



**North Liberty City Council
Regular Session
October 12, 2021**



City Administrator Memo



To **Mayor and City Council**
 From **Ryan Heiar, City Administrator**
 Date **October 8, 2021**
 Re **City Council Agenda October 12, 2021**

Meeting Note

Tuesday's meeting will be held **in person** as well as live streamed at [Watch Meetings Live](#).

Consent Agenda

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

- City Council Minutes (09/28/21)
- Claims
- Liquor License Renewals
 - Sobremesa
 - Mirabito's
- Change Order #1, Centennial Park Loop Road Project, All American Concrete, \$10,019.00
- Pay Application #1, Centennial Park Loop Road Project, All American Concrete, \$158,241.50

Meetings & Events

Tuesday, Oct 12 at 6:30p.m.
City Council

Monday, Oct 18 at 4:30p.m.
Joint Government Meeting

Monday, Oct 18 at 7:00p.m.
Library Board

Tuesday, Oct 26 at 6:30p.m.
City Council

Board and Commission Appointments

The Mayor is recommending the following appointments:

Board of Adjustment: Janet Norton
 Communications: Brandi Campbell
 Parks and Recreation: Gwen Johnson
 Planning and Zoning: Brian Vincent

Dubuque Street Project

In reviewing the plans for the Dubuque Street Phase One project, staff has determined that it is possible to expand the existing sidewalk from 6' to 8', which will achieve consistency with other trails in town. The acquisition of an additional, minor, temporary construction easement along the southern border of the Sugar Bottom Bikes property at 325 N. Dubuque Street is required to do so. Staff recommends approval.

Criminal Penalty Ordinance, Public Hearing & First Reading

The State of Iowa has increased its minimum and maximum fines for simple misdemeanors. This ordinance amendment brings the City's code into harmony with state law, so as to promote equitable outcomes. Staff recommends approval.

Snowmobile Ordinance, Public Hearing & 2nd Reading

Current City code provides for various snowmobile routes throughout the community. Staff has worked with the local snowmobile club over the years to reduce the number of routes within the city but still allow for access to various points such as gas stations. In that time, the City has received complaints about snowmobiles cutting through yards, noise, and minor damage to public property. Last winter, a more significant issue occurred when a snowmobile ran into an electrical box at a roundabout. Fortunately, the rider was not injured; however, the damages totaled \$20,000 of which the city's insurance company paid. As the City continues to develop and more landscaping, light poles, electrical boxes, etc. are being installed, there is more potential for accidents and damage to occur. Staff believes that it is time to eliminate snowmobile routes within the City and is recommending approval of the included ordinance.

Most larger cities in Iowa already prohibit snowmobiles from operating within the corporate limits, but for the exception in the state code (*321.4: A registered snowmobile may be operated under the following conditions: a. Upon city highways which have not been plowed during the snow season or on such highways as designated by the governing body of a municipality.*). In our area, Coralville and Iowa City do not allow for snowmobile routes in the City.



Agenda



City Council

October 12, 2021

6:30 p.m.

Regular Session

Council Chambers

1 Quail Creek Circle

1. Call to order
2. Roll call
3. Approval of the Agenda
4. Consent Agenda
 - A. City Council Minutes, Regular Session, September 28, 2021
 - B. Claims
 - C. Centennial Park Loop Road Project, All American Concrete, Change Order Number 1, \$10,019.00
 - D. Centennial Park Loop Road Project, All American Concrete, Pay Application Number 1, \$158,241.50
 - E. Liquor License Renewal, Sobremesa
 - F. Liquor License Renewal, Mirabito's
5. Public Comment
6. City Engineer Report
7. City Administrator Report
8. Mayor Report
9. Board and Commission Appointments
 - A. Confirmation of Mayor's proposed appointments to various board and commissions
10. Dubuque Street Project
 - A. Resolution Number 2021-99, A Resolution approving the Purchase of Temporary Construction Easement and right of way by the City of North Liberty for the Dubuque Street Phase One Project

11. Criminal Penalty Ordinance
 - A. Public Hearing regarding proposed amendment to the criminal penalty amount
 - B. First consideration of Ordinance Number 2021-17, An Ordinance amending the standard criminal penalty in Chapter 1.14 of the North Liberty Code of Ordinances

12. Snowmobile Ordinance
 - A. Public Hearing regarding proposed amendments to the use of snowmobiles in city limits
 - B. Second consideration of Ordinance Number 2021-16, An Ordinance amending Chapter 75 of the North Liberty Code of Ordinances concerning permitted uses of snowmobiles within City limits

13. Old Business

14. New Business

15. Adjournment



Consent Agenda



City Council
September 28, 2021
Regular Session

Call to order

Mayor Terry Donahue called the September 28, 2021 Regular Session of the North Liberty City Council to order at 6:30 p.m. Councilors present: RaQuishia Harrington, Chris Hoffman, Annie Pollock, Brian Wayson; absent –Brent Smith.

Others present: Ryan Heiar, Tracey Mulcahey, Grant Lientz, Kevin Trom, Derek Blackmon, Adam Hahn, Ashlee Hopkins and other interested parties.

Approval of the Agenda

Harrington moved; Pollock seconded to approve the agenda. The vote was all ayes. Agenda approved.

Consent Agenda

Pollock moved, Harrington seconded to approve the Consent Agenda including the City Council Minutes, Regular Session of September 14, 2021, the attached list of claims, Ranshaw Way Phase 5, Change Order Number 3, Peterson Contractors, Inc., \$21,353.99; Ranshaw Way Phase 5, Pay Application Number 4, Peterson Contractors, Inc., \$1,224,997.39. The vote was all ayes. Consent Agenda approved.

Public Comment

No public comment was offered.

City Engineer Report

City Engineer Trom reported that the contractor on the Ranshaw Way Phase 5 Project is making good progress. The Centennial Park Loop Road contractor encountered some poor soils. Paving is expected to start in mid-October. The Forevergreen Road Trail Project will begin October 11 and will be completed by November 1. Council discussed the report with Trom.

City Administrator Report

City Administrator Heiar reported on the Outreach and Equity Coordinator position. He provided additional information the error with the City's tax levy for FY22. Council discussed the report with Heiar.

Mayor Report

Mayor Donahue proclaimed October as Careers in Construction Month. Adam Hahn, Iowa City Homebuilders Association spoke regarding the proclamation.

Mayor Donahue proclaimed October as Domestic Violence Awareness Month. Ashlee Hopkins from DVIP presented information regarding the proclamation. Council discussed the proclamation with Hopkins.

Mayor presented honor roll nominations. The Community Hall of Fame winners are Ashley Bermel, Graham Beckman and Graham Thompson. Others recognized were Thad Abrams, Eva Anderson, Abdouramane Bila, Cindy Blackley, Miguel Colon, Candi Evans, Barbara Janes, Harper Klein, Laci and Nate Lower, Diane McGraw, Bobbi Newman, Julie Roskam, and Dean and Linda Westergaard. The Mayor thanked them for all that they do for the community.

The Mayor will be attending an all-day regional visioning session with the East Central Iowa Council of Governments tomorrow.

He reported on the the virtual forum being held ahead of the November election. The session can be viewed on Zoom with preregistration, on livestream on NLTV and on the Johnson County League of Women Voters Facebook page.

Reimbursement Resolution

Mulcahey presented information on the resolution. Pollock moved, Harrington seconded to approve Resolution Number 2021-93, A Resolution relating to the financing of certain proposed projects to be undertaken by the City of North Liberty, Iowa; establishing compliance with Reimbursement Bond Regulations under the Internal Revenue Code. The vote was: ayes - Hoffman, Harrington, Wayson, Pollock; nays - none; absent - Smith. Motion carried.

Vintage Estates

Harrington moved, Hoffman seconded to approve Resolution Number 2021-94, A Resolution approving the Stormwater Management Facility Maintenance Agreement and Easement between the City of North Liberty and Harvest Investments, LLC that establishes the terms and conditions under which stormwater management facilities will be maintained for Vintage Estates Planned Area Development in the City of North Liberty, Iowa. After discussion, the vote was: ayes - Harrington, Hoffman, Wayson, Pollock; nays - none; absent - Smith. Motion carried.

Pollock moved, Wayson seconded to approve Resolution Number 2021-95, A Resolution approving the Public Access and Utility Inspection Agreement between the City of North Liberty and Harvest Investments, LLC that establishes the terms and conditions under which public access will be maintained and City services authorized for Vintage Estates Planned Area Development in the City of North Liberty, Iowa. The vote was: ayes - Hoffman, Wayson, Pollock, Harrington; nays - none; absent - Smith. Motion carried.

Hoffman moved, Wayson seconded to approve Resolution Number 2021-96, A Resolution accepting the Warranty Deed from Harvest Investments, LLC to the City of North Liberty for the establishment of right of way. The vote was: ayes - Harrington, Wayson, Hoffman, Pollock; nays - none; absent - Smith. Motion carried.

CIPCO Agreement

Heiar presented additional information on this agenda item. Harrington moved, Wayson seconded to approve Resolution Number 2021-97, A Resolution approving an Electric Facilities Construction and Payment Agreement regarding construction of a new transmission line between Central Iowa Power Cooperative and the City of North Liberty and the City of Tiffin. After discussion, the vote was: ayes – Wayson, Hoffman, Harrington, Pollock; nays – none; absent – Smith. Motion carried.

Harrington moved, Hoffman seconded to approve Resolution Number 2021-98, A Resolution approving the 28E Agreement between the City of North Liberty and the City of Tiffin for cost obligations for the design and relocation of Central Iowa Power Cooperative Transmission Line. After discussion, the vote was: ayes – Pollock, Hoffman, Harrington, Wayson; nays – none; absent – Smith. Motion carried.

Snowmobile Ordinance

Heiar presented information on the ordinance amendment. At 7:04 p.m., Mayor Donahue opened the Public Hearing regarding proposed amendments to the use of snowmobiles in city limits. An email from Cathy Coleman was received and will be included in the record. The public hearing was closed.

Pollock moved, Harrington seconded to approve the first consideration of Ordinance Number 2021-16, An Ordinance amending Chapter 75 of the North Liberty Code of Ordinances concerning permitted uses of snowmobiles within City limits. After discussion, the vote was: ayes – Wayson, Pollock, Hoffman, Harrington; nays – none; absent – Smith. Motion carried.

Mayor Donahue reported that an additional public hearing will be held at the next meeting to allow for input and feedback on the ordinance revisions.

Hate Crime Ordinance

Harrington moved, Pollock seconded to approve the third consideration and adoption of Ordinance Number 2021-15, An Ordinance amending Chapter 42 of the North Liberty Code of Ordinances. After discussion the vote was: ayes – Hoffman, Pollock, Harrington, Wayson; nays – none; absent – Smith. Motion carried.

Old Business

Councilor Hoffman spoke regarding the Iowa League of Cities conference.

New Business

Councilor Pollock offered a reminder that Liberty High School's Homecoming parade is Wednesday, September 29.

Adjournment

Mayor Donahue adjourned the meeting at 7:09 p.m.

CITY OF NORTH LIBERTY

By: _____
Terry L. Donahue, Mayor

Attest: _____
Tracey Mulcahey, City Clerk

CHANGE ORDER
For Local Public Agency Projects

No.: 1

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

Accounting ID No. (5-digit number): _____

Project Number: 1191820

Kind of Work: New Roadway

Local Public Agency: North Liberty

Contractor: All American Concrete

Date Prepared: September 30, 2021

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

8001 - ADD an item for "Unsuitable Soils - Replace with Soil."

8002 - ADD an item for "Unsuitable Soils - Replace with Rock."

B - Reason for change:

8001 - Unsuitable subgrade soils were uncovered during excavation for the roadway base along a portion of the new roadway on the east side of the park. The lower 6-inch depth of unsuitable soils was overexcavated and replaced with suitable fill soils taken from the other side of the park. Refer to ITC-01 issued 09/17/21.

8002 - Unsuitable subgrade soils were uncovered during excavation for the roadway base along a portion of the new roadway on the east side of the park. The upper 6-inch depth of unsuitable soils was overexcavated and replaced with extra depth of modified subbase rock. Refer to ITC-01 issued 09/17/21.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

8001 - Agreed Unit Price

8002 - Agreed Unit Price

D - Justification for cost(s) (See I.M. 3.805, Attachment D, Chapter 2.36, for acceptable justification):

8001 - An agreed upon unit price for the work was established. The cost is considered reasonable as it is comparable to the average (\$12.70/CY) bid price shown in the October 2020 thru September 2021 IDOT Summary of Awarded Contract Prices for "Excavation, Class 10, Unsuitable or Unstable Material."

8002 - An agreed upon unit price for the work was established. The cost is considered reasonable as it is comparable to the sum of the average bid price shown in the October 2020 thru September 2021 IDOT Summary of Awarded Contract Prices for "Excavation, Class 10, Unsuitable or Unstable Material." (\$12.70/CY) and "Modified Subbase" (\$38.69/CY).

E - Contract time adjustment:

No Working Days added

Working Days added: _____

Unknown at this time

Justification for selection:

F - Items included in contract:

Participating			Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid	Line Number		Unit Price .xx	Quantity .xxx	
Add Row				Delete Row		TOTAL

G - Items not included in contract:

Participating			Item Description	For deductions enter as "-x.xx"		Amount .xx
Federal-aid	State-aid	Change Number		Unit Price .xx	Quantity .xxx	
		8001	Unsuitable Soils - Replace with Soil	\$13.00	113.000	\$1,469.00
		8002	Unsuitable Soils - Replace with Rock	\$50.00	171.000	\$8,550.00
Add Row				Delete Row		TOTAL
						\$10,019.00

H. Signatures

Agreed:

Godi Durmon 9-30-21
Contractor Date

Recommended:

Chris Whitten 10/01/2021
Project Engineer Date

Approved:

Person in Responsible Charge Date Other (optional) Title Date

PAYMENT APPLICATION

TO: City of North Liberty, Iowa 3 Quail Creek Circle North Liberty, Iowa 52317 Attn:	PROJECT NAME AND LOCATION: NL Centennial Park Loop Drive North Liberty, Iowa 52317	APPLICATION # 1 PERIOD THRU: 09/30/2021 PROJECT #s: 1191820 DATE OF CONTRACT: 08/18/2021	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> <input type="checkbox"/>
FROM: All American Concrete, Inc. 1489 Highway 6 West Liberty, IA. 52776	ARCHITECT: Shive Hattery, Inc. 2839 Northgate Drive Iowa City, Iowa 52245		
FOR: North Liberty Centennial Park Loop Drive Improvements			

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below.
Continuation Page is attached.

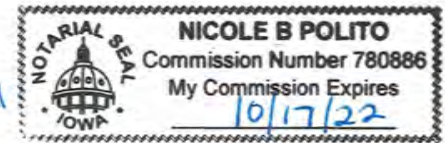
1. CONTRACT AMOUNT	\$514,900.00
2. SUM OF ALL CHANGE ORDERS	\$10,019.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2)	\$524,919.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)	\$166,570.00
5. RETAINAGE:	
a. 5.00% of Completed Work (Columns D + E on Continuation Page)	\$8,328.50
b. 0.00% of Material Stored (Column F on Continuation Page)	\$0.00
Total Retainage (Line 5a + 5b or Column I on Continuation Page)	\$8,328.50
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total)	\$158,241.50
7. LESS PREVIOUS PAYMENT APPLICATIONS	\$0.00
8. PAYMENT DUE	\$158,241.50
9. BALANCE TO COMPLETION (Line 3 minus Line 6)	\$366,677.50

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$10,019.00	\$0.00
TOTALS	\$10,019.00	\$0.00
NET CHANGES	\$10,019.00	

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents, (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for, and (3) Contractor is legally entitled to this payment.

CONTRACTOR: All American Concrete, Inc.
By: Jodi Simon Date: 10-1-21
Jodi Simon

State of: Iowa
County of: Muscatine
Subscribed and sworn to before me this 1st day of Oct. 2021



Notary Public: Nicole Polito
My Commission Expires: 10/17/22

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) Architect has inspected the Work represented by this Application, (2) such Work has been completed to the extent indicated in this Application, and the quality of workmanship and materials conforms with the Contract Documents, (3) this Application for Payment accurately states the amount of Work completed and payment due therefor, and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT..... **\$158,241.50**

(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: Chris Matthews Date: 10/01/2021
By: _____

Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

Services <https://directory.iowa.gov/service/Index?_ga=1.101492737.1604613096.1488473035&ia_slv=1631220928667>

Agencies <https://directory.iowa.gov/?ia_slv=1631220928667>

Social <https://directory.iowa.gov/social/Index?ia_slv=1631220928667>

License Application (LC0046634)

<https://www.iowa.gov/search/google?ia_slv=1631220928667>

▪ Applicant

Name of Legal Entity : M & V Enterprises LLC

Name of Business(DBA) : Sobremesa Mexican Restaurant

Address of Premises : 555 965 Highway South Suite E

City : North Liberty

County : Johnson

Zip : 52317

Business : (563) 506-5458

Mailing Address: 555 965 Highway South Suite E

City : North Liberty

State : Iowa

Zip : 52317

▪ Contact Person

Name : Osvaldo Mendoza

Phone : (563) 506-5458

Email : mendozao1984@msn.com

▪ License Information

License Number : LC0046634

License/Permit Type : Class C Liquor License

Term : 12 Month

Tentative Effective Date : 2021-09-30

Tentative Expiration Date : 2022-09-29

Sub-Permits/Privileges : Sunday Sales

- **Status of Business**

Business Type : Limited Liability Company

- **Ownership**

Oswaldo Mendoza

City : Muscatine

State : Iowa

Zip : 52761

Position : Owner

% of ownership : 100

U.S. Citizen : Yes

- **Insurance Company Information**

Insurance Company : Society Insurance

Policy Effective Date : 2021-09-30

Policy Expiration : 2022-09-30

Bond Effective :

Dram Cancel Date :

Outdoor Service Effective :

Outdoor Service Expiration :

Temp Transfer Effective Date :

Temp Transfer Expiration Date :

-
-



State of Iowa ABD approval statement from the following county department

Legal Name of Applicant: _____

Name of Business (DBA): Sobremesa

Address of Business: _____

Business Phone: _____

Email: _____

State of Iowa ABD License #: _____

Johnson County Health Department:

The above referenced business possesses a valid Johnson County Public Health food license.

Name: James Lacina

Title: Env. Health Manager Date: 8/10/21

Signature: [Handwritten Signature]

North Liberty Fire Department

Occupancy: **Sobremesa Mexican Restaurant**
Occupancy ID: **IGUA01**
Address: **555 S Highway 965 Apt/Suite #E**
North Liberty IA 52317

Inspection Type: **Liquor License Inspection**

Inspection Date: **9/9/2021** By: **Hardin, Bryan E (01-1022)**

Time In: **13:16** Time Out: **13:51**

Authorized Date: **09/09/2021** By: **Hardin, Bryan E (01-1022)**

Next Inspection Date: **09/09/2021 Reinspection**



Form: General Fire
Inspection Checklist 1.3

Inspection Description:

ORDER TO COMPLY:

You must correct the violations noted upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on or after 30 days from the date of inspection.

This initial and the first re-inspection are at no charge. If subsequent re-inspections are needed to ensure compliance, you will be charged the current fee schedule.

If you fail to comply with this notice, you may be liable for the penalties provided for by law for such violations.

Inspection Topics:

Electrical Rooms / Electrical Wiring

No Extension Cords

605.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

Status: FAIL

Notes: Kitchen, remove extension cord.



Interior Finish/Flame Spread

Suspended Ceiling Tiles/Panels in Place

703.1 Maintenance. The required fire-resistance rating of fire-resistance-rated construction, including, but not limited to, walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems, shall be maintained. Such elements shall be visually inspected by the owner annually and properly repaired, restored or replaced where damaged, altered, breached or penetrated. All suspend ceiling panels/tiles shall be in place and in good condition.

Status: FAIL

Notes: Hallway, replace broken ceiling tile.



Interior Finish Maintained

803.1 General. The provisions of this section shall limit the allowable fire performance and smoke development of interior wall and ceiling finishes and interior wall and ceiling trim in existing buildings based on location and occupancy classification.

Status: FAIL

Notes: Kitchen restroom, replace broken drywall.



Compressed Gas Cylinders / LPG

Compressed Gas Cylinders Secured or Chained

5303.5.3 Securing compressed gas containers, cylinders and tanks. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods: 1. Securing containers, cylinders and tanks to a fixed object with one or more restraints. 2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks. 3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in sellers' warehouses not accessible to the public. Nesting shall be allowed provided the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress. 4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use. Exception: Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.

Status: FAIL

Notes: Kitchen, secure cylinder.



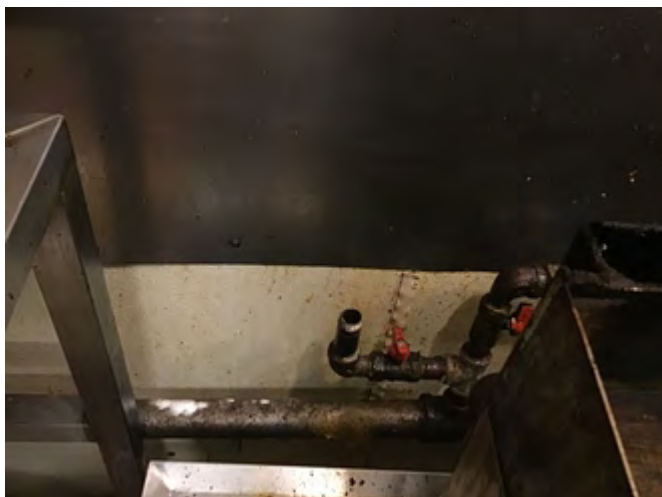
Miscellaneous

No Other Unsafe Conditions

110.4 Abatement. The owner, the owner's authorized agent, operator or occupant of a building or premises deemed unsafe by the fire code official shall abate or cause to be abated or corrected such unsafe conditions either by repair, rehabilitation, demolition or other approved corrective action.

Status: FAIL

Notes: Cap gas line.



Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
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Notes: No Additional time recorded

Total Additional Time: 0 minutes

Inspection Time: 35 minutes

Total Time: 35 minutes

Summary:

Overall Result: Correction Notice Issued

Inspector Notes:

Closing Notes:

Above is the results of your Fire Inspection conducted by the North Liberty Fire Department Department. If you have any questions, please feel free to contact Fire Marshal Bryan Hardin at (319) 626-5709. If you had any violations, please reply back when all corrections are made so we may close out your inspection. Thank you for your time and attention.

Inspector:

Name: Hardin, Bryan E
Rank: Assistant Chief
Work Phone(s): None on file
Email(s): bhardin@northlibertyiowa.org
Hardin, Bryan E:



Signed on: 09/09/2021 12:09

Signature

Date

Representative Signature:

Signature of: Alex Mendoza on 09/09/2021 13:50



Signature

Date



North Liberty Police Department

340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

September 23, 2021

Liquor License Check

Business: Sobremesa Mexican Restaurant
555 Hwy 965 Ste E
North Liberty, IA 52317

Owners: Osvaldo Mendoza (DOB: 07/1961)

The North Liberty Police Department does not have any documented contacts with the owner(s) or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.



Services <<https://directory.iowa.gov/service/Index?>

[_ga=1.101492737.1604613096.1488473035&ia_slv=1633534278307](https://www.google.com/search?ga=1.101492737.1604613096.1488473035&ia_slv=1633534278307)>

License Application (BW0094637)

Agencies <https://directory.iowa.gov/?ia_slv=1633534278307>

Social <https://directory.iowa.gov/social/Index?ia_slv=1633534278307>

<https://www.iowa.gov/search/google?ia_slv=1633534278307>

▪ Applicant

Name of Legal Entity : Topwop Inc.

Name of Business(DBA) : Mirabito's Italian

Address of Premises : 40 Sugar Creek Lane Unit 1

City : North Liberty

County : Johnson

Zip : 52317

Business : (319) 459-1342

Mailing Address: 40 Sugar Creek Lane Unit 1

City : North Liberty

State : Iowa

Zip : 52317

▪ Contact Person

Name : Gregg Mirabito

Phone : (319) 459-1342

Email : mirabitositalian@gmail.com

- **License Information**

License Number : BW0094637

License/Permit Type : Special Class C Liquor License

Term : 12 Month

Tentative Effective Date : 2021-10-01

Tentative Expiration Date : 2022-09-30

Sub-Permits/Privileges :

- **Status of Business**

Business Type : Privately Held Corporation

- **Ownership**

Gregg Mirabito

City : NorthLibery

State : Iowa

Zip : 52317

Position : Owner

% of ownership : 50

U.S. Citizen : Yes

Terri Mirabito

City : North Liberty

State : Iowa

Zip : 52317

Position : Owner

% of ownership : 50

U.S. Citizen : Yes

■ Insurance Company Information

Insurance Company : Illinois Casualty Co

Policy Effective Date : 2021-10-01

Policy Expiration : 2022-10-01

Bond Effective :

Dram Cancel Date :

Outdoor Service Effective :

Outdoor Service Expiration :

Temp Transfer Effective Date :

Temp Transfer Expiration Date :

■

■



State of Iowa ABD approval statement from the following county department

Legal Name of Applicant: _____

Name of Business (DBA): _____

Address of Business: _____

Business Phone: _____

Email: _____

State of Iowa ABD License #: _____

Johnson County Health Department:

The above referenced business possesses a valid Johnson County Public Health food license.

Name: _____

Title: _____ **Date:** _____

Signature: *James Lacina* _____



North Liberty Police Department

340 N Main St•PO Box 77•North Liberty, Iowa•52317•(319) 626-5724/Fax: 5743

September 4, 2021

Liquor License Check

Business: Mirabito's Italian Restaurant
40 Sugar Creek Lane
North Liberty, IA 52317

Owners:

1. Gregg Mirabito (DOB: 1964)
2. Terri Mirabito (DOB: 1964)

The North Liberty Police Department does not have any documented contacts with the owners or premise in conflict with their liquor license.

I recommend the license be granted.

This record check was conducted by Sergeant Mitch Seymour.



North Liberty Fire Department



Occupancy: **Mirabito's Italian Restaurant**
Occupancy ID: **SUBW01**
Address: **40 Sugar Creek LN Apt/Suite #Suite #1**
North Liberty IA 52317

Inspection Type: **Liquor License Inspection**
Inspection Date: **9/22/2021** By: **Hardin, Bryan E (01-1022)**
Time In: **13:49** Time Out: **14:12**
Authorized Date: **09/22/2021** By: **Hardin, Bryan E (01-1022)**
Next Inspection Date: **10/22/2021 Reinspection**

Form: General Fire
Inspection Checklist 1.3

Inspection Description:

ORDER TO COMPLY:
You must correct the violations noted upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on or after 30 days from the date of inspection.
This initial and the first re-inspection are at no charge. If subsequent re-inspections are needed to ensure compliance, you will be charged the current fee schedule.
If you fail to comply with this notice, you may be liable for the penalties provided for by law for such violations.

Inspection Topics:

Combustible, General & Outside Storage

Oily Rags Stored in Approved Containers

304.3.1 Spontaneous ignition. Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. Contents of such containers shall be removed and disposed of daily.

Status: FAIL

Notes: Replace plastic container with non combustible container for greasy rags.

Compressed Gas Cylinders / LPG

Compressed Gas Cylinders Secured or Chained

5303.5.3 Securing compressed gas containers, cylinders and tanks. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods: 1. Securing containers, cylinders and tanks to a fixed object with one or more restraints. 2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks. 3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in sellers' warehouses not accessible to the public. Nesting shall be allowed provided the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress. 4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use. Exception: Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.

Status: FAIL

Notes: Chain cylinders.

Additional Time Spent on Inspection:

Category	Start Date / Time	End Date / Time
----------	-------------------	-----------------

Notes: No Additional time recorded

Total Additional Time: 0 minutes
Inspection Time: 23 minutes
Total Time: 23 minutes

Summary:

Overall Result: Correction Notice Issued


Inspector Notes:

Closing Notes:

Above is the results of your Fire Inspection conducted by the North Liberty Fire Department Department. If you have any questions, please feel free to contact Fire Marshal Bryan Hardin at (319) 626-5709. If you had any violations, please reply back when all corrections are made so we may close out your inspection. Thank you for your time and attention.

Inspector:

Name: Hardin, Bryan E
Rank: Assistant Chief
Work Phone(s): None on file
Email(s): bhardin@northlibertyiowa.org
Hardin, Bryan E:



Signed on: 09/22/2021 14:12

Signature

Date

Representative Signature:

Signature of: Terri Mirabito on 09/22/2021 14:13



Signature

Date



Board and Commission Appointments



October 12, 2021 Board and Commission Proposed Appointments

Board	Appointee
Board of Adjustment	Janet Norton
Communications	Brandi Campbell
Parks and Recreation	Gwen Johnson
Planning and Zoning	Brian Vincent

From: [Janet Norton](#)
To: [Tracey Mulcahey](#)
Subject: [EXTERNAL] Board & Commission Application: Janet Norton
Date: Friday, July 23, 2021 2:24:49 PM

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

Name

Janet Norton

I would like to serve on the

- Cemetery Board
- Library Board of Trustees
- Parks & Recreation Commission
- Planning & Zoning Commission
- Communications Advisory Commission
- Tree and Storm Water Advisory Board

Address

70 Whitman Avenue
North Liberty, Iowa 52317
United States
[Map It](#)

Phone

(319) 459-1180

Email

msjanetnorton@gmail.com

Place of employment

Retired from University of Iowa

Position

Academic Advisor for Chemistry, Computer Science, and Math

Are you a North Liberty resident?

Yes

Are you 18 years of age or older?

Yes

Gender

Female

Length of North Liberty residency

over 9 years

Please give a brief statement of why you would like serve on this Board or Commission

I believe in service and giving back to local government, and I really have enjoyed living here. I am willing to volunteer for several different opportunities, depending on where the need is and where my background could be helpful (higher education, tutorial services, advising, degrees in English and Statistics), but I am so unfamiliar with building codes and other such regulations that I think I would be a hindrance to those groups' work.

Please note any real estate, business or commercial interests within the City, other than your primary residence, or the purpose of identifying any actual or potential conflicts of interest

I am not aware that I have any potential conflicts of interest.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

If it helps to know, I'll note that I am 65 years old and mildly handicapped, so I offer those perspectives. As a retired person, I have time available to meet and serve. I have several publications in academic journals and have served as an editor; I have also served institutions ranging from local community colleges to Harvard as an evaluation consultant, helping institutions review programs and establishing appropriate quantitative and qualitative measures for ongoing program evaluation and improvement. It would please me to apply my skills and experiences in new contexts.

From: [Brandi Campbell](#)
To: [Tracey Mulcahey](#)
Subject: [EXTERNAL] Board & Commission Application: Brandi Campbell
Date: Tuesday, September 14, 2021 10:32:06 AM

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

Name
Brandi Campbell
I would like to serve on the
<ul style="list-style-type: none">• Communications Advisory Commission
Address
295 S Stewart St North Liberty, Iowa 52317 United States Map It
Phone
(319) 621-0036
Email
brancamp21@yahoo.com
Place of employment
RR Donnelley
Position
Program Manager
Are you a North Liberty resident?
Yes
Are you 18 years of age or older?
Yes
Gender
Female
Length of North Liberty residency
10 years
Please give a brief statement of why you would like serve on this Board or Commission

Growing up my family moved quite a bit and I never had a place I considered to have roots. After being a resident of the Iowa City/Coralville/North Liberty community for the past 20 years, 10 of which I've lived in North Liberty, I've finally found a place that those roots can begin to take hold and grow. Raising a child in this community has also strengthened my bond as well. Looking to the future, I see so many opportunities for this town I call home. Being apart of an organization that I can help see those opportunities through would be rewarding and continue my growth with those roots that have taken hold here.

Please note any real estate, business or commercial interests within the City, other than your primary residence, or the purpose of identifying any actual or potential conflicts of interest

I do not have any real estate, beyond my home, or business investments.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

My college background is a Major in Communication Studies with Minor in Business. Since entering the workforce I've used my degree to advance my career in the area of Project Management. I am PMP certified and can use those skills, along with my business experience to help lead potential initiatives the Board may identify.

From: [Gwen Johnson](#)
To: [Tracey Mulcahey](#)
Subject: [EXTERNAL] Board & Commission Application: Gwen Johnson
Date: Sunday, September 12, 2021 8:01:41 PM

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

Name
Gwen Johnson
I would like to serve on the
<ul style="list-style-type: none">• Parks & Recreation Commission
Address
500 Carlyle Court North Liberty, Iowa 52317 United States Map It
Phone
(319) 631-4936
Email
gwen@gwenjohnson.com
Place of employment
Self employed
Position
Realtor
Are you a North Liberty resident?
Yes
Are you 18 years of age or older?
Yes
Gender
Female
Length of North Liberty residency
2 years
Please give a brief statement of why you would like serve on this Board or Commission

I use the bike trails, the recreation center, my children and grandchildren live here and I want to see the parks and recreation grow for all ages.

Please note any real estate, business or commercial interests within the City, other than your primary residence, or the purpose of identifying any actual or potential conflicts of interest

None, my mother has a rental property on penn street.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I have a social service background prior to real estate.

From: [Brian Vincent](#)
To: [Tracey Mulcahey](#)
Subject: [EXTERNAL] Re: FW: [EXTERNAL] Board & Commission Application: Brian Vincent
Date: Friday, September 3, 2021 4:06:11 PM

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

Hi Tracey,

The planning and zoning commission sounds fun. Can I volunteer for that?

Thanks
Brian

On Fri, Sep 3, 2021, 3:26 PM Tracey Mulcahey <tmulcahey@northlibertyiowa.org> wrote:

Brian,

Hi. Thank you for volunteering to serve on the Library Board. There are not vacancies on that board at this present time. There are vacancies on the Board of Adjustment, the Planning Commission, the Communications Advisory Commission and the Park & Recreation Commission. Would you have an interest on serving on any of those?

Thanks.

TRACEY MULCAHEY, CMC

Pronouns: She/Her/Hers

Assistant City Administrator/City Clerk

(319)626-5712 office

(319)834-0951 mobile

Messages to and from this account are subject to public disclosure unless otherwise provided by law.

From: Brian Vincent <communications@northlibertyiowa.org>

Sent: Saturday, July 31, 2021 8:20 AM

To: Tracey Mulcahey <tmulcahey@northlibertyiowa.org>

Subject: [EXTERNAL] Board & Commission Application: Brian Vincent

WARNING: This email originated from outside of this organization. Do not click links or open attachments unless you know the contents are safe. Never provide your user ID or password to anyone.

Name

Brian Vincent

I would like to serve on the

- Library Board of Trustees

Address

1020 Cory Ct
North Liberty, Iowa 52317
United States
[Map It](#)

Phone

(319) 461-1808

Email

bvin426@gmail.com

Place of employment

Diamond V

Position

Senior Quality Assurance Technician

Are you a North Liberty resident?

Yes

Are you 18 years of age or older?

Yes

Gender

Male

Length of North Liberty residency

2.5 years

Please give a brief statement of why you would like serve on this Board or Commission

I love the library. That might sound a little odd but library's have been an important part of my life. I grew up relatively poor in rural Iowa on a dead end gravel road. I had to ride the bus for an hour to get to school and an hour after school. Checking out books from my school library was very exciting! I got to pick out a book and take it home for free! What an amazing idea. Some days I would get to stay with my Grandmother, who lived in town, and I would be able to walk to the public library. The amount of time I spent looking through all those shelves of books, movies and historical items of my town greatly influenced my perception of the world and helped shape the person I am today.

I would like to help my community by volunteering my time to make the library the best it can be.

Please note any real estate, business or commercial interests within the City, other than your primary residence, or the purpose of identifying any actual or potential conflicts of interest

None.

Please give any other background or personal information that you feel would be helpful to the City Council in making their decision:

I believe my passion for the library and its services for the community will help me serve on this board.



Dubuque Street Project

Prepared by and Return to:
Grant D. Lientz, 3 Quail Creek Circle, P.O. Box 77, North Liberty, IA 52317 319-626-5767

TEMPORARY CONTRUCTION EASEMENT AGREEMENT

This agreement is made and entered into by and between YETLEY REAL ESTATE, L.L.C., owner of the real estate described herein, (hereinafter referred to as "Property Owner," which expression shall include their agents, successors or assigns), and the CITY OF NORTH LIBERTY, IOWA, a municipal corporation, (hereinafter referred to as "City," which expression shall include its agents, successors or assigns).

IT IS HEREBY AGREED AS FOLLOWS:

For the sum of one dollar (\$1.00) plus other valuable consideration, the receipt of which is hereby acknowledged, the Property Owner hereby grants and conveys to the City a temporary easement for the public purpose of improving and realigning North Dubuque Street, North Front Street, and East Cherry Street, installing landscaping, lighting, sidewalks, and extending utility services (the "Project"), under, over, through and across the areas described in the attached exhibit.

Additionally, as part of the consideration for this agreement,

- A. The Property Owner will not be assessed for any costs for the design and construction of the Project, plans for which are on file at City Hall, nor shall the Property Owner be responsible for the initial costs of constructing or maintaining the Project; however, connection fees, frontage fees, or other typical and customary fees will be collected by the City at the time any part of the property is developed.
- B. The City shall be responsible for the recording of this Agreement and payment of the costs for the same.
- C. The City shall indemnify and hold harmless the Property Owner, its successors and assigns, from and against any loss, damage, expense, cost, third party claims, causes of action, or other liabilities arising out of, or purporting to arise out of, the City's exercise of the rights granted under this Agreement. This indemnification and hold harmless shall include, but is not limited to, reasonable legal fees and cost of defense incurred by Property Owner.

DIVISION I – TEMPORARY EASEMENT

The Property Owner and the City agree that:

1. The temporary easement area being granted and conveyed by this Agreement is depicted on and legally described in Exhibit A, which is attached and fully incorporated herein, and referred to herein as “temporary construction easement area.”
2. Property Owner does hereby grant and convey to City a temporary construction easement for the purpose of facilitating the City’s construction of the Project described above.
3. The Property Owner shall not erect any landscaping, fences, or structures over, under or within the temporary construction easement area during the construction of the Project, without obtaining the prior written approval of the City Engineer.
4. The Property Owner shall not change the grade, elevation or contour of any part of the temporary construction easement area without obtaining the prior written consent of the City Engineer during the same timeframe, which consent shall not be unreasonably withheld.
5. The City shall have the right of access to the temporary construction easement area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the easement area as herein described, including but not limited to the right to remove any unauthorized obstructions or structures placed or erected on the easement area.
6. Following the construction and installation of the Project and final acceptance by the City, the City shall restore the temporary construction easement area to substantially the same condition as existed prior to the commencement of construction operations.
7. City covenants and agrees that driveways, fences and other site features that are removed or disturbed shall be replaced by City consistent with the final construction plans, which the City Engineer shall make available to the Property Owner upon request. City covenants and agrees that existing underground drainage tiles that are removed or disturbed shall, to the extent reasonably possible, be replaced by City. City further agrees that all grassed areas disturbed by the construction shall be seeded within a reasonable time after construction is complete. Property Owner agrees that trees, shrubs and brush that are removed or disturbed will not be replaced by City.
8. City covenants and agrees to remove and stockpile existing topsoil from areas to be excavated, to be used in the event of any repair. Following installation of the improvements described herein, all areas within the temporary construction easement area which are disturbed will be graded to form a uniform slope, and topsoil shall be replaced and spread over disturbed areas, thereby restoring said areas substantially to their prior condition, with the exception of the replacement of trees, shrubs and brush.

9. The rights as described above in the temporary construction easement area shall commence upon execution hereof and shall cease and terminate following the completion of the construction of the Project, but no later than December 31, 2023.

DIVISION II – GENERAL

The Property Owner does hereby covenant with the City that the Property Owner holds said real estate described in this easement by title in fee simple; that the Property Owner has good and lawful authority to convey the same; and that the Property Owner covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever. The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated this _____ day of _____, 2021.

PROPERTY OWNER:

CITY:

Signed: [Signature]
By: Jonathan Yetley
on behalf of Yetley Real Estate, L.L.C.

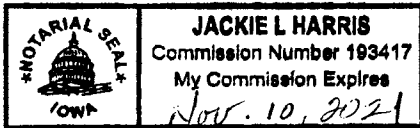
Signed: _____
Terry L. Donahue, Mayor

Signed: [Signature]
By: Christy Yetley
on behalf of Yetley Real Estate, L.L.C.

Signed: _____
Tracey Mulcahey, City Clerk

STATE OF IOWA, JOHNSON COUNTY: ss

On this 1st day of October, 2021, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Jonathan Yetley and Christy Yetley, to me personally known, who, being by me duly sworn, did say that they are the managing members of Yetley Real Estate, L.L.C., an Iowa limited liability company, and that the instrument was signed on behalf of the company by the authority of its members, and that Jonathan Yetley and Christy Yetley acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the company, by it and by them voluntarily executed.



[Signature]
Notary Public in and for the State of Iowa

STATE OF IOWA, JOHNSON COUNTY: ss

On this _____ day of _____, 2021, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Terry L. Donahue and Tracey Mulcahey, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of North Liberty, Iowa, a municipal corporation; that the seal affixed to the foregoing instrument is the corporate seal of the municipal corporation, and that

the instrument was signed and sealed on behalf of the municipal corporation by the authority of its City Council, as contained in Resolution No. _____ of the City Council on the _____ day of _____, 20____, and that Terry L. Donahue and Tracey Mulcahey acknowledged the execution of the instrument to be their voluntary act and deed and the voluntary act and deed of the corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

EXHIBIT A

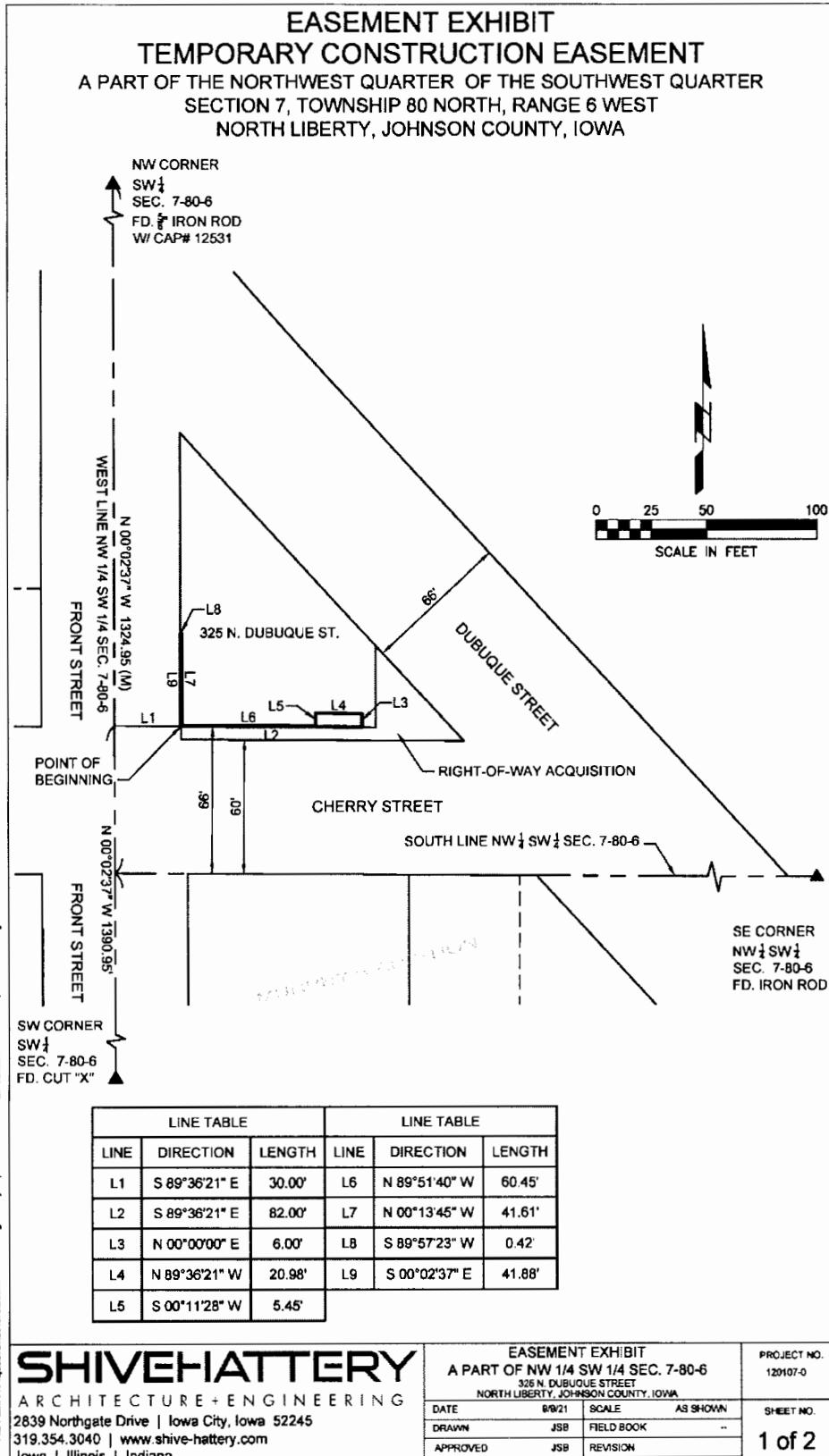


EXHIBIT A

**EASEMENT EXHIBIT
 TEMPORARY CONSTRUCTION EASEMENT
 A PART OF THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER
 SECTION 7, TOWNSHIP 80 NORTH, RANGE 6 WEST
 NORTH LIBERTY, JOHNSON COUNTY, IOWA**

DESCRIPTION

A temporary construction easement on that part of the Northwest Quarter of the Southwest Quarter of Section 7, Township 80 North, Range 6 West of the 5th P.M., North Liberty, Johnson County, Iowa described as follows:

Commencing as a point of reference at the Southwest Corner of said Southwest Quarter;

thence North 0°02'37" West 1390.95 feet along the west line of said Southwest Quarter (assumed bearing for this description only);

thence South 89°36'21" East 30.00 feet to the point of beginning;

thence continuing South 89°36'21" East 82.00 feet;

thence North 0°00'00" East 6.00 feet to an existing building wall;

thence North 89°36'21" West 20.98 feet along an existing building wall;

thence South 0°11'28" West 5.45 feet along an existing building wall;

thence North 89°51'40" West 60.45 feet along an existing building wall;

thence North 0°12'45" West 41.81 feet along an existing building wall and wall line extended;

thence South 89°57'23" West 0.42 feet;

thence South 0°02'37" East 41.88 feet to the point of beginning and containing 173 square feet more or less.

File Path: P:\Projects\12010702\shivehattery\yetry\yetry.dwg

EASEMENT REQUESTED BY:
 THE CITY OF NORTH LIBERTY
 PROPERTY OWNER:
 YETLEY REAL ESTATE LLC

SHIVEHATTERY
 ARCHITECTURE + ENGINEERING
 2839 Northgate Drive | Iowa City, Iowa 52245
 319.354.3040 | www.shive-hattery.com
 Iowa | Illinois | Indiana

EASEMENT EXHIBIT A PART OF NW 1/4 SW 1/4 SEC. 7-80-6 325 N. DUBUQUE STREET NORTH LIBERTY, JOHNSON COUNTY, IOWA			PROJECT NO. 120107-0
DATE	9/9/21	SCALE	AS SHOWN
DRAWN	.JB	FIELD BOOK	-
APPROVED	.JB	REVISION	

2 of 2

Resolution No. 2021-99

**A RESOLUTION APPROVING THE PURCHASE OF
TEMPORARY CONSTRUCTION EASEMENT AND RIGHT OF
WAY BY THE CITY OF NORTH LIBERTY FOR THE DUBUQUE
STREET PHASE ONE PROJECT**

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

WHEREAS, the City of North Liberty is planning the Dubuque Street Phase One Project across and adjacent to properties (the "Subject Property") owned by Yetley Real Estate, LLC, (the "Owners") and;

WHEREAS, the acquisition of a temporary construction easement over and across the Subject Property is necessary for this project, and;

WHEREAS, the City of North Liberty agrees to purchase the necessary temporary construction easement over, under, and across property owned by Yetley Real Estate, LLC for \$300.00; and

WHEREAS, it is the parties' desire to agree and establish, in writing, their understanding concerning the temporary construction easement needed for the Dubuque Street Phase One Project.

NOW, THEREFORE, BE IT RESOLVED that the purchase of right of way and temporary construction easement pursuant to the attached agreements between the City of North Liberty and the Owners of the respective Subject Properties is approved for the Dubuque Street, Phase One Project, North Liberty, Iowa.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute said agreement.

APPROVED AND ADOPTED this 12th day of October, 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



Criminal Penalty Ordinance

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE STANDARD CRIMINAL PENALTY IN
CHAPTER 1.14 OF THE NORTH LIBERTY CODE OF ORDINANCES**

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

SECTION 1. AMENDMENT OF ORDINANCE. Chapter 1.14 of the North Liberty Code of Ordinances is amended to read as follows:

1.14 STANDARD CITY CRIMINAL PENALTY.

Unless another penalty is expressly provided by this Code of Ordinances for violation of any particular provision, section or chapter, any person failing to perform a duty required by this Code of Ordinances or violating any provision of this Code of Ordinances or any rule or regulation adopted herein by reference shall, upon conviction of a simple misdemeanor, be subject to a fine of at least ~~sixty-one hundred~~ five dollars (\$~~610~~5.00) but not to exceed ~~six-eight~~ hundred ~~twenty-fifty~~-five dollars (\$~~628~~5.00).

SECTION 2. REPEALER. All Ordinances and 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 _____, 2021.

Second reading on _____, 2021.

Third and final reading on _____, 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

I certify that the forgoing was published as Ordinance No. _____ in the *North Liberty Leader* on the ____ day of _____, 2021.

TRACEY MULCAHEY, CITY CLERK

ORDINANCE NO. 2021-17

AN ORDINANCE AMENDING THE STANDARD CRIMINAL PENALTY IN CHAPTER 1.14 OF THE NORTH LIBERTY CODE OF ORDINANCES

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

SECTION 1. AMENDMENT OF ORDINANCE. Chapter 1.14 of the North Liberty Code of Ordinances is amended to read as follows:

1.14 STANDARD CITY CRIMINAL PENALTY.

Unless another penalty is expressly provided by this Code of Ordinances for violation of any particular provision, section or chapter, any person failing to perform a duty required by this Code of Ordinances or violating any provision of this Code of Ordinances or any rule or regulation adopted herein by reference shall, upon conviction of a simple misdemeanor, be subject to a fine of at least one hundred five dollars (\$105.00) but not to exceed eight hundred fifty-five dollars (\$855.00).

SECTION 2. REPEALER. All Ordinances and 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 _____, 2021.

Second reading on _____, 2021.

Third and final reading on _____, 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

I certify that the forgoing was published as Ordinance No. 2021-17 in the North Liberty *Leader* on the ____ day of _____, 2021.

TRACEY MULCAHEY, CITY CLERK



Snowmobile Ordinance

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 75 OF THE NORTH LIBERTY CODE OF
ORDINANCES CONCERNING PERMITTED USES OF SNOWMOBILES WITHIN
CITY LIMITS**

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

SECTION 1. AMENDMENT OF CHAPTER 75.05 Chapter 75.05 of the North Liberty Code of Ordinances, entitled Designated Routes and Operation - Snowmobiles, is stricken in its entirety.

~~**75.05 DESIGNATED ROUTES AND OPERATION – SNOWMOBILES.**~~

~~1. Snowmobiles may be operated on public property between the edge of the sidewalk closest to the roadway and the roadway on the designated side of the street, or on the five-foot adjacent shoulder on the designated side of the roadway if there is no sidewalk, for the following designated streets in the City:~~

~~—A. Dubuque Street from the south City limit to the intersection with Cherry Street.~~

~~—B. Front Street from Penn Street north to the north City limit.~~

~~—C. Penn Street from the north Penn Meadows parking lot west to Front Street, and from Highway 965 to Kansas Avenue.~~

~~—D. Scales Bend Road, from Highway 965 to the northernmost City limit.~~

~~—E. Kansas Avenue from Penn Street south to Forevergreen Road.~~

~~—F. Forevergreen Road from Kansas Avenue west to the west City limit.~~

~~—G. Highway 965 from Penn Street to the northernmost City limit.~~

~~2. Snowmobiles may be operated on the designated route through Penn Meadows Park between Dubuque Street and Penn Street.~~

~~3. Snowmobiles may only be operated on the above-referenced designated routes for the purpose of entering or exiting the City or for the purpose of allowing the operator to reach his/her destination but not for general recreational purposes.~~

~~4. Operation of snowmobiles within the City is strictly prohibited between the hours of twelve a.m. and six a.m. on Saturday and Sunday and between the hours of ten-thirty p.m. and six a.m. Sunday through Thursday.~~

~~5. The City Administrator or designee may waive the limitations for designated routes and hours of operation in the event of emergency or exigent circumstances and snowmobiles operators agree to assist the City in specific relief or transportation tasks.~~

SECTION 2. AMENDMENT OF CHAPTER 75.06 Chapter 75.06 of the North Liberty Code of Ordinances is amended to read as follows:

75.06-05 MISCELLANEOUS RULES – SNOWMOBILES.

No person shall operate a snowmobile within the City limits, ~~as specified above,~~ except in compliance with the following rules and regulations:

1. Any person operating a snowmobile within the City shall obey all designated speed limits and other posted traffic signs or traffic-control devices.
2. No person shall operate a snowmobile within the City unless it is currently registered and numbered with the state, as provided in Chapter 321G, Iowa Code.
3. The operator must yield the right-of-way to all motor vehicles.
4. Snowmobiles shall not be operated abreast with one or more other snowmobiles.
5. Snowmobiles operating within the City shall be equipped with at least one headlight and one taillight and the headlight and taillight shall be lighted at all times when operated within the City limits.
6. Snowmobiles shall not be operated without suitable and effective muffling devices as defined in Chapter 321G, Iowa Code.
7. No person shall operate a snowmobile in a careless, reckless or negligent manner so as to endanger any person, including the operator, or the property of another or to cause injury or damage thereto.
8. No person shall operate a snowmobile while under the influence of alcohol or illegal substances as defined in the Iowa Code.
9. Snowmobiles shall not be operated on private property without the express permission of the property owner.
10. Except ~~for city highways which have not been plowed during the snow season,~~ as provided for ~~designated routes in Iowa Code § 321G.9(4)(a),~~ no person shall operate a snowmobile on any public property, including the City parks, within the City.

SECTION 3. AMENDMENT OF CHAPTER 75.07 Chapter 75.07, entitled ATVs and Other Vehicles Prohibited on Public Property, is renumbered to Chapter 75.06.

SECTION 4. AMENDMENT OF CHAPTER 75.08 Chapter 75.08, entitled Limitation of Liability, is renumbered to Chapter 75.07.

SECTION 5. REPEALER. All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 6. 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 7. 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 8. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on _____, 2021.

Second reading on _____, 2021.

Third and final reading on _____, 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

I certify that the forgoing was published as Ordinance No. _____ in the North Liberty *Leader* on the ____ day of _____, 2021.

TRACEY MULCAHEY, CITY CLERK

ORDINANCE NO. 2021-16

AN ORDINANCE AMENDING CHAPTER 75 OF THE NORTH LIBERTY CODE OF ORDINANCES CONCERNING PERMITTED USES OF SNOWMOBILES WITHIN CITY LIMITS

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

SECTION 1. AMENDMENT OF CHAPTER 75.05 Chapter 75.05 of the North Liberty Code of Ordinances, entitled Designated Routes and Operation - Snowmobiles, is stricken in its entirety.

SECTION 2. AMENDMENT OF CHAPTER 75.06 Chapter 75.06 of the North Liberty Code of Ordinances is amended to read as follows:

75.05 MISCELLANEOUS RULES - SNOWMOBILES.

No person shall operate a snowmobile within the City limits except in compliance with the following rules and regulations:

1. Any person operating a snowmobile within the City shall obey all designated speed limits and other posted traffic signs or traffic-control devices.
2. No person shall operate a snowmobile within the City unless it is currently registered and numbered with the state, as provided in Chapter 321G, Iowa Code.
3. The operator must yield the right-of-way to all motor vehicles.
4. Snowmobiles shall not be operated abreast with one or more other snowmobiles.
5. Snowmobiles operating within the City shall be equipped with at least one headlight and one taillight and the headlight and taillight shall be lighted at all times when operated within the City limits.
6. Snowmobiles shall not be operated without suitable and effective muffling devices as defined in Chapter 321G, Iowa Code.
7. No person shall operate a snowmobile in a careless, reckless or negligent manner so as to endanger any person, including the operator, or the property of another or to cause injury or damage thereto.
8. No person shall operate a snowmobile while under the influence of alcohol or illegal substances as defined in the Iowa Code.
9. Snowmobiles shall not be operated on private property without the express permission of the property owner.

10. Except for city highways which have not been plowed during the snow season, as provided for in Iowa Code § 321G.9(4)(a), no person shall operate a snowmobile on any public property, including the City parks, within the City.

SECTION 3. AMENDMENT OF CHAPTER 75.07 Chapter 75.07, entitled ATVs and Other Vehicles Prohibited on Public Property, is renumbered to Chapter 75.06.

SECTION 4. AMENDMENT OF CHAPTER 75.08 Chapter 75.08, entitled Limitation of Liability, is renumbered to Chapter 75.07.

SECTION 5. REPEALER. All Ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

SECTION 6. 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 7. 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 8. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

First reading on September 28, 2021.

Second reading on _____, 2021.

Third and final reading on _____, 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

I certify that the forgoing was published as Ordinance No. _____ in the North Liberty *Leader* on the ____ day of _____, 2021.

TRACEY MULCAHEY, CITY CLERK



Additional Information

To **Mayor and City Council**
CC **City Administrator**
From **Tom Palmer, Building Official**
Date **10/5/2021**
Re **Monthly Report**

September Permits:

75 permits were issued in September with estimated construction value of 14.3 million dollars. Twenty-two permits for new homes were issued with estimate construction value of 6 million dollars. One permit was issued for 52-unit multi-family dwelling with an estimated construction valve of 6.8 million dollars. Staff completed 331 inspections during the month of September.

Rental/Code Compliance Cases:

Ten rental permit applications received in September. Nine code compliance cases were processed in September.

Casey's Project:

The contractors have completed the installation foundation, underground fuel tanks and canopy footings. Framing crew will be onsite October 6th to begin erecting building walls and roof assembly.



Speedy Mike's Carwash:

Contractors are completing the final items to begin checking washing equipment for the opening date at the end of the month.





September Permit Tally Report

Permit #	Permit Type	Construction Value	Total Fees
Group: Backflow Preventer			
		\$350.00	\$23.50
			Group Total: 1
Group: Commercial Addition			
		\$173,169.00	\$1,403.50
			Group Total: 1
Group: Commercial Alteration			
		\$80,000.00	\$25.00
			Group Total: 1
Group: Deck			
		\$13,327.61	\$418.87
			Group Total: 7
Group: Driveway			
		\$91,000.00	\$100.00
			Group Total: 1
Group: Fence			
		\$27,442.00	\$225.00
			Group Total: 9
Group: Fire Protection System			
		\$25,638.00	\$610.00
			Group Total: 1
Group: Foundation			
		\$80,000.00	\$853.75
			Group Total: 1
Group: Manufactured Home			
		\$365,700.00	\$1,042.50
			Group Total: 3
Group: Mechanical Electrical Plumbing (MEP)			
		\$51,648.00	\$801.51
			Group Total: 5
Group: New Commercial			
		\$50,000.00	\$100.00
			Group Total: 1
Group: New Multi-Family Dwelling			
		\$6,800,000.00	\$75,688.28
			Group Total: 1
Group: New Single Family Dwelling			

		\$5,253,768.00	\$51,261.53
			Group Total: 17
Group: New Single Family Dwellings Attached			
		\$345,000.00	\$4,444.50
			Group Total: 2
Group: New Townhouse			
		\$480,000.00	\$6,231.75
			Group Total: 3
Group: Permanent Sign			
		\$3,500.00	\$50.00
			Group Total: 1
Group: Residential Addition			
		\$98,871.00	\$1,346.69
			Group Total: 4
Group: Residential Alteration			
		\$45,721.84	\$693.24
			Group Total: 7
Group: Right of Way			
		\$200,000.00	\$175.00
			Group Total: 1
Group: Sidewalk			
		\$0.00	\$25.00
			Group Total: 1
Group: Swimming pools, spas and hot tubs			
		\$76,259.00	\$50.00
			Group Total: 1
Group: Vehicle Exhaust Ventilation Equipment			
		\$0.00	\$50.00
			Group Total: 1
Group: Zoning Certificate			
		\$0.00	\$25.00
			Group Total: 1
		\$14,283,112.45	\$145,744.62

Total Records: 75



Permit Summary Report Inspection Type

Schedule Date 01/01/2021 TO 09/30/2021

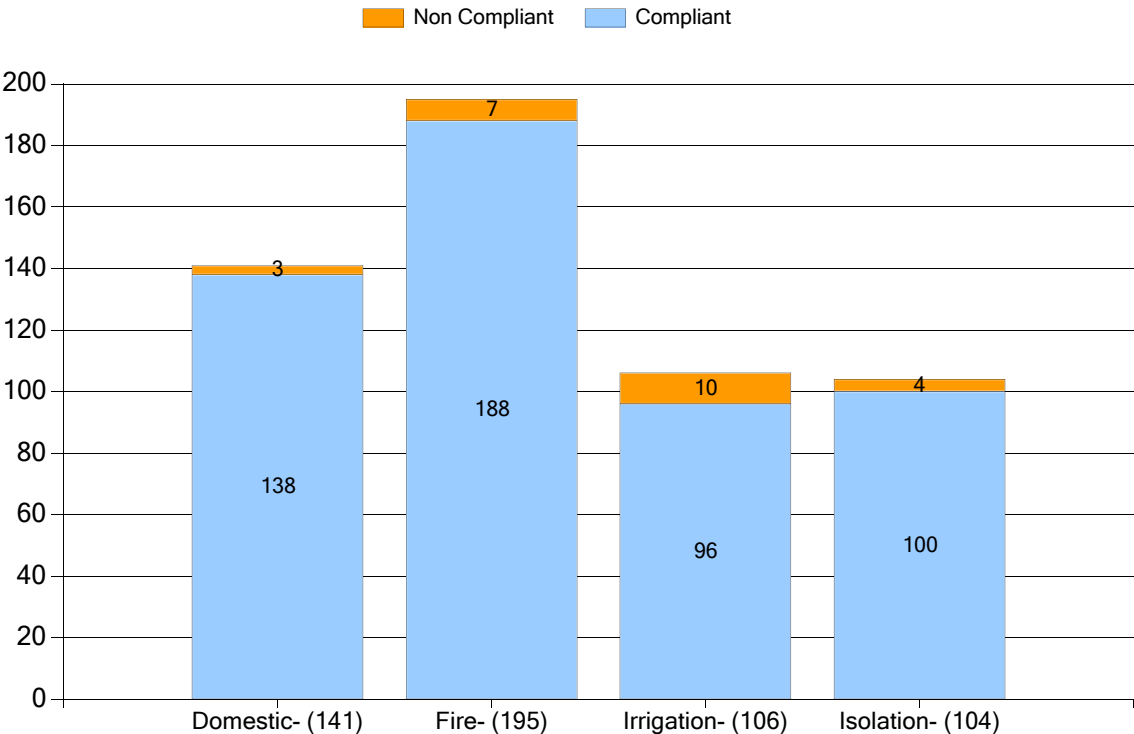
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row	Total
Inspection request	7	1	17	22	15	10	10	8	15	0	0	0		105
Re-inspection	20	22	55	46	63	37	69	46	34	0	0	0		392
1st SWPPP	1	3	11	11	10	9	5	8	19	0	0	0		77
Above Suspended Ceiling	1	0	1	1	0	1	0	0	0	0	0	0		4
Backflow Preventer	0	0	1	0	0	0	0	1	1	0	0	0		3
Building Sewer	0	0	0	1	0	0	1	0	1	0	0	0		3
Commercial Final	1	1	6	2	3	2	1	0	1	0	0	0		17
Commercial Rough-In	0	5	5	2	3	0	1	1	1	0	0	0		18
Deck, Porch, Sunroom Footings	3	0	15	10	13	24	7	12	18	0	0	0		102
Final	12	4	4	6	18	17	12	13	12	0	0	0		98
Fire - Automatic Sprinkler System	1	0	6	5	2	2	0	0	0	0	0	0		16
Fire - Automatic Sprinkler System - Preconcealment	0	5	0	0	0	0	0	0	1	0	0	0		6
Fire - Fire Alarm Installation	1	0	4	0	1	1	0	2	0	0	0	0		9
Fire - Fire Dept. Acceptance	1	0	4	0	2	0	0	1	0	0	0	0		8
Fire - Fire Pump Installation	0	0	0	0	0	0	0	1	0	0	0	0		1
Fire - LP-Gas (Temporary Installation)	2	0	0	0	0	0	0	0	0	0	0	0		2
Fire - Retail Sales of Fireworks	0	0	0	0	0	4	0	0	0	0	0	0		4
Footings/Slabs	3	4	10	14	15	13	10	14	21	0	0	0		104
Foundation Dampproofing	0	2	5	5	14	0	9	8	8	0	0	0		51
Foundation Wall	3	3	8	15	13	10	14	14	16	0	0	0		96
Framing	0	0	0	1	0	0	0	0	0	0	0	0		1
Gas service release	5	3	24	5	2	15	5	15	22	0	0	0		96
Grading	0	1	5	6	8	7	10	7	5	0	0	0		49
Manufactured Home	0	0	0	1	0	0	1	0	0	0	0	0		2
Meeting	0	0	0	1	0	4	2	1	2	0	0	0		10
Notice of Termination CSR	2	1	0	1	0	0	2	6	5	0	0	0		17
Other	0	0	0	0	4	2	10	1	0	0	0	0		17
Out of the office	0	0	0	0	0	0	0	1	1	0	0	0		2
Permanent Electric Service Release	9	10	10	17	12	9	19	16	22	0	0	0		124
Plumbing below slab	6	3	13	8	21	4	20	14	11	0	0	0		100
Pool Final (residential)	0	0	0	0	0	1	0	0	0	0	0	0		1
Rental	0	99	112	4	0	0	48	51	21	0	0	0		335
Residential final (New Construction)	3	6	14	13	21	13	19	11	7	0	0	0		107
Residential Photovoltaic (PV) Solar System	3	1	3	2	2	6	4	5	5	0	0	0		31
Residential Rough-in (New Construction)	1	14	9	11	8	9	12	19	17	0	0	0		100
Rough-in	6	4	2	5	3	4	3	8	5	0	0	0		40
Sanitary Sewers	0	0	0	1	0	1	0	0	0	0	0	0		2
Sewer & Water Service	3	0	8	24	15	17	14	17	16	0	0	0		114
Sidewalk Release	2	2	3	4	10	6	10	7	2	0	0	0		46
Sump Pump Discharge Line	0	0	11	8	6	15	9	8	5	0	0	0		62
Temporary Electric Service	3	2	9	12	7	14	8	15	17	0	0	0		87
Water Heater	0	0	0	0	1	0	0	0	0	0	0	0		1
Water Main and Appurtenance	1	0	0	0	0	1	0	0	0	0	0	0		2
Water Service	0	0	1	1	0	3	0	0	4	0	0	0		9
Witness air pressure test and piping inspection	2	16	13	12	15	10	15	21	16	0	0	0		120
Totals:	102	212	389	277	307	271	350	352	331	0	0	0		2591

Code Compliance Report

09/01/2021 - 09/30/2021

Case Date	Case #	Status	Complaint	Reporting Code
9/7/2021	20210153	Closed	Parking On Grass	Zoning Code
9/8/2021	20210154	Closed	Parking on Sidewalk	Zoning Code
9/15/2021	20210155	Closed	Dead or dying trees	Zoning Code
9/15/2021	20210156	Closed	Weeds and Grass	Zoning Code
9/15/2021	20210157	Closed	Grass and Weeds	Zoning Code
9/15/2021	20210158	Closed	Weeds and Grass	Zoning Code
9/21/2021	20210159	Closed	Weeds and Grass	Zoning Code
9/28/2021	20210160	Open	Weeds and Grass	Zoning Code
9/30/2021	20210161	Open	Improper Parking	Zoning 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 **Oct. 6, 2021**
Re **Communications Staff Report**

COVID-19

The fall continues to not be what we hoped, pandemic-wise, and so we continue to work with our public health partners. This month, we worked with Johnson County Public Health to offer pre-paid postcards that people could pick up and mail to their friends and family to encourage vaccination. We also set up pick-ups for Test Iowa home collection kits, contract free, at the North Liberty Community Library.

Staffing

Have been accepting applicants for the brand-new full-time Equity & Outreach Coordinator and have a deep and talented pool of applicants. We're excited by the possibilities. Interviews with our short list are scheduled for early October. We hope to have the position filled in November. We are also seeking to fill our open part-time Communications Assistant position, which is proving more challenging. Our hope is to fill the role in October.

Welcoming Week

As part of the countywide celebration of welcoming folks from different places, we worked with Angela McConville, special projects coordinator, to connect with three local cooks (from Da Flava Unit, Rancho Nuevo and Rusciano's) who each shared, on video, how to cook a favorite dish representative of their background. The video with Rancho Nuevo offered a new challenge to us, as it was presented all in Spanish. The project offered us the opportunity to figure out how we might produce video in languages of non-English speakers, but also gave us a chance to assess the skills of North Liberty staff, finding Christy Inestroza who works at the Recreation Department front desk, who have some background in Spanish translation; this allowed us to confirm that our editing made sense as well as produced a spoken English version of the video with Christy's voice over.

Future of Events

Following the success of the Summer Slate and the desire to bring back Blues & BBQ and continue Beat the Bitter, we're assessing how to better proceed in 2022 in collaboration with Recreation, Library and Administration staff and programmers. The lessons we learned from the past year include the value the community sees in events spread throughout the summer, the value staff sees in collaboration, the value of packaging a slate of events for the public and sponsors and the value of flexibility for programmers. So, at the urging of Administration, we're approaching community events for next year as a package, asking sponsors to trust us as we

develop programming through the year and taking a deeper look at how we might adjust community programs for post-pandemic sustainability.

Great Neighborhoods

We celebrated North Liberty’s second Good Neighbor Day by encouraging and supporting Neighborhood Ambassadors to host neighborhood gatherings and by releasing our initial “Good Neighbor Honor Roll” and inducting new Community Hall of Fame members. The response from our ambassadors was incredibly positive and we were thrilled with their creativity. Staff also flyer doors in neighborhoods that currently don’t have an ambassador in our recruitment efforts to fill those roles.

Other Items

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

Staff represented the city in planning with Eastern Central Iowa Council of Governments’ Envision strategic planning

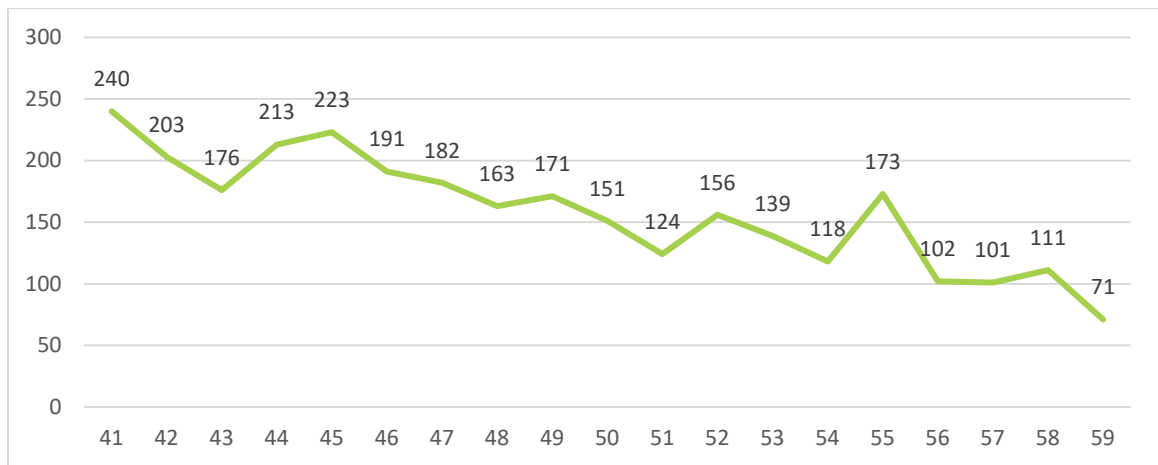
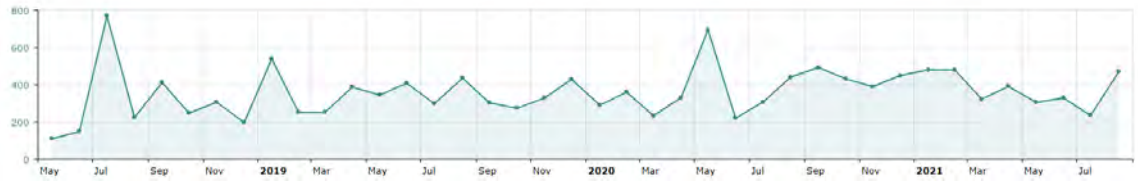
We posted news releases about upcoming programs, facility and road closures, Halloween, leaf collection, tree planting and more.

Completed Videos

Title	Requested By	Completed	Duration
Firefighter Evacuation Training	Fire	Sept. 1	0:12
Parks and Recreation Commission	Administration	Sept. 2	0:36
Welcoming Week: Da Flava Unit	Administration	Sept. 7	0:13
Planning and Zoning Commission	Administration	Sept. 7	0:29
Welcoming Week: Rusciano’s	Administration	Sept. 14	0:30
City Council	Administration	Sept. 14	0:30
Welcoming Week: Rancho Nuevo	Administration	Sept. 16	0:14
Welcoming Week: Rancho Nuevo (VO)	Administration	Sept. 16	0:14
Social: NLTAP	Administration	Sept. 20	0:02
Library Board of Trustees	Administration	Sept. 20	0:46
Social: Mission Bluegrass at NLLC	Communications	Sept. 21	0:01
Eye on North Liberty: Sara Doermann	Communications	Sept. 22	0:04
LitL: Re-Entry 2.0	Library	Sept. 23	1:57
City Council	Administration	Sept. 28	0:39
LWVJC: Candidate Forum	LWVJC	Sept. 29	0:54
Total completed productions: 15	Duration of new video: 7.35 hours		

52317 Podcast

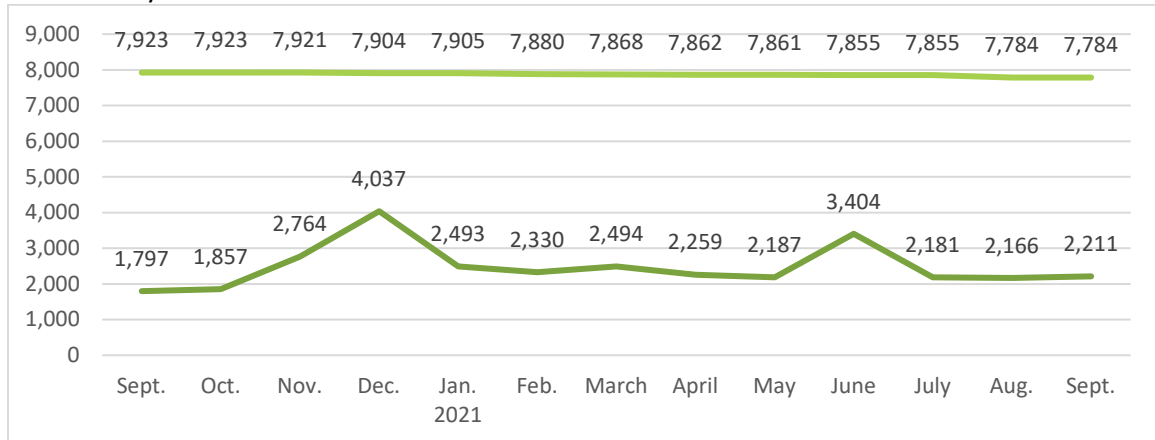
Release schedule is every three weeks; episodes can be found at northlibertyiowa.org/52317. Despite downloads-per-episode seeming to trend down, the number of downloads per month has remained steady or perhaps growing, with some episode driving higher numbers. The first chart shows the number of downloads each month, while the second shows current downloads per episode.



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** 59: Rock Valley Physical Therapy; 58: NASA; 57: Animal Kingdom; 56: Concha Audiology; 55: Silver Rooster Tattoo; 54: Aero Performance and Physical Therapy; 53: Beathe; 52: Meadowlark Psychiatric Services; 51: Psychiatric Associates; 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;

North Liberty Bulletin Email Newsletters

In October, an update to Apple's Mail app made measuring opens more difficult and may impact the accuracy in the future.



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 Aug: My fall plans vs; July: My dog hates fireworks; June: Magical world of normal-ism; May: It's no walk in the park; April: Anything dirty or dingy or dusty; 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;

Social Media

Month	Facebook		Twitter		Instagram	Nextdoor
	New likes	Reach	New follows	Impressions	Followers	Members
Sept 2021	60	26,516	11	21,900	2,521	5,237
Aug 2021	59	26,710	15	40,100	2,497	5,178
July 2021	80	21,523	3	34,600	2,471	5,114
June 2021	72	25,066	-4	45,400	2,456	5,076
May 2021	73	23,940	-19	42,200	2,418	5,018
April 2021	33	24,980	19	49,800	2,381	4,959
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

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
Sept 2021	22,849	14,800	44,285	1.94	1:16
Aug 2021	29,557	21,990	54,762	1.85	1:12
July 2021	32,559	24,967	63,686	1.96	1:11
June 2021	22,840	19,955	64,284	2.03	1:28
May 2021	24,221	17,537	49,636	2.05	1:24
April 2021	22,452	13,855	44,847	1.37	1:24
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

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: Johnson County Board of Supervisors
FROM: Jennie Garner, Library Director
DATE: Oct 5, 2021
SUBJECT: Monthly Library Report

Library News

We had 95 people register for new library cards in September for National Library Card Month. People had fun with the different activities we offered both for new library card signups and to thank existing patrons.

We've noticed circulation and patron traffic is picking up some though we still aren't at the level of traffic we are used to seeing. (Statistics below)

We are hosting our first youth artist, Liona Rocca, a Solon resident and high school student. Her work will be displayed on our artist wall in October and we're thrilled to showcase this artist's first public exhibit. I hope you'll stop by the library to view her work.

Social work is quickly becoming a field that is integral to the work we do in libraries. In fact, libraries across the United States are beginning to hire social workers as staff members. The North Liberty Library began hosting social work practicum students from the University of Iowa in 2019 and are fortunate to be hosting our third student this school year. The past two students worked on projects related to youth services and helped us develop trauma-informed service approaches, researched demographics to help us reach underserved populations in the North Liberty area, and researched a Mayor's Youth Council initiative. Our current student, Amy, is very interested in adult services and grant writing. Amy, along with our Public Services Librarian, Kellee, and one of our part-time assistants, Darra, have formed a committee for grant writing to help supplement some of our larger service goals including offering hot spots for check out, adding other technology for patron use, creating programs centering on women's suffrage, and other exciting projects. We'll look forward to hearing from grantors and announcing any awards we receive soon.

Next Reads is the library's second podcast that our Youth & Teen Services Librarian, Erin, is launching in November. Erin will read the first chapter of juvenile or teen books and talk about the book in the podcast. I'll share a link as soon as the first one is available. Additionally, Kellee continues to bring diversity and uniqueness to the *Love, Light, and Lit* Podcast. Kellee recently connected with Shamichael Hallman, Senior Manager of the Memphis Public Library and founder of the new initiative Libraries as Bridges. Click [here](#) for this episode, *Reimagining the Civic Commons*. Mr. Hallman has also done a [TED Talk](#) on his project at TEDx Memphis, *Reimagining the Public Library to Reconnect the Community*.

Mr. Hallman's project is all about connection, which is an area of interest to me as a library director and one that I presented about for the American Library Association's Rural Libraries Summit this year as part of a talk on libraries and resilience. It also relates to a new research project that I have just started to be involved in with some researchers at the University of Iowa, including a retired Iowa City Public Librarian who is an adjunct instructor at the UI School of Library Science. The research project is called Libraries and Resilience in Communities

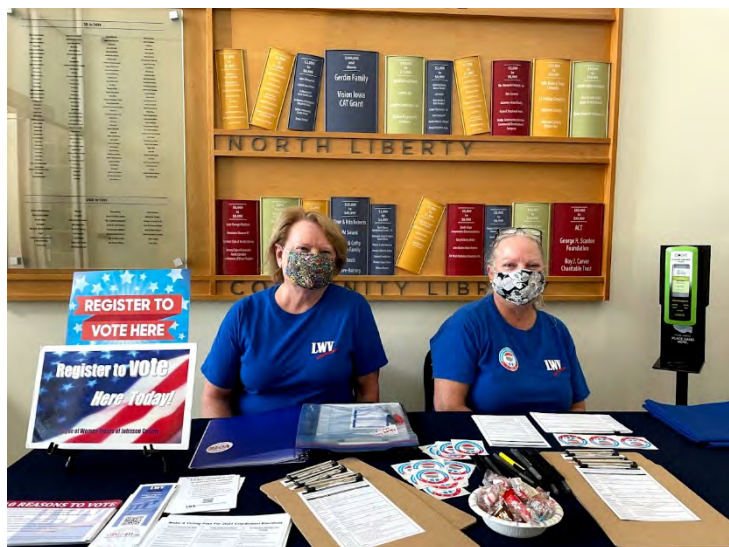
(LARC). They have invited several librarians to the table as part of this project. I look forward to keeping you all up to speed on the process.

The library is contracting with the Antelope Lending Library to provide bookmobile services at Holiday Mobile Home Court on the first Friday of each month during the school year. We're excited to offer this outreach program and hope to expand it next year to host two stops. One of our librarians will be on the bookmobile with Antelope staff each month.

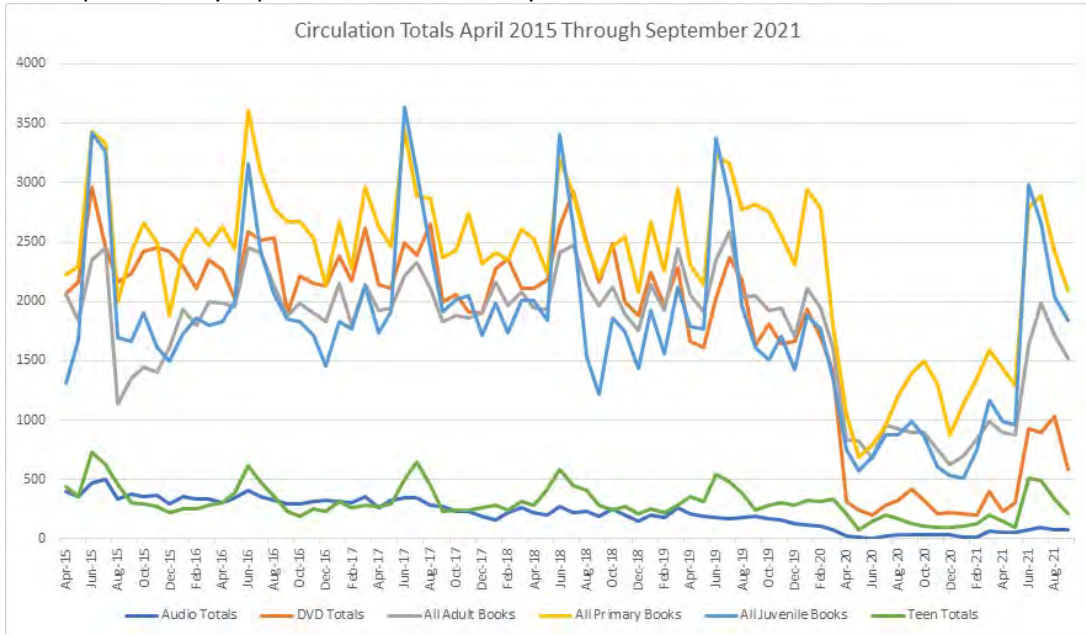
Assistant Youth & Teen Librarian, Kayla, set to help with the Antelope Library's first stop at Holiday Mobile Home Court:



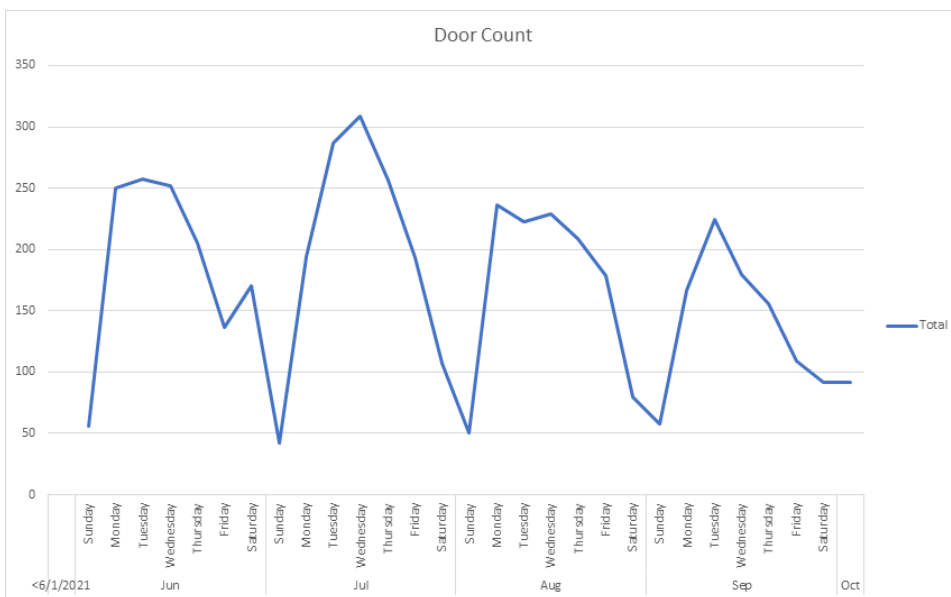
The library will also host satellite voting on Saturday October 30, from 10am-4pm. The League of Women Voters hosted a voter registration event at the library in September:



Below are totals for circulation trends by age group, including audiobooks and DVDs, over the past six years. Note visible ebbs and flows in circulation, with spikes in the summers and a typically drops some right after school starts. The spike this past summer was 12% lower than that of 2019, but there has been some variability from summer to summer. From July through September 2021, we have circulated 50% of what we circulated from all of fiscal year 20/21, so we're on target to circulate more than 4 times than we did last year, which puts us very equal to our last normal year.



Here is door count info for the last few months. Quite different from our 800+ daily patron count that we're used to in summer months but happy to see steady and increasing traffic again. (there are a couple of weeks missing that our IT Coordinator is investigating).



[Scroll for September program highlights.](#)

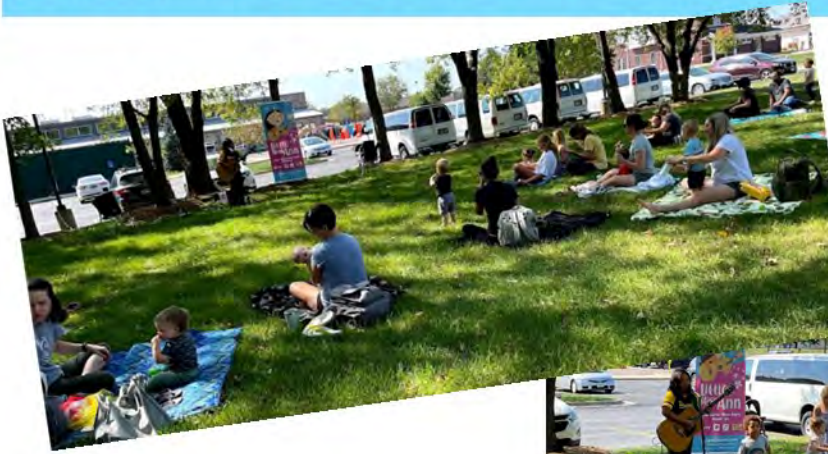


The library marketing team does such a great job. Some of their work: Staff checking out our podcasts; Hobbit Day event, with Adult Services Librarian, Amy, and Matilda ;and sharing our social media.



Outdoor events are a popular way for parents and caregivers to enjoy library programming in a safe environment.

Above: The Iowa Children’s Museum hosts storytime with play.
Below: Little Miss Ann, a musical performer from Chicago, gets the kids ‘Involved in music.





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

From **Guy Goldsmith, Director of Parks, Building and Grounds**
Date **Sept. 29, 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. The Ranshaw House site was graded and hydroseeded.

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

We maintained equipment as needed this month by performing preventative maintenance and making repairs to ball field maintenance, mowing, trimming and landscaping equipment.

We performed ground and landscaping maintenance. We continue to stay very busy with landscape maintenance and watering of plants & new trees due to the very dry month of September.

Turf grass mowing was minimal due to the dry conditions. However, much time was spent trimming of undesirable weed growth in and around our parks, ponds and grounds this past month.

Ball field maintenance continues since the fall ball season is now underway.

We continue to prepare and paint soccer lines at Penn Meadows Park in support of the soccer program.

Park staff slit seeded new grass seed in many areas such as the dog park, Forevergreen Road ROW and Penn Meadows Park to name a few.

We continue to meet with Shive Hattery regarding the Centennial Park Loop Road Project and the Forevergreen Road Trail Improvement Project.

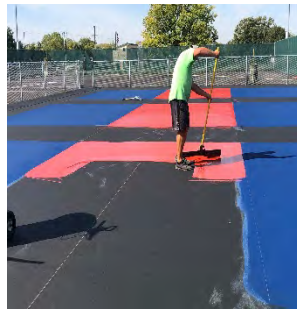
Park staff installed new LED parking lot lighting at the tennis courts.

Park staff attended the Workplace Violence Prevention class on September 23rd.

We assisted with FryFest by delivering two generators to the Coralville CVB prior to FryFest. We picked everything back up after the event.

Parks Staff assisted Paul Sleeper, IDNR Fishery Management Biologist with the release of hundreds of new channel catfish in all City owned ponds on September 27th. This is completed every two years to help restock the channel catfish due to them not reproducing well in a pond environment.

The tennis court improvement project continues to move forward. The asphalt resurfacing has been completed and the new topcoat layer of paint is underway. We hope to reopen by mid-October but continue to wait on the new netting system that is currently on backorder.



Tennis court asphalt overlay & painting.



Ranshaw house grading, hydroseeding & turf grass establishment.



DNR stocking City ponds with channel catfish on September 27th



North Liberty Police Monthly Report September 2021

Training:

- Members attended monthly training for canine, bomb squad, tactical team, and dive team. (88 hours).
- Our Bomb Team member attended three days of training to operate a new bomb robot (24 hours)
- An Officer was invited by ICCSD to attend a Threat Assessment Training hosted by the district (3 hours).
- Officer Justin Jacobi continues his training at ILEA. He will graduate in December.
- Our Defensive Tactics Instructor attended recertification training at ILEA. (8 hours)
- Our Radar/Lidar Instructor attended the recertification course at ILEA (8 hours).
- The Lt and an Officer attended a one-day course on Tactical Medical Care for Law Enforcement in Illinois. (16 hours). We are members of an Illinois Training center in Moline that offers several training options for Law Enforcement. We pay \$85 per officer/ annually and we can attend any course for a year for free. This provides high quality training at a reduced cost since it is shared amongst all members. The center also sends out recommendations for training needs for members. The short travel distance and the selection of training has been a benefit for NLPD. We have been members for 4 years now.
<https://mttuiv.org>
- An Investigator and a newer Officer attended interview and interrogations training at MTTUIV in Moline. (48 hours)
- All Officers completed an online visual observer course for night operations and being an extra set of eyes for the drone pilots. By completing this course, we do not have to have two drone pilots tied up on the drone operation. (6 hours)
- The Chief and a Sgt attended an online webinar on internal audits. (8 hours)
- Our Evidence Supervisor and technician attended a 2-day training course on Evidence Storage and property management at Camp Dodge. (32 hours)
- The Lieutenant attended 4 hours of training on the Aurora Colorado Theater Shooting Action De-Debriefing and lessons learned. (4 hours)

Traffic Contacts	377
Parking Contacts	31
Vehicle Inspections	20
Vehicle Unlocks	23
Crash Investigations	28
Public Assists	411
Assist other Agency	126
Crimes Against Persons Report	7
Crimes Against Property Report	24
Other Reports	27
Arrests	40
Warrants	2
Alcohol/Narcotics Charges	17
Crimes Against Persons Charges	9
Crimes Against Property Charges	16
Other Charges	21
Animal Calls	69
Total Calls for Service	2102
*Total Calls for Service for the year	16483

Public Relations:

- Several officers were requested to work Liberty High Football games. The city is reimbursed by the High School.
- Officers along with the Street Department also coordinated the Liberty HS Homecoming parade. One officer led the parade.
- Several officers worked the U of I home football games. The city is reimbursed by the University.
- Officers attended neighborhood block parties through the city.
- Had an officer be part of the Welcoming Committee for a group from the Iowa League of Cities bike tour.
- We had a request to talk to our Latino officers about their experience in Johnson County and as being police officers for the Clear Creek Amanda School District Group Better Way Forward Monthly Real Talk session. Officer Santiago and Officer Vazquez officers participated in the Zoom meeting.
- We hosted a tour of the Police Station with the Neighborhood Ambassadors group.
- 3 Child Safety seat inspections were completed for the month.
- Officer Rick Vazquez volunteered to participate in a 9/11 tribute with CRFD. He climbed 110 flights in uniform with CR Fire at the Double Tree in Cedar Rapids in honor of the New York fallen heroes.

Equipment:

- Officers who requested, received the load bearing external vest carriers.
- Flash drivers were purchased to download large media files from businesses and for sharing evidence with the prosecuting attorney's office.

Enforcement/Crime:

- Several Officers worked traffic enforcement through the GTSB Grant. The grant expired in September and we were awarded a new grant for the next year. This grant pays for a radar unit, partial cost to attend the national traffic safety conference and for the overtime for officer to work traffic specifically.
- Sgt. Mitch Seymour was requested and agreed to be a part of a Restorative Justice Mediation with a defendant for charges filed in 2020. If the defendant meets the conditions of the agreed upon requirements, then the charges will be resolved.
- A late-night officer discovered a group of teens and a vehicle in a neighborhood in the early morning hours. Several items were discovered that was determined from vehicle burglaries. A stolen motor vehicle was also located. Multiple reports were taken the following day from addresses on Alydar, Kansas, Penn Ct, Andrews Ct, Fairview Lane and Mary Lane.
- 4 cars were broken into while parked near Penn Meadows Park during a ball tournament. Follow-up is being completed on bank and credit card transactions in Black Hawk County.
- We also had a significant increase in the number of animal calls/complaints for this month. At least 20 additional calls over last month.

Department Admin:

- University of Iowa College Student, Aubri Turnage continues with her paid internship. She is completing office work as well as a ride along.
- Our Bomb team member went to Louisiana with another member, to drop off the old bomb robot and to pick up a new robot that was awarded to the joint team through the FBI. This included three days of training on how to operate the new robot.
- We are researching and applying for a technology grant to help manage, store, retain and duplicate records for digital technology from drug related and child pornography cases.
- Records continues to work with the State and our Records Management Software provider to import and update how our Uniform Crime Reports will be reported to the State and the FBI.
- Started the budget process and an internal audit of the reoccurring expenses for FY 2023, including our record management software, cell phones, utilities, rented copiers, training, and scheduling software expenses.
- Started Union negotiations with the Officers and Sergeants.
- Chief attended a Zoom meeting for the ILEA Council on suggestions for Administrative Rule Code changes.
- We updated several department policies to reflect the changes from the recent legislative session, including the language in the Back the Blue legislation. Policies updated included Personnel Complaints, Personnel Records and Records Release.
- We had a glitch in the system for reporting our Incident Reports to the Community Crime Map. It has been repaired by our software provider and we are back in business. [LexisNexis® Community Crime Map](#) is the website, and if you select North Liberty, you can view the type and location of incident reports. The data is exported every 15 minutes.
- We continue to work with the contractor to try to finish up the last-minute punch list items for the police department.

Respectfully Submitted by Chief Diane Venenga and Alisha Ruffcorn 10/6/2021



To **Park & Recreation Commission Board Members**
CC **Mayor, City Council, City Administrator**
From **Shelly Simpson**
Date **October 4, 2021**
Re **Monthly Report – September 2021**

September brings a busy time of year for sport programs and usually when we need to add additional part-time staff due to school schedules/conflicts. Brian has been busy with sport leagues for both kids and adults. Pools were shut down on September 10 and remain closed to end of October as the pool heater replacement project continues. It has been a busy month of building maintenance; specs/plans for roof gas line replacement and snow rails were created by Shive Hattery and sent out for estimates. The library gutter/fascia repairs are also accepting estimates. We want all this work to be completed before winter season begins.

Recdesk Database:

Reviewing our Recdesk database; we have 9,381 residents (65%) and 5,133 non-residents (35%) totaling 14,514 individuals. Increase of 214 from last month.

Aqua Programs:

We had a few drop-in classes prior to pool shut down. Registration for November class sessions opened up and this month Aqua programs revenue totaled \$3,450.50.

Swim Lessons:

Registration for swim lessons planned to begin in November opened up and this month, swim lesson revenue totaled \$4,272.

Leagues/Sports:

Brian has worked on numerous leagues that began this month.

NLCT Youth Volleyball: Grades 3-4 totals 53 participants signed up through NL
Grades 5-6 totals 72 participants signed up through NL

Outdoor Soccer Fundamentals: Grades K-6 totals 109 participants.

Supreme Flag Football: Grades 1-2 totals 27 participants signed up through NL
Grades 3-4 totals 38 participants signed up through NL
Grades 5-6 totals 15 participants signed up through NL

Youth Competitive Basketball Leagues: Play begins in October.

- Grade 5: Boys - 6 teams; Girls - canceled
- Grade 6: Boys – 5 teams; Girls – 8 teams
- Grade 7: Boys – 5 teams; Girls – canceled
- Grade 8: Boys – canceled; Girls – canceled

Men's Basketball: Competitive league has 9 teams

Co-ed Volleyball: Competitive league has 6 teams

35 & Older Basketball league was canceled.

This month, league revenue was (-) 1,000 due to cancelations.

BASP: We are back offering both Before and After School program. Before School – 13 participants, After School – 46 participants. This month, BASP revenue totaled \$10,465.

Rec Programs:

Barre – canceled	Body Blast – 5 participants
Body Sculpt – 2 participants	Bootcamp – 4 participants
Cardio Pump – 5 participants	Senior CBS – 5 participants

Pee Wee Sports – Football Kyle continues to conduct these classes.
AM class had 8 participants; PM classes totaled 29 participants

Tippi Toes Dance is a contract program utilizing space.

Baby Ballet had 4 participants; Ballet Tap Jazz class was canceled; Hip Hop Jazz class was Canceled.

Senior Connections Lunches, in-person gatherings restarted this month. Both Rec & Library staff are assisting with this program held every Friday.

Sept 10 – 21 participants; Sept 17 – 24 participants; Sept 24 – 14 participants

This month Classes/Programs revenue totaled \$6,743.50.

Pools:

Indoor Pool: Facility use is on a first come, first serve basis and shared lane use. Activities include lap swim, aqua fitness classes and evening swim lessons. Closed on Sept 10 for pool heater replacement project.

Outdoor pool: Facility closed for the season on Mon., Sept 6.

Season Pool Pass revenue this month: \$290; Daily Pool Fees revenue this month: \$1,441.

Pool Concessions revenue this month: \$210; Pool Rentals revenue for month: \$180.

Weight & Exercise Area / Track:

Weight fee revenue this month: \$7,682; Split membership revenue for the month: \$1,103.

Offsite Programs: We have limited part-time staff to cover additional facilities, so offsite uses are very limited at this time.

Gymnasiums:

Gymnasium Rentals revenue this month: \$160.

Rentals:

Community Center Rental revenue this month: \$1,020; Shelter rental revenue this month: \$15.

Field Rental revenue this month: \$675.

Revenues:

Revenue for the month totaled \$35,512.25



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

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

- Locating of City Utilities (407 job tickets) ongoing
 - a. This is an increase of just over 17% from September 2020
- Continued animal control services (16 responses to animal issues)
- Cemetery plot locates (9 in total)
- Projects/Meetings
 - a. Ranshaw Way Phase 5
 - i. Bi-weekly progress meetings
 - ii. Project at 43% complete
 - iii. Contractor continues working on west side traffic lanes and pedestrian tunnel area
 - iv. Continued communication with Shive and PCI on decision making items discovered as project progresses
 - v. Continued communication with affected residents and businesses
 - vi. Relocation of portable message boards in various locations for additional communication for vehicle traffic and local businesses
 - b. Southwest Growth Project
 - i. Substantial completion achieved by contractor on 9-8-21
 - ii. Contractor continues completing punch list items
 - c. Dubuque St Phase 1
 - i. Core samples taken in various locations along the project to aid in project bidding documents
 - ii. Alliant Energy installing service conduit to various residents and businesses
 - iii. Street staff restored concrete removal locations needed for underground service installs
 - iv. Trees removals identified as part of project
 - d. I380/W Forevergreen Rd Permanent Traffic Signals
 - i. Installation in progress of structures and conduit
- I380 Penn St bridge design meeting with DOT, Shive, and City Staff
- Traffic Controls Committee meeting to address public requests and make recommendations

- Mowing of easements and ROW
- Staff delivered and installed various traffic controls for Neighborhood Ambassadors function as well as Liberty Homecoming Parade
- City Staff met with local snowmobile club leaders to discuss trail usage in North Liberty
- Installation and repair of various street signs
- Complete repainting of S Jones Blvd and connecting side streets lane lines, stop bars, crosswalks, and symbols
- Staff conducted monthly safety inspections for all street equipment and buildings
- Warning Siren
 - a. Monthly testing and inspections completed
 - b. Penn Ct siren failure identified and repaired
- Service and maintenance of equipment
- Training
 - a. Workplace Violence Prevention by Safeguard Iowa Partnership
 - b. Hearing Protection by Target Solutions
 - c. CPR/First Aid by City Pool Staff
 - d. GIS/GPS city mapping completed and training on access and use of database
- Road Repairs
 - a. Core hole various street locations and filled voids with flowable material
 - b. Asphalt repair on N George St after water leak was repaired
 - c. Street curb repairs in various locations
 - d. Crack seal streets on new and old concrete repair locations
- Sanitary Sewer
 - a. Additional replacement and repairs of damaged lids and castings in Cherry St area from hydrogen sulfide sewer gases
 - b. Video sewer locations for identification purposes



Staff removed and reinstalled matching concrete for Dubuque St Phase 1 electric



Pedestrian tunnel sections unloaded and staged for install



Tunnel sections being installed



To **City Council, Mayor and City Administrator**
From **Drew Lammers**
Date **Oct. 1, 2021**
Re **September 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.
2. This month's staff safety meeting was on Emergency Action Plans. Staff completed target solutions online training as well as reviewed safety training topics as a group.
3. WPCP worked with a Suez field service rep. to refurbish MBR train 2 cassette frames and replace all of the membrane modules. The membrane modules were expected to have a 10 year life cycle but with excellent inspections, cleaning, repair, and operation we have 13+ years of service out of this equipment. The multi-year replacement plan for our membranes gives the city redundancy as well as financial advantage now and for future membrane replacements. About 70 of 240 used membrane modules were saved to replace others in different trains which have had several repairs or blanks installed throughout the years. Pictures of our recent project can be seen below.
4. The SW Growth Lift Station Project has had a final punch-list issued to the contractors. City staff is working with engineers to follow up with all of the final details for this project.
5. Maintenance staff assisted a contractor to disassemble 2 of our large activated sludge recirculation pumps and replace mechanical seals. The contractors provided expert experience as well as specialized equipment for installation and re-alignment of the pump and motor shafts.
6. Maintenance staff installed a new pump at 230th lift station. The pump replaced was 11 years old and repairs costs were nearly the same as replacement. Staff does a great job inspecting and maintaining these pumps regularly. Due to the nature of the environment this equipment is in and the products that they pump this equipment can have unexpected issues. WPCP has spare lift station pumps for additional redundancy.
7. Operations staff completed a 6 session training course about low cost nutrient treatment optimization. Mark F. volunteered our plant as one of the case study discussions on our current treatment processes and future goals to reduce nutrients in our effluent. Since the training we have had a separate meeting with the instructor as well as our design engineer about our plans moving forward with nutrient optimization through operational adjustment tactics. We believe we have a solid plan and will continue to test our treatment adjustment theories through sampling to see if we improve our results.

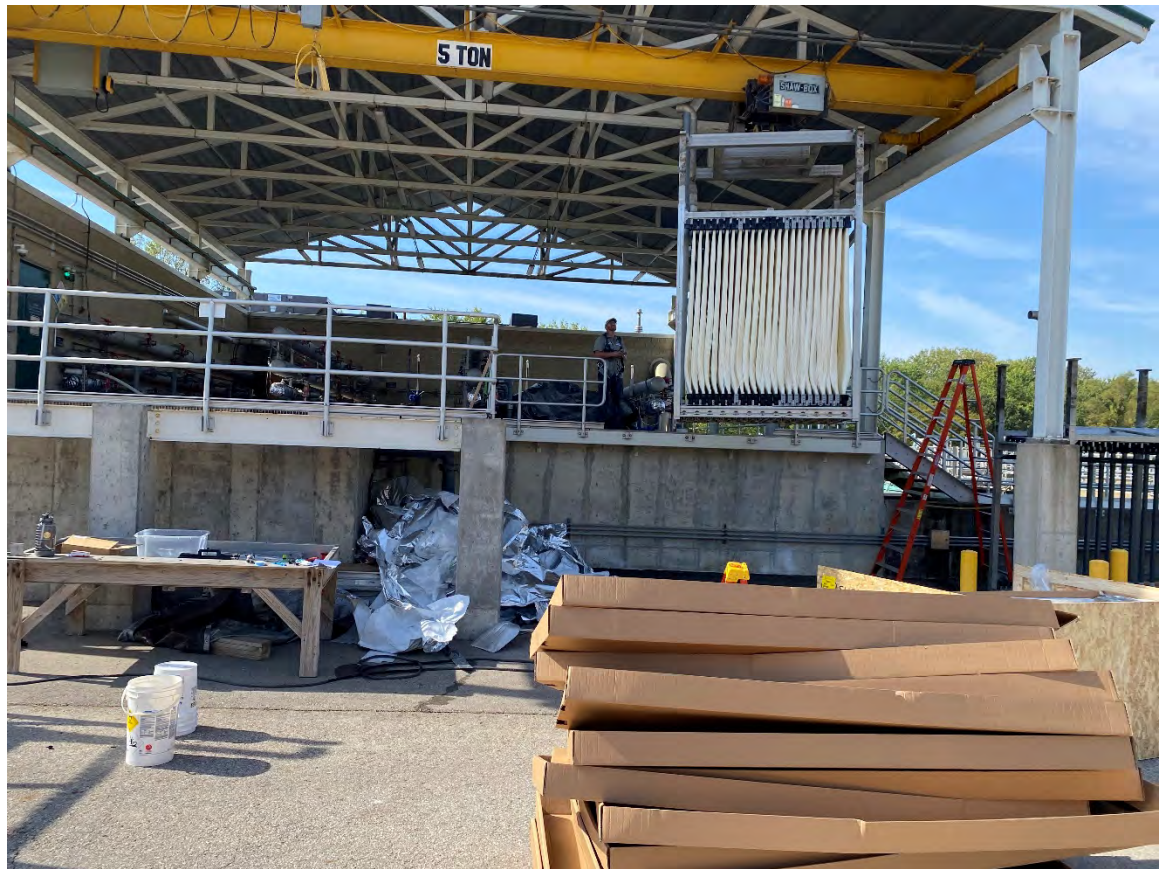
Drew Lammers - WPCP Superintendent



70 Modules saved for replacing in other trains









RAS Pump Project









To **North Liberty Mayor and City Council Members**
CC **City Administrator Ryan Heiar**
From **Water Superintendent Greg Metternich**
Date **October 4, 2021**
Re **Monthly Report – September 2021**

In the month of September, we treated a total of 39,582,000 gallons of water, our average daily flow was 1,319,000 gallons, and our maximum daily flow was 1,552,000 gallons. The total amount of water used in the distribution system was 1.74% higher than September 2020.

We had a busy month with 8,854 accounts read, 26 re-reads, 121 service orders, 112 shut-offs, 108 re-connects for water service, 190 shut-off notices delivered, 11 new meter set inspections, 3-meter change outs, 25 MIU change outs, assisted 23 customers with data logging information, 96 calls for service, and 11 after hour or emergency calls. Our monthly total service work averaged 33 calls per day.

Ron Castle a process design engineer with Harn R/O has reviewed our last three years' worth of data from our Reverse Osmosis Trains, this was done as part of our service contract with Harn. Ron is recommending we plan on doing a mechanical "Clean in Place" process on all three trains within the next six to twelve months. This CIP process will take six days to complete all three trains and require Harn to have a service technician on site for the entire process. Ron is working on putting together a quote for this work.

Our maintenance staff has started working on our bi-annual hydrant flushing program. They will be flushing every hydrant in the distribution system. This work will take around eight weeks to complete.

Chase Young with Sam LLC gave us a five-hour training session on our new GIS system. We were able to get accounts setup, learned how to navigate, make changes, and he was able to get us set up with our own equipment to collect GIS data. The system is up and running, Chase is working on getting us a couple of quotes for some things we would like to add to the system.

The Iowa Water Industry Leadership Institute held a two-day conference in our training room. This is a year-long program offered to folks that are looking to transition into leadership positions in the water industry, I was asked to give a presentation along with a tour of our facility, it was a great way to represent our community and share some of the challenges we faced with a growing population.

Water Superintendent
Greg Metternich



Parks & Recreation Commission
October 7, 2021, 7:00pm
City Council Chambers, 1 Quail Creek Circle, North Liberty, Iowa

This meeting may be accessed live by the public in person or on the internet at northlibertyiowa.org/live, on Facebook at facebook.com/northliberty or on YouTube at youtube.com/c/northliberty. Meetings are rebroadcast on cable and available on-demand on northlibertyiowa.org.

1. Call to Order
2. Approval of Minutes
 - a. September 2, 2021
3. Reports
 - a. Parks Report
 - b. Recreation/Pool Report
 - c. Questions, Concerns, Updates
4. New Business
5. Old Business
 - a. Board Vacancy – candidate to be approved at an October city council meeting
6. Next Meeting
 - a. Thursday, November 4, 2021 at 7:00pm.
7. Adjourn



Board Meeting Minutes

Date: September 2, 2021

Present: Richard Grugin, Marcia Zeimer, Kevin Stibal, Craig Sundell

Absent: Amy Chen, Jeremy Parrish, Shannon Greene

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

1. Call to Order
2. Approval of Minutes
 - a. Moved: Marcia Zeimer
 - b. Second: Craig Sundell
3. Reports
 - a. Parks Report
 - i. Building maintenance on Ranshaw House completed
 1. Paint completed
 2. Ready to grade land
 - ii. Maintaining equipment
 1. Preventative for winter work
 - iii. Landscaping
 1. Lots of weeds due to dry weather
 2. More minimal mowing
 3. Ballfield preparation for upcoming seasons
 - iv. Centennial Park Project and Forevergreen Road Trail Projects
 1. August 18 meeting to discuss both
 2. Centennial Park project began
 - a. South residents not thrilled with road going in
 - b. Concept was in place since 2012 before housing built
 - c. Designed to be a destination/event park
 - d. Road and seed in Fall 2021
 - e. Full completion through Spring 2022
 - f. Ready to go for Blues and BBQ
 3. Forevergreen Road Trail project to begin shortly
 - v. New Trash Receptacles
 1. 10 new trash receptacles placed
 2. Between Penn Street and Forevergreen
 3. Tom White donated \$5,000 to cover these for the trail
 - vi. Employees
 1. Seasonal employees mostly back in college (1/12 left)
 2. Full time doing necessities as project slow down
 3. Requesting for more full-time employees in new budget season
 - a. More landscaping demands now and need another person
 - b. Requested last year, told to wait, will try again
 - vii. Tennis Court
 1. Behind schedule as the crew contracted COVID-19
 2. Filled in substrate and new base to prevent cracks
 3. West side will be leveled off for the ice rink set up
 4. East side will have permanent pickleball court

5. Ice rink will be open this season
6. Asphalt base for court
7. Tree removal as they grew through the gutter
8. Curb cut will allow North parking lot expansion with lights
 - a. In CIP to repair existing lot and add lights
 - b. Eventually want to get lighting on the fields
- viii. Derecho Grant Awarded
 1. October 2 at 9:30 AM meeting to represent project
 2. Tree planting throughout community
 3. Required to have educational portion
 4. Potential places: Beaver Kreek, due to older trees
- b. Recreation/Pool Report
 - i. Summer season closing
 1. 10 weeks of summer camp completed
 2. Outside pool closing at Labor Day
 3. Indoor pool closed September 10-October 24
 - a. For pool heater switch
 - b. Hope will not have to drain water
 - c. Circulation pumps can prevent draining
 4. Outside work ongoing
 - a. Cut into existing wall to make floor at the same level
 5. COVID-19
 - a. May qualify for grant due to fitness center losses
 - b. When mask restrictions on, lowers attendance
 - c. But want to avoid becoming a spreader facility
 - d. Separating the pools by activity worked well
 - e. Exterior entry to outside pool worked due to no hot food
 - f. 1 hour for only passholders had positive feedback
 - ii. Fall season
 1. Leagues are active or starting shortly
 - a. Some programs are shared with Coralville and Tiffin
 - b. 112 soccer players with 30 on waitlist; not enough coaches
 2. Part-timing staffing low
 - a. Need swim lesson coaches, before and after school rec counselors, rec center front desk monitors and off-site building monitors
 - b. Also need flag football referees
 - i. \$15/hr. on Sunday afternoons
 - ii. Anyone 16 years old +
 - iii. Email sent to Liberty High School coach to pass on
 - iv. Advertising to Coe, Cornell, Kirkwood, U Iowa
 - v. Churches have employment specialists
 - c. Job details are available on the website
 - d. COVID-19 protocols
 - i. Follow government suggestions
 3. Rec Center remodeling
 - a. Need information for gas lines to the showers
 - b. Need information on snow removal for roof
 - c. Then will go to contractors for bids
- c. Questions or Concerns
 4. New Business
 - a. Board vacancy
 - i. Craig Sundell moving to Texas and board thanks him for his service

- ii. Will advertise for spot to finish his term
- 5. Old Business
 - a. None
- 6. Next Meeting
 - a. Thursday, October 7, 2021 at 7 PM
- 7. Adjourn
 - a. Motion: Craig Sundell
 - b. Second: Kevin Stibal

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

Time Period: ▼ Last 30 Days

Top 5 Programs - Registrations

Program	Registrations
BASP Oct PM	~45
NLCT	~35
Basketball-3rd-4th Gr...	~30
NLCT	~25
Basketball-1st-2nd Gr...	~20

Top 5 Programs - Revenue

Program	Revenue
BASP Oct PM	~\$9,500
NLCT	~\$2,500
Basketball-3rd-4th Gr...	~\$2,000
BASP Oct AM	~\$1,500
Basketball-1st-2nd Gr...	~\$1,000

Total Program Registrations **570**

- Online 373
- In-house (In Person) 197

Total Receipts **\$42,884.50**

- RecDesk Credit Card [\\$38,695.45](#)
- Cash [\\$2,142.00](#)
- Household Credit [\\$1,382.05](#)
- Check [\\$665.00](#)
- Refunds [\\$4,699.00](#)

Invoices - Balance Due

- Open: [\\$76,625.86](#)
- Overdue: [\\$7,374.61](#)

Alerts & Notices

Membership Counts (By Period)

Time Range	From Date	To Date
▼ Last Month	9/1/2021	9/30/2021

☰ Summary By Month

	Sep, 2021
New Primaries	98
All New	120
Primary Renewals	42
All Renewals	52
Active Primaries	1227
All Active	1799

Time Period: Last 30 Days

Export to Excel

Organization Activity

From 9/5/2021 to 10/5/2021

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	570	55	176	2443	217	456
Resident	394	30	144	1836	135	
Non-Resident	176	25	32	607	82	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	339	0	22	198	86	
18 - 65	67	53	133	1552	113	
65+	163	2	21	689	18	
Male	220	31	110	1592	109	
Female	350	24	66	851	108	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	373	0	27	N/A	160	
In-Person	197	55	149	N/A	57	

Revenue By Period - GL Account Summary

Start Date: **9/1/2021 12:00 AM** End Date: **9/30/2021 11:59 PM**

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

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

Regular Revenue

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
000 - Household Credit Account												
-1,340.25	-1,340.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	331.50	0.00	-1,671.75
001-0000-4310-01 - Pool Rentals												
180.00	174.60	0.00	0.00	180.00	174.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-02 - Community Center Rentals (Room Rental)												
1,020.00	992.17	92.50	0.00	927.50	899.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-03 - Gymnasium Rentals												
160.00	155.20	0.00	0.00	160.00	155.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Park/Special Event Fees												
15.00	14.55	0.00	0.00	15.00	14.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4310-04 - Shleter Rental												
152.50	147.17	0.00	0.00	177.50	172.17	0.00	0.00	0.00	0.00	0.00	-25.00	0.00
001-0000-4310-05 - Field Rentals/Tennis Courts												
675.00	675.00	0.00	225.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00
001-0000-4500-10 - Weight Fees												
7,682.00	7,473.80	742.00	0.00	6,940.00	6,731.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-11 - Class/Programs												
6,743.50	6,523.94	322.00	15.00	7,268.50	7,048.94	0.00	0.00	0.00	155.00	0.00	-1,017.00	0.00
001-0000-4500-12 - League Fees												
-1,000.00	-1,043.50	0.00	350.00	1,450.00	1,406.50	0.00	0.00	0.00	0.00	0.00	-2,800.00	0.00

Revenue By Period - GL Account Summary

Start Date: **9/1/2021 12:00 AM** End Date: **9/30/2021 11:59 PM**

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

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

001-0000-4500-13 - Before/After School												
10,465.00	10,156.45	40.00	0.00	10,285.00	9,976.45	0.00	0.00	0.00	420.00	0.00	-280.00	0.00
001-0000-4500-19 - Season Pool Pass												
290.00	282.44	0.00	38.00	252.00	244.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-0000-4500-20 - Daily Pool Fees												
1,441.00	1,425.34	912.00	14.00	522.00	506.34	0.00	0.00	0.00	0.00	0.00	-7.00	0.00
001-0000-4500-21 - Swim Lessons												
4,272.00	4,149.18	0.00	0.00	4,057.75	3,934.93	0.00	0.00	0.00	304.25	0.00	-90.00	0.00
001-0000-4500-22 - Aquatic Program/Classes												
3,450.50	3,347.04	152.00	0.00	3,401.50	3,298.04	0.00	0.00	0.00	117.50	0.00	-220.50	0.00
001-0000-4760 - Pool Concessions												
210.00	209.32	187.50	0.00	22.50	21.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NONE - Unassigned												
-7.00	-7.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7.00	0.00
Split - Membership - Black & Gold												
1,103.00	1,063.16	0.00	0.00	1,328.00	1,288.16	0.00	0.00	0.00	225.00	0.00	-450.00	0.00
35,512.25	34,398.61	2,448.00	642.00	36,987.25	35,873.61	0.00	0.00	\$0.00	1,671.75	331.50	-4,896.50	-1,671.75

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

Sales Tax

Revenue By Period - GL Account Summary

Start Date: **9/1/2021 12:00 AM** End Date: **9/30/2021 11:59 PM**

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

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

		DEBITS									CREDITS	
<u>**Gross</u>	<u>**Net</u>	<u>Cash</u>	<u>Check</u>	<u>CC (Gross)</u>	<u>CC (Net)</u>	<u>ACH (Gross)</u>	<u>ACH (Net)</u>	<u>Internal CC</u>	<u>Acct Credit</u>	<u>Other</u>	<u>Refunds</u>	<u>Other</u>
		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*

NORTH LIBERTY TRANSPORTATION ASSISTANCE PROGRAM (NLTAP) REPORT September 2021

Webpage link: NORTHLIBERTYIOWA.ORG/NLTAP

Transit Coordinator Angela McConville

319-626-5722

amconville@northlibertyiowa.org

transit@northlibertyiowa.org

Card design (has not changed since beginning of program)



FRONT

Unique Identifier: used by both Yellow Cab and City

Expiration Date: one year from date application process was completed or – for temporary cards - date doctor says patient can resume driving

Home Address: cab driver uses this to confirm the residential pick up or drop off is their verified home address

Date of Birth: to help confirm identity

Full Name

Both Yellow Cab and North Liberty logos

BACK

"If found please return to": helps the finder return the card to the correct location

"In case of emergency": for the cab driver to have a contact person, considering a lot of our transportation is for medical purposes

"Approved dependents": only these children under 18 can ride with cardholder; ages included to help confirm identity

"To book a ride": includes our dedicated NLTAP phone number as a reminder

Magnetic stripe has no information stored in it at this time

Who applies for the North Liberty Transportation Assistance Program?

YEAR	MONTH	# NEW	# RENEWALS	# CURRENT
2019	November	51		51
	December	21		72
2020	January	23		95
	February	3		98
	March	3		101
	April	2		103
	May	2		105
	June	2		107
	July	3		110
	August	7**		117
	September	4**		121
	October	0		121
	November	4	28	102
	December	6	7	94
2021	January	2	5	78
	February	3	2	80
	March	3	1	81
	April	2	1	82
	May	2	2	84
	June	7	2	91
	July	1	2	91
	August	5	0**	89
	September	6*	1**	92
TOTAL		162	51	

*0 pending new applicants

** Awaiting return of a few renewal applications of cards that expired in Aug & Sept, grace period is given

Incomplete Applications = 31

These typically begin as a person applying online. Transit Coordinator has sent emails or phone calls to all 31 without any response. They fall into one of three categories:

- Are appointment no-shows;
- Have said that, after further information from the Transit Coordinator, the program does not fulfill needs; or
- Have not made follow-up contact to complete the application process.

Current cardholders qualify under which category:

	# CARDHOLDERS	% OF TOTAL	Aug 2020
Category A: No Vehicle	53	53%	61
Category B: Low Income	30	30%	42
Category C: Permanent Disability	13	13%	7
Category D: *Temporary Disability	2	2%	5
Category O: City Employee	1	1%	not available
Category YT: Yellow Transport	1	1%	not available

**temporary = surgery or injury that temporarily impacts ability to drive (usually ~ 3 - 5 months).*

Registration Drive Results:

11 drives were held from November 2019 to January 2020, and 0 since (due to COVID-19). None are planned.

New Applicant Onboard Mechanism:

Since March 2020, all new applicants have been onboarded through a **home visit appointment**. Appointments are made anywhere from one to ten days after an application was received, depending on availability of the applicant and Transit Coordinator, with the Coordinator being flexible into the evening if an applicant works. The Coordinator encourages partners, or adult friends or children to attend the onboarding appointment, so they know how to be of assistance. The onboarding process takes anywhere between 30 and 60 minutes to complete. If the weather is favorable, the onboarding appointment takes place outside on a porch or picnic table. If inside, the Transit Coordinator was fully vaccinated by March 2021 and face masks are always worn. The Transit Coordinator 1) talks about the purpose of the NLTAP program; 2) uses a sample card to talk about the information shared with Yellow Cab drivers; 3) walks the applicant step-by-step through the User Guide; 4) explains the Code of Conduct; 5) takes the applicant's photo for their ID card (if one wasn't provided prior to the appointment); and 6) hands the applicant a copy of their application & the FAQ. If the applicant was not comfortable filling out the online form, then the Coordinator and applicant fill one out by hand together and a copy is included in the envelope when their NLTAP ID card is mailed to them.

Card Renewal Mechanism:

Approximately eight weeks prior to an expiring card, an **NLTAP Renewal Application** is sent to the cardholder with a self-addressed stamped envelope to return to the Transit Coordinator. If any conditions have changed since the person first applied, then proof needs to be provided. Otherwise, a new card is sent with an updated expiration date and the cardholder is asked to cut up and throw away their expired card.

Age

Aug 2020: Average age of an NLTAP cardholder was 63 years old. Median age was 66.

Aug 2021: **Average age of an NLTAP cardholder is 62 years old. Median age is 66.**

	< 30	30s	40s	50s	60s	70s	80s	90s
Aug 2020	10	12	5	10	32	26	13	7
Aug 2021	10	10	7	10	26	17	17	3

How was NLTAP impacted by the COVID-19 Pandemic?

The COVID-19 Pandemic did not cause the NLTAP program to be shut down or even temporarily suspended.

To keep NLTAP running, while being COVID-conscious, immediate changes included:

- Yellow Cab adding PPE and other protective measures for drivers and riders, like physical barriers. Drivers are explicitly given freedom to take time off in the event they are anxious about exposure. This effort is ongoing.
- NLTAP moved to online applications/virtual onboarding for those who are comfortable and have access to adequate technology. This was discontinued when vaccines became available. All new applicants are onboarded at a home visit, as described on the previous page.

Bus Route Riders

When the City of North Liberty temporarily suspended the Coralville Transit bus route through North Liberty in the morning/evening, NLTAP adjusted access to absorb the regular riders dependent on the route. City of Coralville staff was asked to refer riders to NLTAP. Changes were made to allow for temporary NLTAP-approval to workplaces. Two bus riders took the opportunity and became new cardholders. Between March 2020 and August 2020, they took a combined 34 NLTAP trips to work. Their access to work through NLTAP expired on August 21, 2020; five days after the bus route resumed operation. Any NLTAP temporary approval requires City coordination with Yellow Cab management and dispatch staff. We experienced no complications on either end of the process and it went smoothly, due - in part - to excellent communication and relationship with Yellow Cab. Both new NLTAP cardholders were appreciative of this quick solution to the bus routes being suspended.

Free Vaccine Trips

Once the vaccines became available, to remove transportation as a barrier to vaccination, North Liberty collaborated with the other major cities to use NLTAP as the mechanism to administer free trips using Yellow Cab. From February through August 2021, approximately 20 trips for residents of North Liberty have been used to get to & from vaccinations, with all costs covered by the City of North Liberty. Persons did NOT need to be enrolled in NLTAP to use this service. We appreciate Yellow Cab's flexibility to make this happen.



NORTH LIBERTY RESIDENTS

Residents in need of transportation to a vaccine appointment may call NLTAP coordinator Angie McConville at 319-626-5722. Leave a voicemail message with: name, phone number and address. Allow at least a four hour notice, but no more than 24 hours in advance of vaccination appointment. The call will be returned and a FREE ride will be authorized through Yellow Cab.

JOHNSON COUNTY SEATS

Door-to-door transportation available for free if approved. To determine approval, please call 319-339-6125 at least one day before your COVID-19 vaccination appointment. Please provide the scheduler with your name, phone number, home address and location of appointment.

URBAN AREAS BUS SERVICE

Many vaccine sites are located on the fixed route bus lines. Download and use the Transit App on a smartphone to plan a trip using Iowa City Transit, Coralville Transit or CAMBUS. For assistance learning to use these systems or for support covering fare, contact the Mobility Coordinator at 319-356-6090.

CAMBUS BIONIC BUS

FREE and accessible door-to-door transportation provided for residents of Iowa City and Coralville for a ride to local COVID-19 vaccination sites. Residents in need of a ride should provide at least one day's notice and call Bionic Bus dispatch at 319-335-7595 to schedule. Residents will need to provide name, phone number, home address, vaccine location and time of appointment.

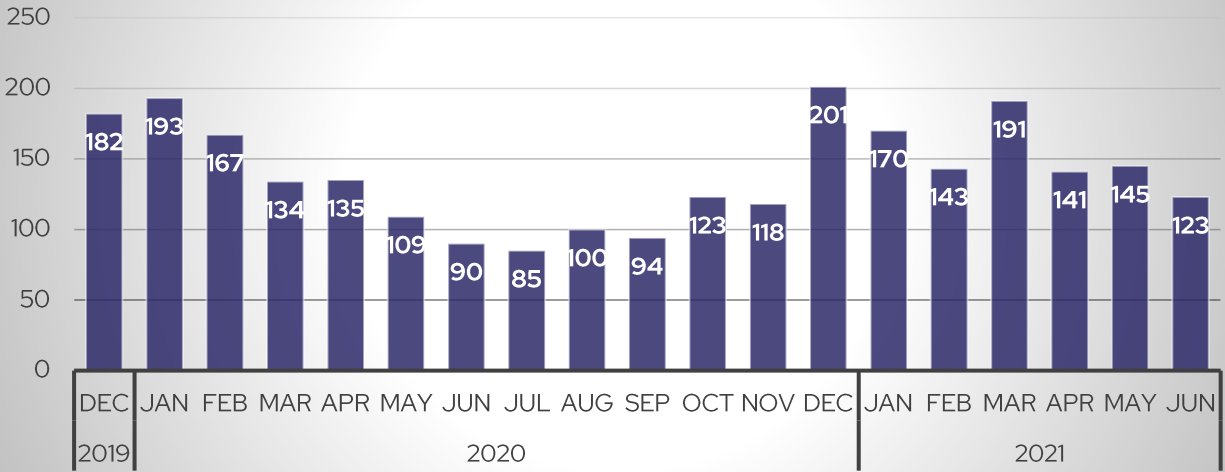
Call Johnson County Mobility Coordinator Kelly Schneider for more information: 319-356-6090



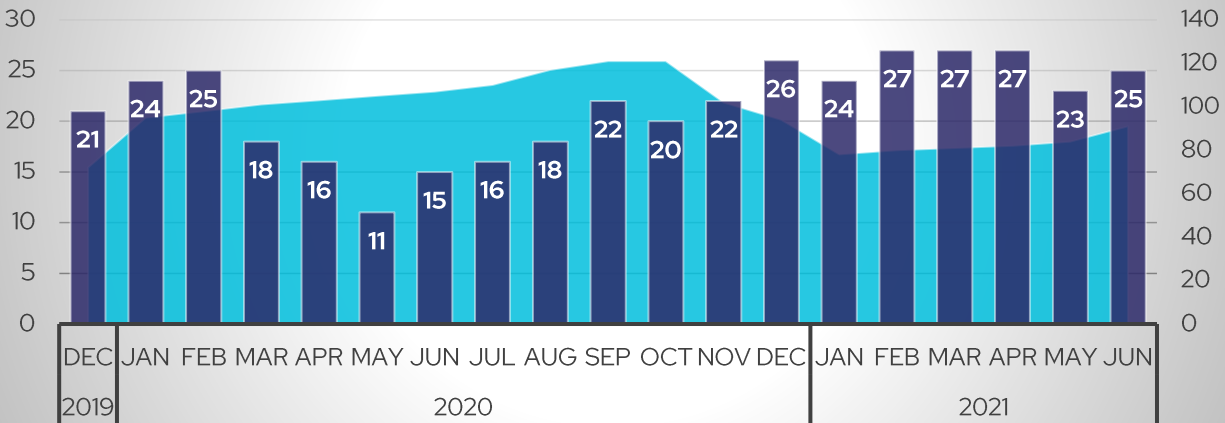
What does NL TAP cost the City?

MONTH EXPENSE INCURRED	- INVOICE	- SUPPLIES	FY20 \$ REMAINING	
START AT			\$ 50,000.00	
2019 NOVEMBER		\$ 270.00	\$ 49,730.00	99.5%
2019 DECEMBER	\$ 2,506.76	\$ 0.00	\$ 47,223.24	94.5%
2020 JANUARY	\$ 2,868.00	\$ 66.12	\$ 44,289.12	88.6%
2020 FEBRUARY	\$ 2,821.25	\$ 0.00	\$ 41,467.87	82.9%
2020 MARCH	\$ 2,533.05	\$ 0.00	\$ 38,934.82	77.9%
2020 APRIL	\$ 1,963.75	\$ 0.00	\$ 36,971.07	73.9%
2020 MAY	\$ 1,977.00	\$ 0.00	\$ 34,994.07	70.0%
MONTH EXPENSE INCURRED	- INVOICE	- SUPPLIES	FY21 \$ REMAINING	
START AT			\$ 50,000.00	
2020 JUNE (billed in July, so FY21)	\$ 2,087.25	\$ 0.00	\$ 47,912.75	95.8%
2020 JULY	\$ 1,829.50	\$ 0.00	\$ 46,083.25	92.2%
2020 AUGUST	\$ 1,909.75	\$ 0.00	\$ 44,173.50	88.35%
2020 SEPTEMBER	\$ 1,917.25	\$ 0.00	\$ 42,256.25	84.51%
2020 OCTOBER	\$ 2,434.00	\$ 75.65	\$ 39,746.60	79.49%
2020 NOVEMBER	\$ 2,250.50	\$ 0.00	\$ 37,496.10	74.99%
2020 DECEMBER	\$ 3,757.75	\$ 0.00	\$ 33,738.35	67.48%
2021 JANUARY	\$ 3,087.50	\$ 0.00	\$ 30,650.85	61.30%
2021 FEBRUARY	\$ 2,270.75	\$ 0.00	\$ 28,380.10	56.76%
2021 MARCH	\$ 3,264.50	\$ 0.00	\$ 25,115.60	50.23%
2021 APRIL	\$ 2,502.75	\$ 44.85	\$ 22,568.00	45.14%
2021 MAY	\$ 3,272.25	\$ 0.00	\$ 19,295.75	38.59%
MONTH EXPENSE INCURRED	- INVOICE	- SUPPLIES	FY22 \$ REMAINING	
START AT			\$ 50,000.00	
2021 JUNE	\$ 2,102.75	\$ 0.00	\$ 47,897.25	95.79%
2021 JULY	\$ 2,671.00	\$ 154.50	\$ 45,071.75	90.14%
2021 AUGUST	\$ 2,761.25	\$ 0.00	\$ 42,310.50	84.62%
2021 SEPTEMBER	TBD	TBD	TBD	TBD

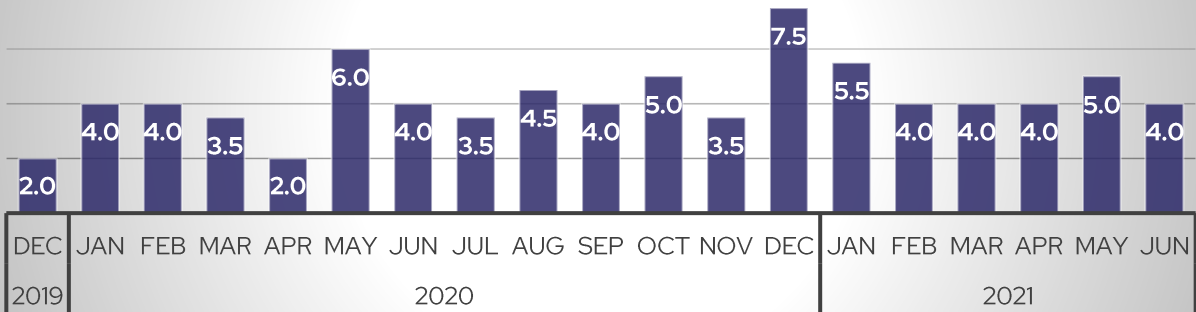
TOTAL NUMBER OF ONE WAY TRIPS/MONTH

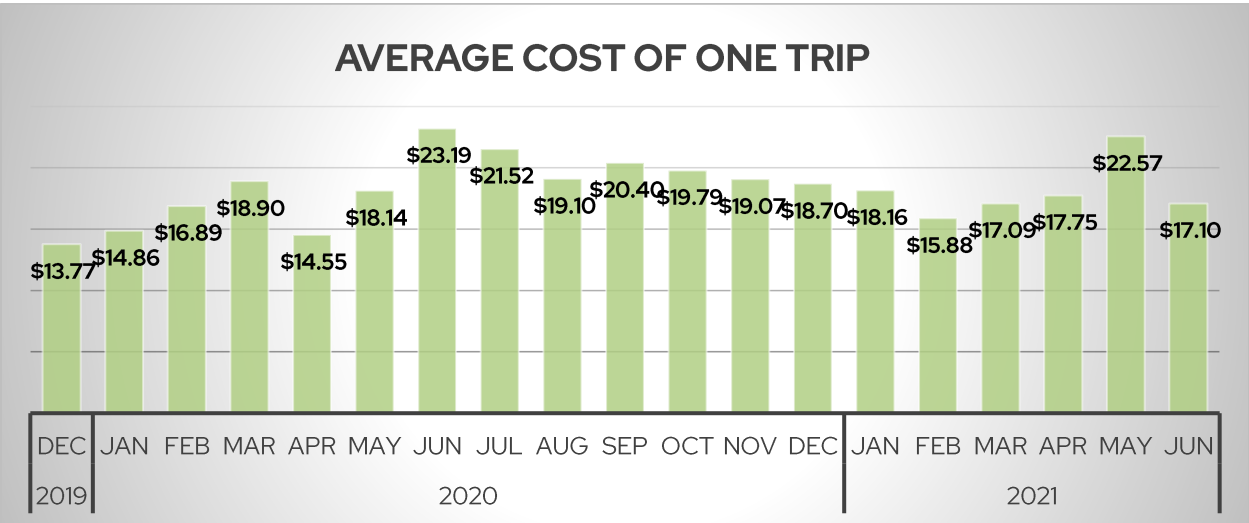
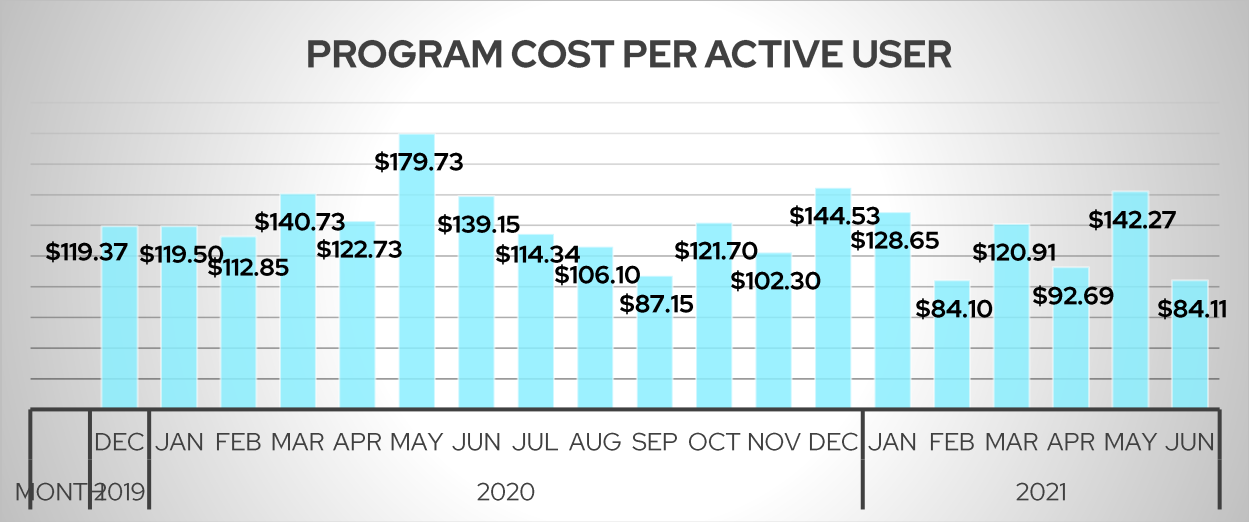


OF ACTIVE USERS (CARDHOLDERS TAKING 1 OR MORE TRIPS/MONTH) AND % OF TOTAL



MEDIAN # OF ONE WAY TRIPS PER ACTIVE USER





Sample of one-way trips and cost

Actual costs vary on traffic and time of day. Uncontrollable variables can impact cost of trip by as much as \$10 each way. These samples were pulled from the June and July user reports.

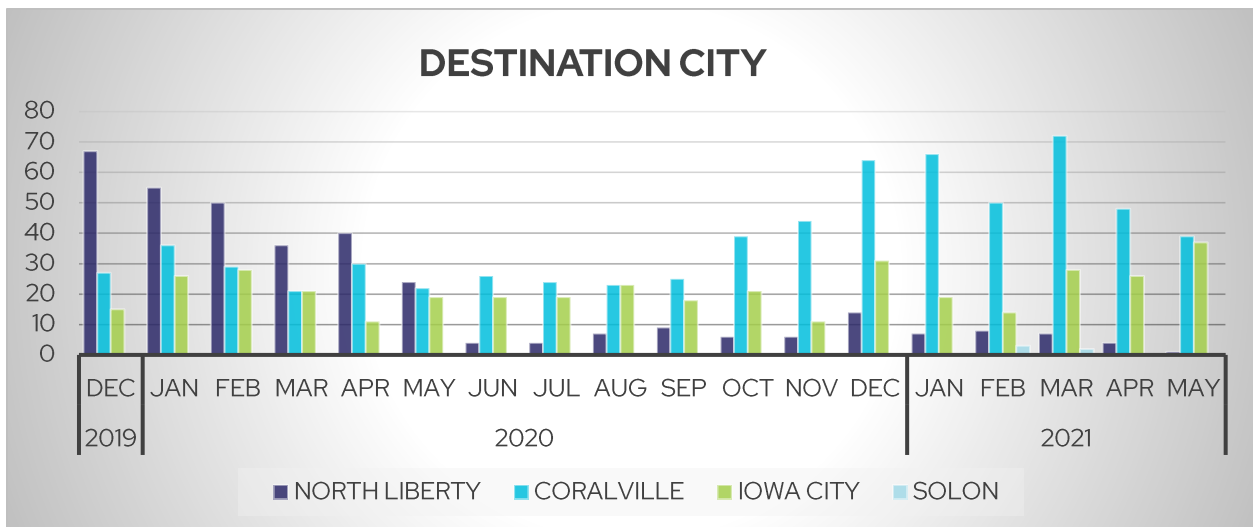
ORIGIN	DESTINATION	COST
Home near Southslope	Crosspark Road HyVee	\$10
Home near East Penn	Walmart	\$15
Home near Ranshaw Way	Mercy Iowa City Hospital	\$27
Home near Café Muse	Iowa River Landing in Coralville	\$30
Home near Fareway	County Administration Building	\$33
Home near Centro	Iowa City Driver's License Station	\$50

All North Liberty to North Liberty trips cost about \$10 each way.

Where are cardholders going?

For all rides taken from December 2019 through May 2021 (not going to cardholder residence):

- 38% were to medical appointments
- 30% were to grocery stores (Fareway, Crosspark HyVee, or Aldis)
- 10% were to pharmacies
- 6% were to connecting bus stops
- 5% were to government buildings
- 5% were to workplaces
- 3% were to the North Liberty Community Center
- 3% were to the North Liberty Community Pantry
- 2% were to banks and credit unions
- 0% were to laundromats
- 0% were to K-12 public schools

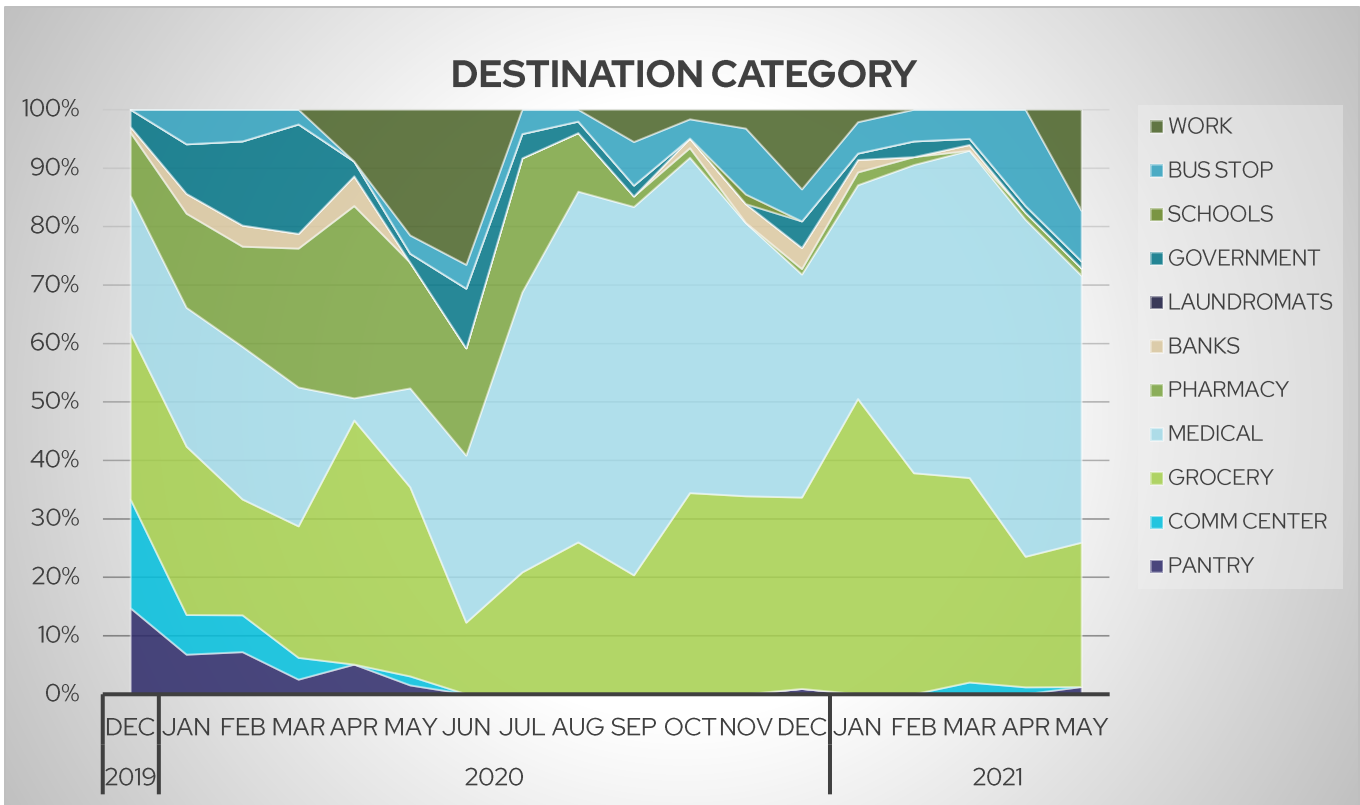


During the pandemic, use has shifted away from the most popular North Liberty destinations. The **Community Center** closed or had limited programs/hours. The **Pantry** began deliveries. **Fareway** was replaced by delivery groceries from HyVee and other services.

Also, with the arrival of more temperate months, cardholders may choose:

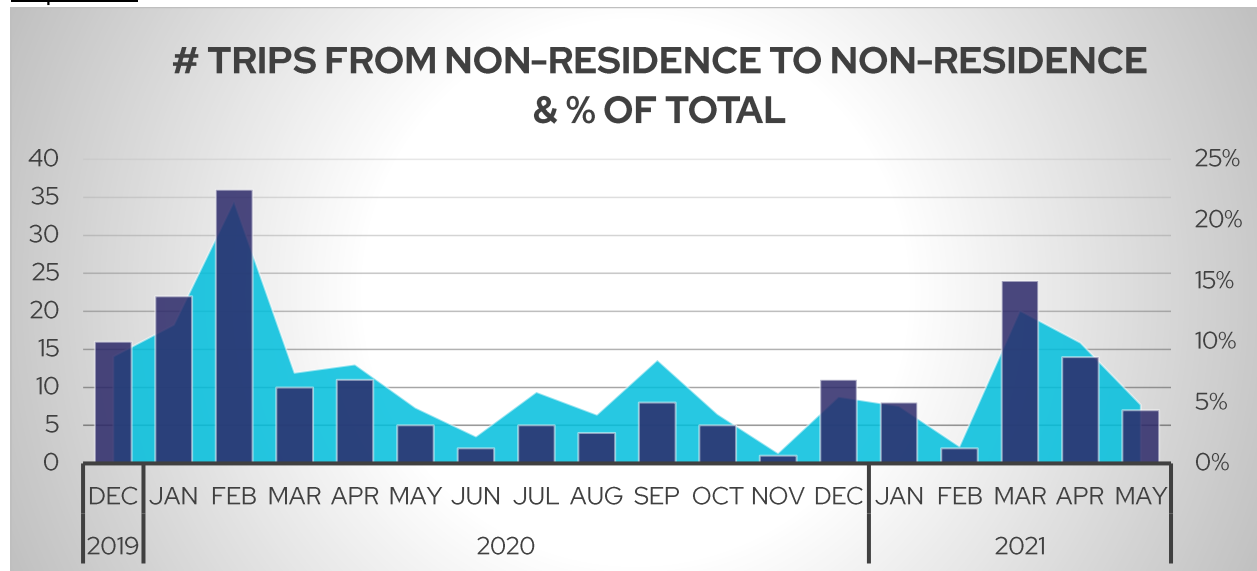
- to walk or ride a bike instead of use NL TAP to get around North Liberty, and
- outdoor exercise instead of the indoor equipment at the Community Center.

NLTAP staff anticipates a lull in the summer months each year, regardless of Pandemic.



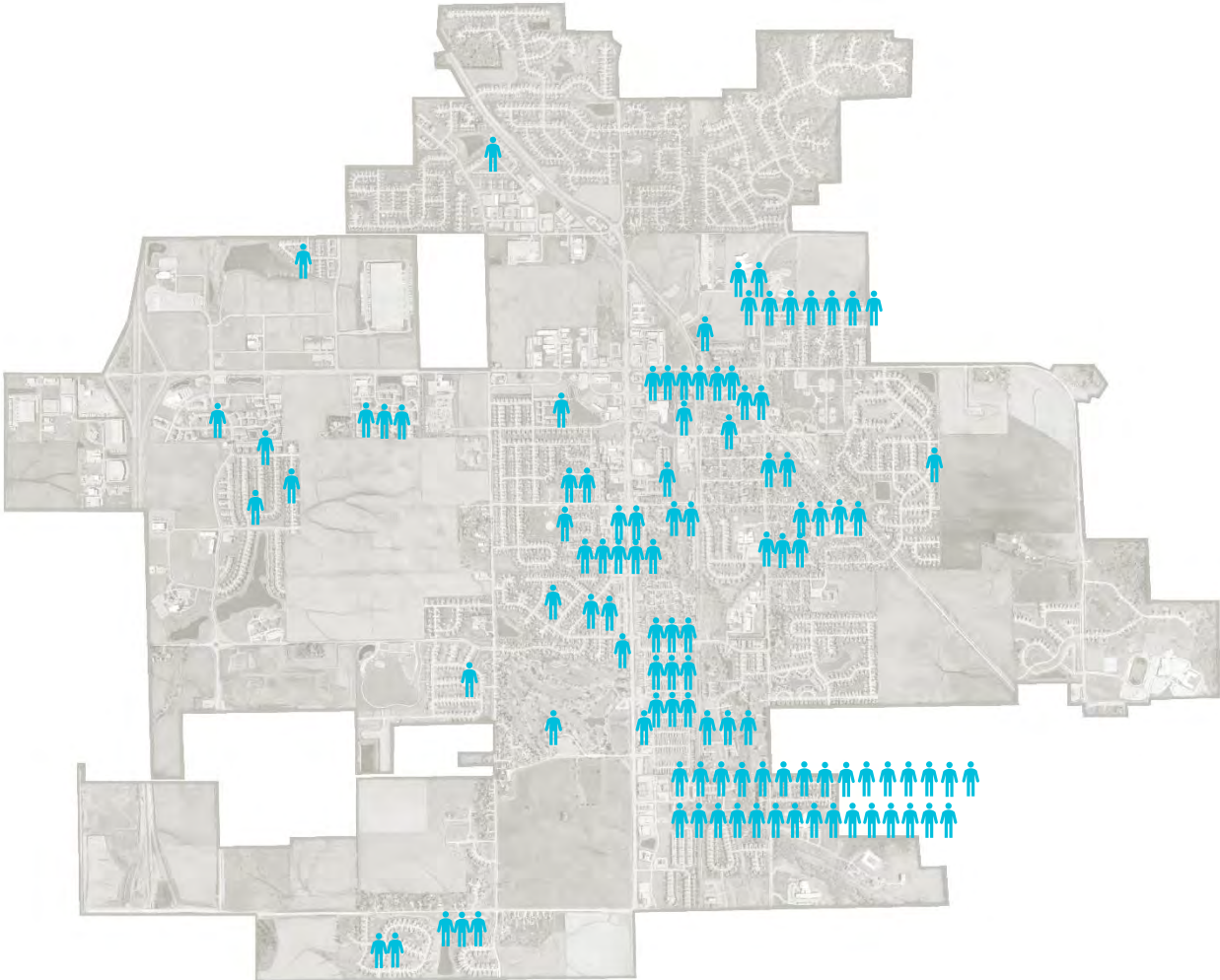
This is further seen in the above image outlining the category of destination. Medical trips have increased and are – typically – the more expensive rides.

Trip chain



Trips taken from one approved non-residence destination to another approved non-residence destination shows that some cardholders are doing **multiple purposes in one outing** before going back home. For example, going from the doctor's office to the pharmacy before booking a ride home. This is called trip-chaining and helps us get the most out of our money.

Where do current NLTAP cardholders live in North Liberty?



How are we communicating with cardholders?

Cardholders are informed that they can call NLTAP Program Administrator Angela McConville or Yellow Cab directly to give feedback or report concerns, via phone or email.

October 2020 Letter:

All cardholders were sent a letter that talked about:

- New destinations, Walmart & K-12 Public Schools.
- FREE rides to polling place, as well as reported each person's polling place, based upon residential address.
- Neighborhood Ambassador program.
- COVID-19 Pandemic information, including contact information for free face masks.
- Medicare Open Enrollment & Senior Squad.

February 2021 Phone Calls:

- Cardholders at least 65 years old were called to set an appointment at the Solon Senior Advocates clinic with free transportation provided by NLTAP.

March 2021 Emails, Texts, Phone Calls:

- Cardholders **with email addresses** were sent invitations to set an appointment for the North Liberty Community Center vaccine clinics.
- Cardholders **without email addresses, but with smart phones** were sent a text on how to set a vaccine appointment for the North Liberty Community Center vaccine clinics.
- Cardholders **without email or smart phones were called on the phone** to set a vaccine appointment for the North Liberty Community Center vaccine clinics.

All vaccine trips are covered free of charge.

August 2021 Letter & Survey:

All cardholders were sent a letter that talked about:

- A survey with a self-addressed stamped envelope to mail it back at no cost.
- Hauling large items.
- Our Code of Conduct.
- Eviction or foreclosure resources.
- Gas/electric bill assistance programs.
- COVID-19 vaccine access.
- Pet licensing.

How are we communicating with residents and businesses to spread the word?

Media coverage (since last report):

September 2021: User video produced by North Liberty Communications, shared in news blurb, social media & added to NLTAP webpage.

Outreach (since last report):

February 2021: joined United Way's RSVP Advisory Council

June 2021: met with Iowa City Transit to share information

October 2021: NL Representative for the County on their NCMM Design Challenge Grant on Human-Centered Design in transportation.

No registration drives since February 2020, due to the COVID-19 Pandemic.

Coralville Bus riders were given information about NLTAP while route was suspended.

Always in communications & often work cases for:

- UIHC social workers
- ICCSD/CCA family advocates
- Johnson County's Mobility Coordinator, Social Services Navigator & Aging Specialist

Listed on the Johnson County Social Services index.

Attends Johnson County Mobility Coordinator Team Meetings, held quarterly.

Attends COVID-19 Older Adult Coordinator countywide meetings, held monthly.

Survey Results

In August 2021, surveys and self-addressed stamped envelopes were sent to 157 current and former cardholders. 31 envelopes were returned unopened (person moved). 42 total – or 33% of received envelopes – returned surveys with answers and commentary.

1.

On average, I leave my house, facility, or apartment to go somewhere off-property...	2020	2021
at least once every day	19%	10%
4-6 days each week	12%	10%
1-3 days each week	27%	45%
less than once per week	42%	35%

NLTAP cardholders stretch the gamut of life from young people with children working in the area... to seniors living in facilities where everything they need is around them.

2.

I use the following methods of transportation... (respondents picked all that apply)	2020	2021
Cabs + using my NLTAP card	48%	68%
I drive my own vehicle	48%	43%
A platonic friend drives me	22%	35%
A family member drives me	33%	30%
My significant other/partner/spouse drives me	0%	13%
I walk to a destination (not walking for fitness only)	33%	10%
Public bus transportation (such as a city or university bus)	15%	10%
Private facility bus transportation (such as Keystone)	4%	8%
Other (respondents said "scooter" and "rideshare")	7%	6%
SEATS paratransit bus	0%	5%
My bicycle	11%	3%
Cabs + paying the entire cost of the trip myself	7%	3%
My workplace-provided carpool/vanpool	0%	3%
Cabs + using my Medicare/Medicaid waiver	7%	0%
I borrow a vehicle from a friend, family member, or partner	7%	0%
I use a volunteer driver program (such as TRAIL of Johnson County or RSVP)	0%	0%

Why the low % answers? SEATS has quite the lengthy application process & inconvenient days/times. Coordinated carpools/vanpools don't exist at most businesses. The majority of NLTAP cardholders are not married or are widowed. Volunteer driver programs (mostly, seniors driving seniors) are just restarting after closure due to the COVID-19 pandemic.

3.

On average, using my NLTAP card, I take...	2020	2021
5 or more individual \$1 trips per week	4%	0%
1-4 individual \$1 trips per week	15%	17%
Less than once per week (one to three times per month)	37%	51%
Zero trips (I have not used my NLTAP card at all)	44%	29%
Not applicable (I am not a cardholder bc card expired)	n/a	2%

Cardholders clarified their reasons for zero trips, which included:

2020

- I drive myself.
- I am happy to know that I have this card for emergency transportation.
- I have been unable to use my card because my doctor's appointments were cancelled due to COVID-19.
- I have always had access to other transportation.
- I need rides to work and NLTAP does not offer that.
- COVID-19 hit, so I feel safer having a family member drive.
- Have not been out of my house, doctor's orders.
- I have my own car and do not need at this time.

2021

- I have not used the service yet because I haven't had the availability with the times of my appointments.
- I have my own vehicle and am still able to drive.
- Since I can still drive and still have a vehicle, I will drive myself. But want this available in winter for appointments, etc or I am not able to drive myself. Thankful for this.
- I haven't used yet, but want to know I can use it for the future.
- I use the resource carefully. I try to arrange time so my spouse can drive me to buy food.
- I drive myself yet. When I lose my license. I'll use it soon! Thanks!
- I don't use it as much. I have a friend help out when she can. I got tired of the rude drivers and the long wait. They pick up others first, then come late.
- Has not used the taxi service. Is a backup plan if spouse is unable to get me to appointment. So far, fingers crossed, have not needed to use. Spouse and son have been able to provide transportation.
- I have my own car and taking care of a friend.
- My needs have been met. I have transportation here at Keystone and family.
- So far, my car is running.
- My daughter so far has been able to drive me to doctors.

4.

The North Liberty Transportation Assistance Program...	2020	2021
Serves all of my transportation needs	19%	24%
Serves some of my needs	44%	46%
Does not serve any of my needs	11%	5%
No opinion	19%	22%
Not applicable (I am not a cardholder bc card expired)	n/a	2%

5.

Regarding NLTAP program administration, helpfulness & other communication with North Liberty Staff ...	2020	2021
I am happy with City staff.	63%	76%
I am happy with most City staff.	11%	5%
No opinion or not happy/not unhappy.	19%	20%
I am unhappy with City staff.	4%	0%

6.

Regarding NLTAP program knowledge, helpfulness & other communication with Yellow Cab Dispatchers ...	2020	2021
I am happy with all of the dispatchers.	44%	49%
I am happy with most of the dispatchers.	11%	20%
No opinion or not happy/not unhappy.	26%	29%
I am unhappy with most or all of the dispatchers.	4%	2%

7.

Regarding NLTAP ride helpfulness, friendliness & other communication with Yellow Cab Drivers ...	2020	2021
I am happy with all of my cab drivers.	56%	51%
I am happy with most of my cab drivers.	4%	15%
No opinion or not happy/not unhappy.	26%	29%
I am unhappy with most or all of my cab drivers.	0%	2%

8.

List destinations you think we should allow with the NLTAP card and explain why.

Answers included:

2020

- Smokin' Joes. And the cab should wait. It doesn't take long to buy cigs.
- Trader Joe's and Farmer's Markets both handle product staples not available at the other places.
- Kirkwood Community College. It would help with getting to school.
- Walmart and the mall. *ADDED IN 2020*
- Brown Deer Place, so we could visit our daughter who lives there.
- Walmart (best prices on groceries) *ADDED IN 2020*; work (this would help tremendously with living expenses).
- Walmart, because it has more than just groceries. *ADDED IN 2020*
- CID Airport. A lot of seniors travel.
- My helpers don't work on weekends, so when I need to go to work and back, I have to get a cab and pay full price.
- North Liberty schools for teacher and parent meetings and picking up sick kids. *ADDED IN 2020*

2021

- Banks and credit unions in Coralville and Iowa City
- I work part time. I would like to be able to use cab to do that. They charge minimum \$10 one way, so that would be \$20 for one night's work.
- Can't think of anything or any other places. NLTAP taxi takes me most places or close enough to walk rest of way.
- Airport. I like to travel.
- Fast food. Smoking Joes.
- I'd like to see the NLTAP pick up passengers from UI Emergency Care 24/7, because you get released anytime and need a ride home.
- Should have some Sunday services.