

City of West Liberty Staff Meeting Minutes: 10-11-2021

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, WWTP Superintendent
Danny Goodale, Water Superintendent
Eric Werling, Police Chief
Ed Tvrs, Electric Superintendent
Nick Heath, Parks/Recreation, and IT Director
Shari Hoffert, Deputy City Clerk
Lee Geertz, City Clerk

Jacob Lane-Communications: social media for the City has had continued efforts for daily update to keep the information current. The website and social media page or consistent with information. We will continue to promote the PD Costume Giveaway event, Trick/Treat Trail event and fillable permits and forms are available on the website. Department Supervisors still need to arrange a picture to be taken for website. Please continue to provide information and updates for your department to place on social media. We will be posting upcoming notices for Open Burn, Leaf Pick Up, Grain Bin Notification and Cemetery Clean Up.

Shari Hoffert- City Administration: Faith Lane and I will continue to work on billing procedures/process over the next week. Reminder October 15th is bill due date; staff will be busy processing payments. We received a compliment for the Cemetery being very well taken care of, thank you Daryl Alke and Brian Oepping for your dedicated work. If staff have questions on floating holidays available, have them reach out to me for the information. Insurance and inventory collections will be sent this week to supervisors, please return them to me at your earliest convenience. Heath and I held a meeting with Memorial by Michel to go over Columbarium lettering and cemetery maintenance opportunities. We look to have the Columbarium's updated by mapping and labeling over the next month. The two new Columbarium's have not shipped, therefore it will most likely be next year before we receive them. I will have a Planning and Zoning meeting to review a development within the 2-mile city limits and they will recommend sending to Council if approved.

Adam Reinhardt-Public Works/Solid Waste/Streets: Last week I attended a conference in Dubuque with the WWTP Department. I have a meeting to go over the Muscatine County Landfill 28 E Agreement in the week. Safety Committee held a meeting last week and will continue to work with Sandy Jordan of IAMU on training schedule and policies. Last Wednesday the Street Crew was able to tear out section on 6th Street, but with the rainy weather it will most likely delay the work to complete. The alley way of Clark and Morgan are also being maintained. Employees Justin Kruse and Brayton Rock had been sent for supplies for the projects. Leaf pick-up will begin this week and will be finishing up the driveway project with Collin's Concrete at the shop this week, again providing the weather.

Nick Heath-Parks/Rec and IT: Flag Football will wrap up this week, we had 87 youth participate for grades first and second. We have submitted registration for Youth Sports Basketball League for grades

first through sixth this week with Lone Tree, IA. 84 participants for basketball are registered. 68 registrations for youth volleyball and 63 participants for t-ball. We have received numerous thank you comments from the community for the City taking on the Youth Sports Program. This week we will winterizing parks facilities. Parks and Recreation will prepare for the Trick or Treat Trail. I will be working on the Police and City Hall project with the electric contractor to finish up pulling cables and setting port outlets. I have scheduled a meeting with Liberty Communications to go over phone placement at City Hall this next week. We have promoted Eben Bierman to Parks and Recreation Leader from his seasonal part time position. I now have Cobain Polman and Eben Bierman as part of our Parks/Recreation department. Thank you to Brittany Woodsen for her assistance with the Youth Sports program administration, we had also received an influx of donations for jerseys for youth who could not afford to purchase for the program.

Ed Tvrs-Electric Department: The Electric Department has hired a new employee, Damien Swavel. He comes to the City with 3 years' experience with electric from a private contractor. He will begin his apprenticeship program with West Liberty. City generated last Monday due to lack of power available from alternate resources. This week Jon and Ryan will continue the Street Light conversion on East 4th and East 5th Street. We will need to discuss with City Hall Administration on after hours connections and contacting the Electric Department.

Craig Juergens-WWTP Department: E coli samples have been sent off to Coralville for testing. The screw press is back in operations and will be meeting with West Liberty Foods with regards to updated information.

Danny Goodale-Water/Sewer Department: Mac and I was out of the office last week. Edgar Ortiz managed the operations during our absences. We had a sewer back up and three manholes' backups to manage over the last week. Edgar also assisted with the Street Department. The water report for copper and lead testing has provided a good report. The City is showing 98% and this is very good. We will continue to work on clean up at the Water Plant from the filter replacement. We also have pumps in need of maintenance, but we have a redundancy for pumps we take down. This week will have meter reads and will begin flushing hydrants on October 18th. We will coordinate with Jacob to communicate areas of town for flushing. This typically will only affect water pressure and not discoloration of water. Staff flushed 6 to 7 hydrants daily over the next month. This will include rural subdivision as well.

Chief Werling- Police Department: Sam Wheeler will graduate from the Police Academy on October 15th. Sam is on track with her training. Police staff visited the West Liberty Kindergarten classes last week and assisted with the Homecoming Parade. I was impressed with how fast the street clean up was completed and the event went well. Maddie Freidrich has started her training this last week. Reserve Officer Keyan Brown will be moving from our community, and we wish him well. We have continued to work on updating software, attended demo programs for software for writing reports, and toured MUSCOM building. The PD will have additional training opportunities with ICAP, Preventive Violence and Force training. The department has also been reviewing updating body and car cameras.

David Haugland-City Manager: The City Code is due for an update, and I have reached out to Simmering-Cory-Iowa Codification for a 1–2-year project to update City Code. I did meet with Stacy Griffith, IWMCA work comp management to go over the City's program and liabilities last week. Stacy Griffith of IWMCA and Sandy Jordan of IAMU will work to coordinate training for our staff. Lee and I had a meeting with Chip Schultz last week to go over Phase II funding for City Hall project, we are looking to move the project ahead by a year if possible. Next, we discuss refi for the Sewer Revenue Bond, we will be putting this before Council this next week. Last week I was able to attend the Safety Committee meeting with staff. Thank you again to Rina, Shari, Brittany, and Ed for your assistance with the Employee Picnic. Lee and I had a meeting with Chief Werling to go over staffing for the Police Department. Shari, Lee, Chief Werling, Heath and I had a meeting with Office Concepts to go over furniture options for City Hall and PD last week. We are looking at a 12–16-week delivery on furniture. Staff and I will be working to create a plan on moving to City Hall once we have more information from the City Engineer.

Lee and I had a meeting with Kacee Bell for continued discussion on her project and asked to consider lease option. Deepak Giri and I had a meeting to go over his question on Phase 3 and 4 of the housing projects. He had some TIF questions, and I had explained the process will need to start from the beginning if TIF will be requested. Deepak will be gone for the next month to visit family and we will touch base upon his return. Last week I had attended a training program with IEDGA in Strawberry Point on the Economic Development Catalyst grant. October 22nd Craig and I have a meeting scheduled with West Liberty Foods to go over processing information. I had an email sent to the Fire Department to request more information on Ryan Grant funds received and follow up on the hiring process of the approved 120 hours total weekly. I will be participating in a blood drive next week, and I have attended the West Liberty Farmer's Market and West Liberty Football games as well.

Lee Geertz-City Clerk: Supervisors received their budget worksheets during the meeting. We will also have a all staff meeting in November for open enrollment. I will be setting a committee meeting with the Employee Policy and Grievance Committee to review Employee Handbook updates. This last week I have been processing payroll, audit, litigation research, insurance items, and personnel onboarding. I have several reports due in the next over the next month such as AFR, Urban Renewal, Road Use and Electric Reports. Shari and I have been working with Bowman and Miller on submitting documents for the FY 2021 Audit. The goal will be to have the audit completed by December 1, 2021. We have received TIF calculations on development and I will prepare TIF Certification along with annual allocations. City Manager Haugland, Chief Werling and I had a zoom meeting with Tara Goldsberry of VK to go over the work at Police and City Hall. Building and Grounds committee had a meeting on Monday, October 11th at 10:00am to go through the updates and discuss Phase II project. I have had meetings and document processing with the City Attorneys on litigation matters. Staff at City Hall has continued to work through policy and procedures identified in the last Audit and we are in hopes after the first of the year to put them before Council for approval.