

City of West Liberty Staff Meeting Minutes 10/26/2021

9:00am

In attendance:

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

Report Provided by Electric Superintendent, TvrS

Police:

Chief Werling stated that he has gone from 4 part time officers down to 2 after two put formal resignation in. Officer Friedrich is now in shadow mode with Officer Halpain and hoping to get her on her own soon. Officer Wheeler is training with Officer Pillard as she has graduated from the academy. The first night of the costume give away went amazing. The PD started out with 218 costumes and got rid of 91.

The PD is currently trying out different body cameras and cameras in the cars because the equipment they have is no longer produced and does not work with computer software.

Communications:

Lane noted that he had uploaded the City Manager interview on to the website and you tube. He is coordinating with Water Superintendent, Goodale for the next interview. The public notices have been placed on the website along with the City Council photos and contacts. As follow up from previous meeting, Lane stated that at this time we are not going to move forward with the social media archiving. The website is up to date and all the information for the Halloween Costumes and Trick or Treating is current as well.

WWTP:

Juergens has completed the DNR QA forms and EPA. There was a meeting with WLF about digester and that went well.

Financial Administration:

Hoffert communicated that she has requested supervisors to add License plate numbers to their inventory so that it can be straightened out at the county level. She let staff know that that staff would be making calls on Thursday, posting doors on Friday and disconnecting on Monday. Hoffert let staff know that the annual audit is happening and that will take priority, but if department heads need to speak with her to contact her on her cell phone as that is the easiest way to reach her.

Parks/Recreation/IT:

Heath shared that Youth Basketball for the 5/6th graders will be having the first game this weekend in Lone Tree. The 3/4th grade will begin in January of 2022. Pre-school through 2nd grade clinics will be on Saturdays from 8:00-10:30 and there will be no in person sign up, only online and drop offs.

The winterization of the pool pipes will continue to be worked on and the infield mix is being transported to Dutton by staff members. The staff members of Parks and Rec are also helping our Streets Department with leaf pick up.

IT setup with Lcom for the phone system in both the City Hall and the PD.

Parks Master Plan has had meeting and is working with Bi- State.

Streets/Solid Waste:

Reinhardt shared 2 areas of the shop parking lot have had concrete work done. He noted that 6th street has been completed and that they have torn out more stumps throughout the city. The Streets Department swept the town with the street sweeper. He shared that he had received the blocks to contain their sand for the winter and is working on brine set up. Kessler is going to work on the underground electric setup for the light outside the shop. Also having a meeting regarding the school crosswalk signs to get them out of the streets.

Electric Department:

Tvrs sent information by email. During meeting discussion was had about the tree on 7th street and Clark Street due to this being the second power outage caused by this tree.

City Manager:

Haugland shared that he and We Lead Director Ken, had a walk through of the West Liberty Foods Facility. He was also part of the Bio discussion with WWTP Superintendent Juergens. Haugland shared that he is working with Tim Daufeldt and Engineer, Leo Foley, regarding the West Liberty Golf Course septic system and possibly having it run to City Sewer. He stated that he and Clerk Geertz attending the Public Hearing for the County on 701 E 6th St and the rezone request was denied, but that the city was working with homeowner to work on another plan. Chief Werling and City Manager Haugland met with the Olsen's and no new information was presented. There are meetings with architects regarding Phase II this week- Sling Shot Architect and RDG (due to disappointment of how phase I was handled with V&K. There will be a trash study completed for COWL. He will have a phone meeting with Jon Danos for the development agreement for Buysee. Terry and CM Haugland are meeting to review the need for a railing because of a 7" step. He will attend board meeting on Thursday 28th. He mentioned the citizen issue with the sewer line backing up which is further discussed in Superintendent Goodale's notes. Asplundh caused some issues with a homeowner's property and Haugland has discussed this with Tvrs. Discussed the lease agreement with Kacee Bell and the street plan for 4th and Miller to be reviewed by Adam. City Manager Haugland reached out to Senate and State Rep for ideas of bills to watch for this year and about our railroad crossings with the IDOT divisions. Walk through with Tara and Danny for the City Hall building is Friday morning. He will also be out of the office on Nov 9th for budget training with Clerk Geertz and Deputy Clerk Hoffert.

City Clerk:

Employees who need quarantine or test positive for covid will be required to provide a test result and will need to use benefit time. The emergency 80 hours for sick leave is no longer effective. We have the Strategic Planning Session coming up with Pat Callahan on December 1, 2021, at 5:00pm. We had originally scheduled for December 2nd, but Callahan had another engagement he needed to attend. I will provide the material in the next week for the planning session. Please be sure to review your information you are receiving from Alera (Group Services) occasionally there will be a check for overpayment for you along with your EOB statements. I have received a check of all the outstanding checks for 2021 and I will contact you with your refund payment. November 24th accrued sick leave will be paid out. I would like to set up as direct deposit going forward and discontinue the check writing process. It has come to my attention the after-hours call is still not working correctly. I have asked Shari to contact Liberty Communication to determine the issue again. If residents call 319-627-2418 this will go to Centratel for after hours and they will dispatch. Customers can call the police line and it will transfer to Muscom. I have been working with Nick to create a share point for HR forms and information available to all department heads. This will allow you to assist employees with forms and additional HR information if needed. Thursday the Employee Policy and Grievance Committee will meet to begin reviewing the updated draft of the employee handbook. If you have any items, you would like to add for review please let me know. Library Director Paarsmith has provided a parental leave policy for review. Insurance and voluntary product meeting for open enrollment on November 10th 8:30am until 9:30am. Budget worksheets have been provided to department heads, please be sure to turn them in to me no later than November 1, but if needed please let me know and we can arrange to extend no later than November 8th. I will set a timeline for meetings and budget process to provide at the next meeting. Be sure to visit with your staff to make sure they have been able to utilize their floating holidays. If they are not used by December 31st they are not carried over. I know the PD has been short staffed and I will visit with Chief Werling to extend to January for his department to utilize their floating holiday benefit. We will be closed on November 11th so please be sure we have posted and communication up about garbage and service.

Water/Sewer:

Goodale shared that there have been three sewer main backups on Nelson, and he is working to get this taken care of going forward. He is working with Melissa to get a chemical that breaks down solids and this would be an ongoing treatment. There was a water main break on Thursday and a large number of valves had to be closed to work on the break. Working to get this updated so there is not as much need to close as many valves in the future.

Library:

Paarsmith reported that they had an in-service day, and it went very well as they were going through the archived documents. They found City documents as an organization, street elevations and past renovation plans. They are adding more items for adults, teens, and children as they have been having a huge success with them.