

City of West Liberty Staff Meeting Minutes 09/13/2021

9:00am

In attendance:

City Manager, Haugland
City Clerk, Geertz
Deputy City Clerk, Hoffert
Library Director, Paarsmith
WWTP Superintendent, Juergens
Electric Superintendent, Tvrs
Street Superintendent, Reinhardt
IT, Park/Rec Director, Heath
Communication Specialist, Lane

Library:

Director Paarsmith shared her good news; she is pregnant with their first child. Allie is working with establishing contact to vendors/contractors to schedule Library building maintenance. Sandy Jordan provided a walk through of the building to review safety concerns. The library participated in the Children's Festival and believed it was a well-attended successful event.

Communications:

Lane thanked staff for their participation for social media content. We will be reviewing and setting up department tabs, public notices and archiving content.

WWTP:

Juergens passed distribution testing and in compliance. There will be a meeting with West Liberty Foods on September 28th to discuss load processing.

Financial Administration:

Hoffert shared the Utility Billing inquires due to higher bills this month are because of a new distribution process with utility billing. This has additional days overlapping August and September billing, therefore if customers didn't pay bills on the due date, then it appears they have a large bill.

Parks/Recreation/IT:

Heath shared Friendship Park is having mulch and concrete placed this week. Equipment has been installed. Pool winterization will be completed this week. Youth Sports is also starting this week with T-ball, Flag Football and Volleyball will be next week. We have good participation. I have been working with the Police Department to review body cameras, updated changes with City Hall for connections for workstations. Rec Desk is operational and will be working with Brittany and Jacob this week to train on the processing of the program. Lee will work with Brittany on reconciliation of the credit card online payments.

Streets/Solid Waste:

Reinhardt shared, events from the previous weekend left the downtown will require specific cleaning to be scheduled with the Street Sweeper in the early morning this week. Stump grinding will continue this week for all the stumps remaining from contractor removal. Reinhardt will have some scheduled days out of the office, therefore contact Dillon for inquires and service needs.

Electric Department:

Tvrs shared, contractors have completed the DLA removal. Staff will be working on cleaning the power plant this week. Tree trimmers are back to continue trimming branches in the City right a way around power lines. After hours number needs to be reviewed that it is working correctly. Tvrs does not take after hour calls, therefore they need to be directed to the after-hours number for dispatch 627-2247.

City Manager:

Haugland shared, I have finished up with the Mayor and City Council meeting this last week. Attended a meeting with Heath, Geertz, Werling and Hoffert for furniture needs at City Hall. City Attorney and I have had a meeting to discuss current litigation items. Meeting was completed with City Engineer Foley to review the Water Well#2 project, review 5th and Clay Street, and Miller and 4th Street. Clerk Geertz and I had a meeting with Chief Werling to go over the Police Department budget and grant opportunities. Meetings with We Lead and discussion on housing and Housing 360 program with County Supervisor Saucedo. Fire and Ambulance Department provided a tour of the facility, Chief Sickels and Christensen provided the tour of the facility. I have the Iowa League of Cities conference to attend this week in Coralville. I will be available to check phone and emails. I had a meeting with Lisa Browning and discussed several concerns in the downtown with events, trash, and concrete work. I have had the opportunity to attend the West Liberty Football Game, enjoyed the event even though we did not win. Attended the West Liberty Rotary meeting, Children Festival, Latino Festival. I did have a meeting with Jeff's Market to discuss the alley way behind the loading area of the business. Owner Aaron Thomas was receptive to work with us to close the alley for the Street Department to repair a section of rough area that had been tore up during a City repair in the past.

City Clerk:

Working on review and updates of the City Hall and Police Building Upgrade with engineers. I will be attending the Iowa League of Cities conference. I have Street Finance Report, Urban Renewal Report, and Annual Financial Report to begin work on. There is also reconciliation and provided August 2021 Expense reports to department heads. We have Council packet to process for this week.

Water/Sewer:

Goodale submitted the Sewer Report for August 2021 with the City Council packet. Currently the department has been completing water sampling/testing and working on correcting water meter errors with utility billing staff.

