

City of West Liberty Staff Meeting Minutes

August 30, 2021

City Manager David Haugland started the staff meeting at 9:00am. The following staff attended the meeting:

Adam Reinhardt, Street Superintendent
Jacob Lane, Communication Specialist
Craig Juergens, Wastewater Treatment Plant Superintendent
Danny Goodale, Water Superintendent
Eric Werling, Police Chief
Ed Tvrs, Electric Superintendent
Allie Paarsmith, Library Director
Nick Heath, Parks/Recreation, and IT Director
Lee Geertz, City Clerk
Tom Christensen, Assistant Fire Chief

City Manager Haugland communicated that Staff Meetings will be held on Monday's week prior to City Council Meetings. All agenda items are to be turned in no later than Wednesday to the City Clerk to allow the City Council Agenda Packet to be ready to submit to the Council and Mayor on Thursday the week prior to meeting.

Staff has been asked to provide input and updates on their departments during staff meetings, this information will be reflected in the staff meeting minutes. The minutes will be provided to the City Council and Mayor in the agenda packet for their review.

Department Supervisors will be expected to be present at Council Meetings to present on behalf of a department project or request in person. Department Supervisors have been asked to consider a year in review report for Council and Mayor verses monthly.

Library Director Paarsmith communicated she would still like to submit her monthly report to Council as she submits to the Library Board monthly.

City Manager Haugland provided the following information about his schedule since August 23rd:

Met with all department heads individually
Met with Joe Taylor who brought him up to date with all the WeLead
Attended the West Liberty Ambulance Board meeting
Reviewed various city documents and policies
Met the Chamber of Commerce Director Melissa Stagg
Attended the WeLead Board meeting
Reviewed the draft employee handbook
Attended the West Liberty Chamber of Commerce Golf Tournament
Attended the Quarterly meeting of the WL Business Association
Toured the City Hall project with City Clerk Lee Geertz
Met Brian Melhus with West Liberty Foods

Stopped in several local businesses to introduce himself

This week of August 30th:

Meetings scheduled with three of the Council members

Met with Lee to review HR documents

Meeting with West Liberty Foods

Meeting with the City Attorney

Meeting to discuss City Hall Furniture

Meeting with Clifford McFerren – Simpson Memorial Home, Inc.

Police Chief Werling: Provided a summary of the car/train accident on Saturday, Aug. 28. Chief has reached out to the City's Employee Assistance Program to initiate a debriefing with emergency staff on call for the accident. Assistant Chief Christensen communicated the Fire/EMS responders had Betsy Neipert available working with them. There was a discussion about the crossing arms, and City Manager Haugland communicated we would follow up with the Railroad to discuss.

Assistant Fire Chief Tom Christensen: Recognized it was difficult to have one police officer on the scene before additional back up arrived. Chief Werling communicated he spoke with Lira, and he had declined any other assistance for call from West Liberty Police.

Parks and Recreation Director Nick Heath: Youth Sports registrations have been distributed and the department is working on setting up a RedDesk website to process online registration. He asked Clerk Geertz for Admin assistance for processing in person registrations for Youth Sports on Monday evening. The pool will begin to be winterized and there are repairs scheduled. Friendship Park has received playground equipment that needs to be installed.

Street Superintendent Adam Reinhardt: Street crews will continue to do concrete work this week and finish up on the ADA corners in the downtown quadrant. The tree contractor will finish removing stumps from the trees that had been removed previously. City Staff will continue to work on the other stumps over the next months. There will be some lower limbs being removed with the pole saw in the community this week.

Communication Director Jacob Lane: Website has been being updated and work has been focused on creating an online presence to keep the community informed of projects, event, and assistance information. Lane will be working with setting a calendar of scheduled public notices for utilities, parks, and street departments. More communication will bring more awareness and knowledge to the community.

WWTP Superintendent Craig Juergens: WWTP will be working on the screw press this week. Juergens provided City Clerk Geertz with an update on supply increases. We will continue to work together to monitor the expenses.

Water Superintendent Danny Goodale: Department will assist with concrete work. The department has continued to work on lead samples with residents to be completed by Sept. 25. There have been a few areas with storm sewer backups, they are working to jet them out. Good time to remind residence about grass clippings and leaves on the street and on the curb. This causes back up in the storm drains.

Electrical Department Director Ed Tvrs: Main computer went out on a turbine; the part has been ordered with Solar and should have it replaced in the next week. The weather has cooled down and we have not had to generate our own electricity, thankfully. There has been a staff shortage in the department of two staff members, they will return. Ed communicated there has been some issues with Iowa One Call notifications and Centrel notifying Supervisors. Clerk Geertz reported the phone system had an issue, but it had been addressed with transferring after hour calls. We will need to follow up as to why the Electric Department is not being notified of emergency locates from Centrel. Tree Contractor will be working this week on limbs around electric lines. We will place this on the Facebook page to notify the community. Residents do get upset about the tree trimming, but the branches in the right way need to be removed per code. Ed attended a IMAU training last week.

Library Director Allie Paarsmith: Library will be holding First Aide training this week. Park Department removed all the pea gravel from around the front of Library and this will be safer without having rocks on the sidewalks. We will be working with engineers and estimates for the roof and concrete work. There will be changes with hours at the Library. It would be good to have some police visits, there has been issues with bikes being taken. The Library would like to partner with the Police Department to have a bike registration and lock event.

Assistant Fire Chief Tom Christensen: The accident that occurred on Saturday, Aug. 28, took approximately five hours to manage the scene. On Wednesday the High School has scheduled a fire drill. Muscom has been notified.

City Clerk Lee Geertz: There are a lot of items on the administration schedule. I have been following the CDC updates with the COVID. All staff are welcome to wear mask, but currently we are not mandated to wear them. There are no additional benefit hours for COVID absences. If you have contact with a Covid positive individual, you should wear mask until you can be tested in the workplace. The City Hall project has some items in need of being addressed, Tvrs shared the HVAC unit is still draining on the park lot. Heath asked about the ADA ramp in front and to see if railing was needed. We will follow up with Tara of V&K.