruffcorn.



The Big Move

How it started



How it's going



New Police Station

In July, temporary occupancy was obtained for the new station. This allowed all staff to work under the same roof, which was previously feasible due to COVID. The building is approximately 17,000 square feet in size and 15,000 square feet larger than the previous station. The building contains a kitchen, workout room, multiple conference and interview rooms, fingerprinting station, a sally port, holding cells, and a training room. The new facility has made it easier and more comfortable for individuals to connect with officers during afterhours and on the weekend. The lobby houses a button that when pressed, dials to JECC directly. Additionally, visitors no longer have to stand outside in bad weather, waiting for an officer to arrive. To view the virtual ribbon cutting that was held in September, please click on the link below.

<https://m.facebook.com/northliberty/videos/police-station-ribbon-cutting-tour/320089879046410/>



Holiday Helpers

Due to concerns of COVID, the annual Presents with Police program was cancelled. Understanding that 2020 was a difficult year for so many, the department created an alternative program to help those in need. Department members placed a holiday tree in the station lobby and decorated it with paper ornaments containing the age, likes and sizes of numerous families collected through an application process. Every family that completed an application was accepted and in the end, seven families consisting of 33 individuals received gifts. Approximately 100 gifts were collected for all of the families thanks to the generosity of police department members, City staff, and community volunteers.



Thank you for you Support!

Chief : Diane Venenga

Lieutenant: Tyson Landsgard

Sergeants: Creighton Regenwether, Chris Shine, Mitch Seymour, Rueben Ross

Patrol Officers:

**Officer Spence Madole
Officer Cade Burma
Officer Chuck Tygart
Officer Ames Helzer
Officer Ben Campbell
Officer Ryan Rockafellow
Officer Juan Santiago
Officer Bruce Sexton**

**Investigator Casey Wood
Officer Joel Miller
Officer Scott Sammons
Officer Andy Jennings
Officer Eric Kapfer
Investigator Travis Clubb
Officer Alec Fjelstul
Officer Liz Monroe**

Falco



**Records: Alisha Ruffcorn
Lauryn Rich**

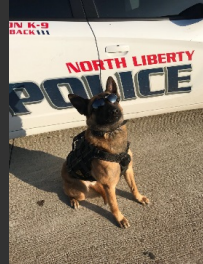
**Chaplains: Chaplain Boyd Kuester
Chaplain Tom Gibson**



More Information and Resources



Twitter
@northlibertyPD



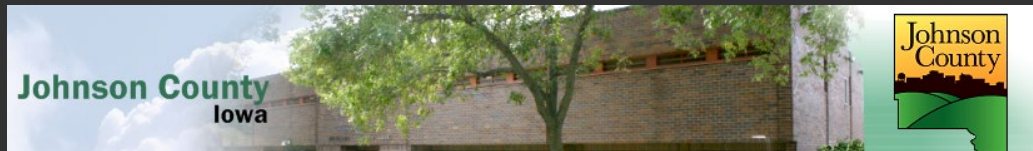
Twitter
@NLPDK9Falco



NextDoor
City of North Liberty



For Daily Calls for Service
<http://jecc-ema.org/jecc/jecccfcs.php>



<https://ww1.johnsoncountyiowa.gov/Sheriff/complaints/list>



<https://communitycrimemap.com/>





To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **March 29, 2021**
Re **Monthly Report – March 2021**

We continued to dial up as we opened the facility for member use on the weekends and in-person classes and sport leagues continued. Safety protocols have been implemented in all programs offered. In March, we averaged 175 users per day during the week and 78 users on weekends. Weather does play a part in number of users inside. Operations continue to be ready to adapt month to month.

We continued to have meetings on how to proceed with roof repairs from snow slide. Cost estimates need to be gathered for 1) fascia & gutter replacement, 2) gas piping along high ridge, securement of gas line branches to units, & stands, 3) repairs to the Innovent unit, Roof top units, and mini split unit on roof, 4) repairs to roof membrane and 5) install snow guard rail system in identified areas to prevent equipment damage and future snow slides. Ultimately, we need to plan for total roof replacement as majority of roof is nearing life expectancy and this is estimated at \$1.5 million.

COVID19 Update:

Most FT staff are working Monday-Friday with some working weekends when needed. The number of PT Staff applicants, interviews and actual acceptance of jobs have been impacted by the pandemic and with minimum wage increases to \$15 per hour. All safety protocol remains in place such as wearing masks, limiting capacity, practicing social distancing and proper hygiene.

Our BASP staff as well as most FT Staff will have their complete vaccinations by middle of April. Pandemic measures may need to be kept in place until the fall, especially since kids are not yet being considered for vaccines.

Recdesk Database:

Reviewing our Recdesk database; we have 7,915 residents (65%) and 4,237 non-residents (35%) totaling 12,152 individuals.

Programs:

Some programs/classes continue to be offered virtually. Class size continues to be limited and some classes have not seen participation interest. We will continue to prepare for an increase in in-person classes with safety to the community and staff as a top priority. Summer programs will include fitness classes, Tippi Toes dance, swim lessons, summer camp, blastball and youth tennis.

Leagues:

Remember youth baseball and softball is ran by NLCBS, a parent run organization. Other sport leagues will resume in September.

BASP: Our After School Program continues but interest in AM program has not returned. We are serving around 26 participants. Our plans include both AM and PM if interest continues to grow with small group operations and safety protocol in place. We will need to schedule/hire part-time staff as demand warrants and continued evaluation. Matt F is busy working on Summer Camp plans.

Offsite Programs: Schools remain closed for our offsite programs.

Swim Lessons:

Ashley re-started indoor swim lessons with safety protocol remaining in place. Summer swim lessons to begin Week of June 14th. Registration is planned one month prior.

Indoor Pool:

Lap swim times for members only, by appointment only, 6 swimmers per time slot continues. This month we had 951 swimmers, with the highest day total being 46. The indoor pool will remain scheduled for lap swim, aqua fitness classes and evening swim lessons through the summer.

Outdoor Pool:

We will be opening the outdoor pool this summer. Ashley is hard at work determining a plan of action. To what extent we are open is based on numerous ideas; open for members only versus drop-ins, open for residents only versus non-residents, limit capacity for social distancing purposes and ICCSD last day of school is June 11, so not opening until June 12th. Many decisions yet to be determined.

Weight & Exercise Area:

Weight & Cardio exercise times for members only, by appointment only, for 15 exercisers per time slot continues. This month we had 1,494 users, with the highest day total being 78. Staff will continue to monitor usage and maintain cleaning/disinfecting protocol. As the weather turns nicer, we typically see a decrease in use.

Track:

Track times for members only, by appointment only, for 15 users per time slot. This month we had 796 patrons, with the highest day total being 59. We typically see numbers lower as the weather turns nicer unless weather hinders outside exercising.

Gymnasiums:

Pickleball, basketball and open volleyball times for members only, by appointment for 15 users per time slot per gymnasium. This month we had 829 patrons, with the highest day total being 56. Factors influencing an increase or decrease includes programming space needs and interest for inside activities. Staff will monitor all use areas, make changes and review what is working well.

Memberships:

Opening to members only, gives us contact information/communication avenues if things change and if we need to alter operations. We continue to see a spurt in revenue with new or renewed memberships. This month summary: (+) \$9,525.00 in weight & exercise fees; (+) \$3,795.00 in pool pass revenue; and \$3,461.00 in split membership fees.

Rentals:

We are looking to open up small areas of the facility for rentals. Park shelters can be rented/reserved through the Recreation Center as well. Gymnasium rentals will be on hold until school sites can be used.

Daily Fees:

Drop-in use for any part of the facility or for classes remain halted due to pandemic. No daily fees to report.

Additional Reports: Recdesk Monthly Revenue, Dashboard Summary, Membership Summary and Organizational Activity follow.

Revenue By Period - GL Account Summary

Start Date: 3/1/2021 12:00 AM End Date: 3/28/2021 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

Regular Revenue

		DEBITS									CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
000 - Household Credit Account												
-1,933.00	-1,933.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	646.50	0.00	-2,579.50
010-4-1-4563 - Weight Fees												
9,525.00	9,251.89	283.00	263.00	9,031.25	8,758.14	0.00	0.00	0.00	163.75	0.00	-216.00	0.00
010-4-1-4564 - Class/Programs												
2,607.50	2,528.81	30.50	26.00	2,602.00	2,523.31	0.00	0.00	0.00	51.00	0.00	-102.00	0.00
010-4-1-4566 - Before/After School												
33,222.50	32,194.77	0.00	0.00	34,257.50	33,229.77	0.00	0.00	0.00	5.00	0.00	-1,040.00	0.00
010-4-1-4572 - Season Pool Pass												
3,795.00	3,684.27	0.00	180.00	3,661.00	3,550.27	0.00	0.00	0.00	30.00	0.00	-76.00	0.00
010-4-1-4574 - Swim Lessons												
3,926.50	3,809.57	0.00	0.00	3,893.25	3,776.32	0.00	0.00	0.00	347.25	0.00	-314.00	0.00
010-4-1-4575 - Aquatic Program/Classes												
1,353.50	1,311.82	0.00	0.00	1,289.00	1,247.32	0.00	0.00	0.00	366.50	0.00	-302.00	0.00
010-4-1-4591 - Park/Special Event Fees												
157.50	152.77	0.00	0.00	157.50	152.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned												
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00	0.00	-1,400.00	0.00
Split - Membership - Black & Gold												
3,461.00	3,363.65	0.00	0.00	3,245.00	3,147.65	0.00	0.00	0.00	216.00	0.00	0.00	0.00

Revenue By Period - GL Account Summary

Start Date: 3/1/2021 12:00 AM End Date: 3/28/2021 11:59 PM

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -

56,115.50	54,364.55	313.50	469.00	58,136.50	56,385.55	0.00	0.00	\$0.00	2,579.50	646.50	-3,450.00	-2,579.50
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** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Sales Tax

DEBITS											CREDITS	
**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	ACH (Gross)	ACH (Net)	Internal CC	Acct Credit	Other	Refunds	Other
		0.00	0.00	0.00	0.00	0.00	0.00	\$0.00	0.00	0.00		0.00

** Difference between GROSS and NET calculation is that NET uses CC (Net) value instead of CC (Gross) value

Home

Recent Registrations

Recent Reservations

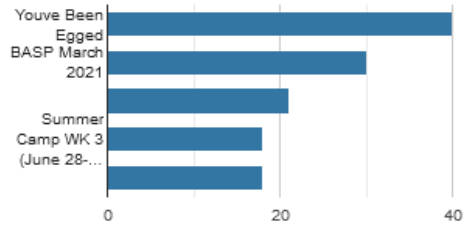
Recent Memberships

Recent Members

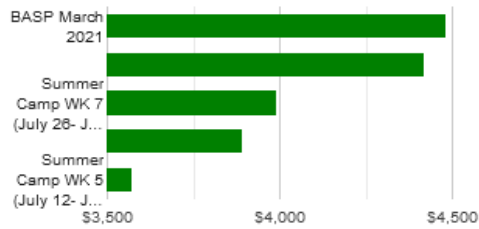
CRM+

Time Period: Last 30 Days

Top 5 Programs - Registrations



Top 5 Programs - Revenue



Total Program Registrations

6799

Online 6034
In-house (In Person) 765

Total Receipts

\$64,371.00

RecDesk Credit Card \$60,959.11
Household Credit \$2,584.39
Check \$469.00
Cash \$358.50


Refunds \$3,450.00

Invoices - Balance Due

Open: \$50,521.86
Overdue: \$9,005.61

Alerts & Notices

Membership Counts (By Period)

Time Range	From Date	To Date
<input type="text" value="This Month"/> 	<input type="text" value="3/1/2021"/>	<input type="text" value="3/31/2021"/>

Summary By Month

	Mar, 2021
New Primaries	301
All New	422
Primary Renewals	43
All Renewals	64
Active Primaries	1633
All Active	2252



To **Mayor and City Council**
CC **City Administrator Ryan Heiar**
From **Street Superintendent Michael Pentecost**
Date **April 1, 2021**
Re **Street Department Staff Monthly Report for March**

The following items took place in the month of **March** that involved the Streets Department.

- Locating of City Utilities (312 job tickets) ongoing
 - a. This is an increase of 139% from March 2020
- Continued animal control services (12 responses to animal issues)
- Cemetery plot locates (4 in total)
- Projects/Meetings
 - a. Ranshaw Way Phase 5
 - i. Working with utility contractors for relocation (CenturyLink)
 - ii. Alliant Energy contractor continues installing underground infrastructure
 - iii. Open House (virtual) meeting with public on 3-12
 - b. Southwest Growth Project
 - i. Work increased with favorable weather this month but still significantly behind schedule
 - c. Dubuque St Phase 1
 - i. Open House (virtual) meeting with public on 3-19
 - d. Traffic Controls Committee reviewed residential requests/complaints
 - e. City Spring Clean Up meeting to plan this year's event with Covid related procedures for staff and residents
- Staff conducted monthly safety inspections for all street equipment and buildings along with annual testing of all fire extinguishers
- Staff conducted monthly warning sirens tests and inspection
 - a. Contractor performed siren repairs and completed spring service, inspection, and testing of all 8 sirens for upcoming severe weather season
- Training
 - a. Superintendent completed CEU's for Backflow testing license
 - b. All staff completed training in "Work zone/Flagger Safety" and "Trenching/Shoring Operations" performed by IAMU
 - c. All street staff along with Water, Waste Water, Parks, and Rec staff completed operational training of new bucket truck received as these departments occasionally use this piece of equipment
- Truck bids received and completed for replacement of snow plow truck #511
- Staff yearly evaluations were conducted with individual meetings with feedback

- Covid-19 preparations
 - a. Continued cleaning and disinfection of all street dept. buildings and equipment
 - b. Regular meetings with management team and staff on updates and procedures
 - c. Daily health reports and visitor information data collected
- Holiday décor was removed
- Sanitary Sewer
 - a. No sewer issues this month
- Storm Sewer
 - a. Removed/cleared waterway locations of debris
- Traffic Signals
 - a. Power outage on 3-10
 - i. Staff supplied back up power to signals at Ranshaw Way and Forevergreen, Ashley, and Golfview to keep signals operational
- Snow Operations
 - a. 1 snow event (3-15) only required I380 bridge salting at Penn St and Forevergreen Rd
 - b. Crews hauled 100 tons of sand to replenish supply
 - c. Cold patch potholes throughout town
 - d. Crews removed some snow equipment and serviced and cleaned Brine building and equipment
 - e. Repair of various resident mailboxes damaged during snow season
- Street sweeping began and continues
- Sign repairs/replacements/new installs in over 50 locations around town
 - a. Radar speed feedback sign on Ranshaw Way damaged by derecho on north edge of town was replaced
- Various staff was able to schedule time off with improved weather this month



To **City Council, Mayor and City Administrator**
From **Drew Lammers**
Date **April 1, 2021**
Re **March 2021 Water Pollution Control Plant (WPCP) Report**

1. All scheduled preventative maintenance at the plant and lift stations was completed. Staff stayed very busy with numerous operational jobs throughout the month. Maintenance staff replaced 1 submersible lift station pump that was clogging repeatedly. Our spare standby pump was installed while the original pump is inspected and rebuilt.
2. This month's staff safety meeting was on Personal Protective Equipment. Staff completed target solutions online training as well as reviewed safety training topics as a group.
3. The north digester tank was completely drained and cleaned for annual inspection and preventative maintenance. Staff found several areas where tank piping was sagging. Maintenance staff fabricated several new pipe supports and installed to correct the issue.
4. The pretreatment pump base and upper and lower level flooring has been completely repainted.
5. Staff has been working with the streets department to troubleshoot, order parts, and repair several issues we were experiencing with our military dump truck. Most of the parts are all found online. The specialized trucks are fairly inexpensive to repair but the experience from the streets crew has been invaluable and greatly appreciated.
6. The SW Growth Lift Station Project continues to progress. Bores under the interstate are completed and crews are working on the lift station building construction. City staff continues to have meetings with engineers, contractors, and inspectors to discuss updates and details of the project.

Drew Lammers - WPCP Superintendent



To **North Liberty Mayor and City Council Members**
CC **City Administrator Ryan Heiar**
From **Water Superintendent Greg Metternich**
Date **April 6, 2021**
Re **Monthly Report – March 2021**

In the month of March, we treated a total of 35,767,000 gallons of water, our average daily flow was 1,154,000 gallons, and our maximum daily flow was 1,388,000 gallons. The total amount of water used in the distribution system was 1.6% lower than March 2020.

We had a busy month with 8,762 accounts read, 22 re-reads, 120 service orders, 94 shut-offs, 72 re-connects for water service, 166 shut-off notices delivered, 1 new meter set inspections, 8-meter change outs, 76 MIU change outs, assisted 6 customers with data logging information, and 97 calls for service. Our monthly total service work averaged 28 calls per day.

Staff spent several days cleaning and painting the interior of the Cedar Springs Booster Station. We added some protective panels on the walls around our Chlorine monitoring equipment and repainted all of the piping, pumps, and the floor. We'll be working in the ASR Well building next.

Last month we experienced some low raw water pressure alarms after the treatment plant would shut down, normally the raw water lines would hold about 10psi of positive line pressure. We found two check valves that failed, one at Well #9 on line A, and one at Well #4 on line B. Northway Well and pump has removed Well #9, it would appear the only failure was the check valve. These check valves were installed three years ago with the treatment plant project. The original design called for stainless-steel check valves, but at that time no manufactures produced an all-stainless-steel valve that would meet the American Iron and Steel requirements, we applied for a variance from the EPA but did not get a response for several months, Ryan reached out to our lawmakers several times, in the end in order to keep the project on schedule we had to use a valve that would meet the AIS requirements.

Maintenance staff has started our spring hydrant flushing program. They will be flushing every dead-end hydrant in the system; this will take around 8 to 10 weeks to complete.

Water Superintendent
Greg Metternich

North Liberty Board of Trustees Meeting
Virtual Meeting

DATE: March 15, 2021

PRESENT: Jessica Beck, Scott Clemons, Mike Healy, Laura Hefley, Chris Mangrich,
Library Director Jennie Garner, Adult Services Librarian Amy Golly

ABSENT: Heidi Wood

Call to Order

- 1) Additions/Changes to the Agenda
 - a) None Participated in
- 2) Public Comment
 - a) None
- 3) Approval of the Minutes
 - a) January meeting minutes motion to approve by M. Healy; second J. Beck;
approved by voice vote
- 4) Reports
 - a) Staff Introduction
 - i) Amy Golly
 - (1) Participated in In Conversation: Learning and Advocating
 - (a) Serving with patrons rather than leading or following
 - (b) M. Healy expressed concern that advocating for inclusion may be viewed as endorsement - a function inappropriate for a public institution like the library.
 - (i) Fine line being welcoming to everyone.
 - (ii) Librarians as facilitators being neutral is difficult in not taking a stance, but job is to offer viewpoints and be inclusive of all.
 - b) Budget
 - i) Rounding out lining up with averages
 - ii) Amendments to budget forthcoming
 - iii) New city-wide financial software launching
 - c) Director
 - i) Staffing update
 - (1) New shared IT Technology Coordinator started
 - (2) Eliminated Technology Services Librarian and hiring new Library Services & Marketing Assistant position
 - ii) No timeline for modifying service hours
 - iii) Annual contribution letter eliciting donations for both Friends and Endowment.
 - iv) Lighthouse at the Library series kickoff 4/15/2021
 - (1) First topic: access and equity of health and wellness services
 - v) Local Libraries LIT program Saeed Jones 4/1/2021

- vi) Pearson School Assessment donated two diversity kits
 - vii) cloudLibrary mobile app virtual library card, account management, and eBooks launched
 - viii) Amy implementing Rent & Utility Assistance Program
- 5) Policy Review
- a) Planning for Results
 - i) Rework based upon Bettendorf model
 - b) Mission Statement
 - i) Goal to incorporate 'Learning' and DEI into reworked statement

Adjourn

Motion to adjourn by J. Beck; second M. Healy

NEXT MEETING DATE: April 19, 2021 6:30pm

Meeting minutes recorded by S. Clemons

**Parks & Recreation Commission****April 1, 2021, 7:00pm**

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

This meeting may be accessed live by the public on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at youtube.com/c/northliberty. You can also attend by phone; call 1 (312) 626 6799 with a touch-tone phone and enter the meeting ID 863 9535 6628 and meeting password 722560493. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order
2. Approval of Minutes
 - a. March 4, 2021
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions or Concerns
5. Next Meeting
 - a. Thursday, May 6, 2021 at 7:00pm.
6. Adjourn



Board Members Present: Richard Grugin, Craig Sundell, Marcia Ziemer, Amalia Gedney-Lose, Shannon Greene, Jeremy Parrish

Absentees: Meghan Lehman

Others Present: Shelly Simpson, Tim Hamer, Guy Goldsmith, Brian Motley

7:00 p.m., via Zoom

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus. The public is invited to submit questions and comments in advance of the meeting for consideration submitting them to the City Clerk Tracey Mulcahey via email at tmulcahey@northlibertyiowa.org.

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1. Call to Order

- 7:00 pm by Richard Grugin

2. Approval of Minutes

- February 4th, 2021
- Motion by Craig Sundell, second by Jeremy Parrish. Motion carried.

3. Reports

- Parks Report
 - Time at Ranshaw House finishing trim. Goal is to be out by mid-March.
 - Working with Shive-Hattery on Pool Heating Project
 - Continuing to pick up pet-waste station.
 - Dog park closed at 2 pm on 3/4/21 to help give a break and re-establish good turf grow. Dormant seed was placed last Fall.
 - 1. Jeremy asked about signage explaining what is going on at dog park. Guy confirms that there is a sign up. Working on

permanent signage. Lining up things for a grand opening when it reopens soon.

2. Jeremy recommends adding more bold visualization on the dog park to notify residents.
 3. Shelly asked about barricades at the dog park – will not place barricades as people are allowed to still gather out there because they like the view and to spend time enjoying the area.
 4. Guy voiced concerns about keeping healthy grass at the dog park.
- Equipment maintenance on snow equipment, and seasonal equipment.
 - Considerable time to snow removal to city parking lots, sidewalks, trails, roundabouts and Hwy 965.
 1. Richard gave kudos to the department for snow removal.
 - Continue to work with Kirkwood and other local universities/colleges to hire seasonal help. Some interviews and offers have been completed. Anticipate more applicants. Par is 12 seasonal staff.
 - Shive-Hattery on landscaping on Phase 5 of Ranshaw Way.
 1. Shannon asked about underpass which will be just north of City Hall.
 - Dubuque street enhancements including demo.
 - Finalizing FY 21-22 budget which has been submitted, but a few tweaks being made.
 - Upcoming event is the Muddy Creek Clean Up scheduled for April 10th, at 9 am starting at the Rec Center. Boy/Cub Scouts and tree/storm water board members will participate in addition to City Staff. Asking for any community volunteers.
 - Allowing shelter rentals this year.
 - Splash pads will be open.
- Recreation/Pool Report
- Opened the rec facility for weekends in February.
 1. Total of 4 weekends so far, which has gone well.
 2. Continue to open little by little.
 - Provide use with social distancing, masking and safety protocols in place. It has been a slow transition, which has added to questioning from the public.
 - Hit a bump in the road 2/22 which was caused by a snow load on the roof. It caused damage to the gas lines to some of the roof top units, and the pool unit which is new.

1. Down in the pool area for about 1 day.
 2. Using 2 of the 4 burners of the innovent unit in the pool, the other 2 are isolated and turned off. All rooftop units are off at this point. May feel some temperature changes in the track and exercise areas, but the warmer weather has helped with this.
- There were concerned community members during the “police event” and the rec center helped provide support to house children from local childcare centers and facilitated parent pick up.
 - Facility usage: 230 users per day.
 - BASP numbers are slowly on the uptick but continue to do afterschool only.
 - March swim lessons resumed, with low turnout, likely due to parent having to be in the water with the child.
 - Looking at summer programming. Will open the outdoor pool but unsure to what extent. Considering residents only, residents with memberships and residents, drop in, non-residents, etc.
 - Planning to operate as two separate facilities with separate entrances (indoor versus outdoor pool) – so separating aqua fitness and lap swim indoor, and lessons for kids outdoor.
 1. Biggest concern is locker rooms, common areas, groupings, etc.
 2. Will continue to provide details as more decisions are made.
 3. Craig asked about reduced capacity, research, and spread. Shelly notes that they have been looking at different capacity, tier system, and comfort level for gathering groups of people. This applies to both outdoor and indoor pool use. Working to come up with Plan A, B, etc. While individuals are on the pool deck, in the locker rooms, or going to concessions, they will be expected to wear masks.
- Questions or Concerns
 - Shannon asked about City Staff being vaccinated. The City has sent out a survey to assess interest.
 1. Police and fire are done with their second shot.
 2. BASP staff are anticipated to be in the next tier.
 3. Lifeguards and the remaining staff don’t have a timetable yet.
 - Jeremy reports that Diventures now has face shields for teachers and went away from parents in the pool.
 1. Ashley is aware of this and is evaluating options.

2. Right now, target date to open outdoor pool is 6/12 due to ICCSD school schedule.
 - Jeremy asked about porta-potty placement at certain parks. They will be placed at Centennial, Koser Park, and any other place that does not have a restroom close by.
4. Next Meeting
 - Thursday, April 1st, 2021 at 7:00pm.
5. Adjourn: Motion to adjourn by Amalia, Second by Shannon. Motion carried.

**North Liberty Planning Commission**

April 6, 2021

Via Zoom

Due to the COVID-19 pandemic, public health and safety concerns require City of North Liberty public meetings to be held electronically, so as to limit the spread of the virus.

Roll Call

Chair Rebecca Keogh called the April 6, 2021 Planning Commission to order at 6:30 p.m. Commission members present: Barry A'Hearn, Josey Bathke, Jason Heisler, Rebecca Keogh, Jessica Marks, Kylie Pentecost, Patrick Staber. Others present: Ryan Rusnak, Ryan Heiar, Tracey Mulcahey, Grant Lientz, Kevin Trom, Loren Hoffman, Pat Scanlon and other interested parties.

Approval of the Agenda

Staber moved, Bathke seconded to approve the agenda. The vote was all ayes. Agenda approved.

Greenbelt Trail II LLC Zoning Map Amendment*Staff Presentation*

Rusnak presented the request of Greenbelt Trail II, LLC for a zoning map amendment on 7.36 acres, more or less, from RS-6 Single-Unit Residence District to RD-10 Two-Unit Residence District on property located on the west side of North Liberty Road approximately 700 feet north of Salm Drive. Staff recommends approval with two findings.

Applicants Presentation

Loren Hoffman and Pat Scanlon were present on behalf of the applicant and offered additional information on LEED-ND. Commission discussed the application with the applicant.

Public Comments

No comments were presented.

Questions and Comments

The Commission discussed the application including building style, zoning north of this parcel, livable communities, creating affordable housing opportunities, location of duplex zoning in relation to North Liberty Road, zero lots vs. duplex, and the creation of an association with the developer.

Recommendation to the City Council

Staber moved, A'Hearn seconded that the Planning Commission accept the two listed findings and forward the zoning map amendment from RS-6 to RD-10 to the City Council with a recommendation for approval. The vote was: ayes – A'Hearn, Bathke, Staber, Marks, Pentecost, Heisler, Keogh; nays – none. Motion carried.

Greenbelt Trail II, LLC Preliminary Plat

Staff Presentation

Rusnak presented the request of Greenbelt Trail II, LLC to approve a Preliminary Plat for a 20 lot subdivision on 7.36 acres, more or less, on property located on the west side of North Liberty Road approximately 700 feet north of Salm Drive. Staff recommends approval of the application with three findings.

Applicants Presentation

Loren Hoffman and Pat Scanlon were present on behalf of the applicant and offered additional information on the application.

Public Comments

No public comments were offered.

Questions and Comments

The Commission discussed the application including the real estate industry in North Liberty and the affordability of housing generally.

Recommendation to the City Council

A'Hearn moved, Heisler seconded that the Planning Commission accept the three listed conditions and forward the Preliminary Plat to the City Council with a recommendation for approval. The vote was: ayes – Staber, Heisler, Marks, Pentecost, A'Hearn, Bathke, Keogh; nays – none. Motion carried.

Approval of Previous Minutes

Marks moved, Staber seconded to approve the minutes from the March 2, 2021 Planning Commission meeting. The vote was all ayes. Minutes approved.

Old Business

Heiar followed up on conversation on the challenges of creating affordable housing in North Liberty. A presentation from the Johnson County Livable communities commission was suggested.

New Business

Rusnak reported that two rezoning applications are on the agenda for next month. The Commission discussed the plan for returning to live meetings with staff.

Adjournment

At 7:23 p.m., Staber moved, A'Hearn seconded to adjourn. All ayes. Meeting adjourned.

Minutes by Tracey Mulcahey, City Clerk