

City of West Liberty Staff Meeting Minutes 09/27/2021

9:00am

In attendance:

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

Library:

Director Paarsmith: Processing annual reports/survey for the Library. We are continuing to work on a new grant through Proctor and Gamble this week. Staff has been working on creating an internal label system, and we will be implementing. Staff has also been working to resolve ongoing issues with children in the Library. We have been working to continue to reach out to contractors for concrete work, so we are in hopes to have this scheduled yet this fall. I have also looked at local organization to install some railing even if it is temporary on the steps adjacent to the Spencer Street.

Communications:

Lane: I have completed updating the website by organizing the department pages. We will be collecting photos of supervisors to attached to the department pages. I have completed setting up fillable pdf forms on the website. Currently I'm working on cleaning up the City Logo and create consistent look with all our materials. I have a meeting to continue to review the archive of our electronic items on the social media. I completed CPR training last week with City Hall Staff.

WWTP:

Juergens: We have completed Fecal Coliform testing on our sludge, numbers are coming in and so far, all results are where we want them. Riley is running the screw press daily. Took East clarifier offline to clean and repair the arms on the unit. It has been placed back in service. We are planning on taking the West clarifier offline to also clean and repair one of the arms on this unit. Lab results are looking good for the month so far.

Financial Administration:

Hoffert: The communicated we had posted Tree trimming information and have received numerous calls asking for clarification. Therefore, admin staff is looking for guidance or consistent answer to share with the inquires. I will be sending worksheets for the insurance inventory in October. We will be posting and disconnects this week.

Parks/Recreation/IT:

Heath: Staff will have a busy schedule over the next week with tackle, flag, and volleyball programs underway. We will be completing t-ball this upcoming week. There is a softball tournament scheduled and we have continued our daily work with weeding. We have asked for additional patrol of the

Friendship Park. The Park is near completion with placing sod this week, but with the upgrade there is more use and we have had issues with trash and dogs. workstations. I have ordered signs for Cemetery clean up and will have placed next week. We had a meeting with the City Engineers for a walk through of City Hall and identified some more items in need of being corrected. Wednesday Park and Recreation will have a meeting to discuss the Master Park Plan.

Streets/Solid Waste:

Reinhardt: We will be down a staff member for at least the next 4 to 10 weeks. We will be working on Sixth and Miller with sidewalk replacement. There is also a curb replacement scheduled to be completed on the 17th street. Dumpsters have been brought to the shop to weld to then place back into use. We have the leaf machine being prepared for the season. We are scheduled to set barricades for Homecoming Parade on Wednesday. There is a Safety Committee meeting Wednesday at 1:00pm. Looking to start preparing my budget items and collecting proposals. Stump grinding will also continue over the next week.

Electric Department:

Tvrs: Asplan will return this week for tree trimming. Staff continues the street light replacement program on 4th and 5th Street this week. Daily this week will be meter reads and disconnections. I'm looking to set interviews this week and hire a staff member.

Water/Sewer:

Goodale: We are currently working on consumption error report with utility billing. Clean up for the RO filter/membrane replacement. We have bricks on 5th and Clay to repair and one of the lift stations will need to be pulled for repair. We have month end lines to jet with vac truck on 3rd and 8th Street. We will continue testing bacteria samples.

Police Department:

Werling: We received grant funding for the Shop with A Cop program. We will be organizing the event for this season. We have been working on grants for body armor, vehicle fleet, and equipment. We have a presentation schedule with the kindergarten class. Staff and I will be working to update the PD training policy manual. Last week I did a walk through of the school buildings and discussed some items with school staff. Week of October 25th our department will have a costume give a way for children in need. We have the Homecoming Parade we will participate and secure safety for this week. I have been working on addressing the railroad crossing concerns and reaching out to state leaders to get support of having the railroad crossing arms placed. WLF has also reached out to aid since several of their staff have been impacted by loss and accidents. I'm meeting Juvenile Court Service and will discuss Muscatine County Substance abuse. Looking to place the Caprice on public bid.

Fire/EMS Department:

No one attended the staff meeting and no report has been received.

City Manager:

Haugland: Last week Lee, Council Member McFerren and I attended the Iowa League of Cities training and it was a great event. There was lots of good information gained from the event. Monday of last week Shari, Nick, Council Members Beranek and Smith toured the City Hall/PD upgrade, and it was clear there are still lots of items in need of completion. The items have been addressed with V&K. Liberty Communication has signed on a new CEO with Jerry Melick announcing his retirement last week. We Lead has a board meeting this Thursday that I will attend. The new EC Director starts this Friday.

Development discussion to be had this week include, Buysse Development with Akers, Dutton Parcel separation, Jim Thompson with IEDG for Emergency grant., and Deepak Giri development. I have spoken with John Danos. the City's TIF Attorney about upcoming development projects to establish some guidance on TIF and abatement programs.

I had a meeting with residence to discuss nuisance items and tree trimming. I had discussion with City Attorney Bosten on some items the City is processing this past week. I'm looking to attend training in Strawberry Point on October 7th.

On Friday I will be providing breakfast pizza for Staff on behalf of my Birthday on Saturday, I appreciate those I work with and would like to have you join me for breakfast if you're available. We will also have the Employee Appreciation lunch on Friday at Noon to include training program. City services will be done for the day, and all can be dismissed for the day after training. The exception to this will be for the Public Safety staff.

City Clerk:

City Administration has started the FY 2021 Audit with Bowman and Miller this last week and will continue. We have several report deadlines coming up with and will need to be posting annual public notices. I will look to schedule open enrollment annual training the first week of November. The City Council has set a Strategic Planning work session the first week of December, so please be prepared to make recommendations. Callahan will provide work sheets as he has done in the past to collect the information for the meeting.

October 11th meeting, I will have budget work sheets and financial reports for September. The Employee and Grievance Committee will be setting a meeting to go over the updates to the Employee Handbook, once this is done the city will have an all-Staff meeting.

We have a meeting next week on Tuesday with Office Express to go over the furniture for the new space at City Hall and Police Department.

