

## City of West Liberty Staff Meeting Minutes 01/10/2022

10:00am

In attendance:

City Clerk, Geertz  
Deputy City Clerk, Hoffert  
Police Chief, Werling  
Library Director, Paarsmith  
WWTP Superintendent, Juergens  
IT, Park/Rec Director, Heath  
Communication Specialist, Lane  
Electric Superintendent, Ed Tvrs  
Water/Sewer Superintendent, Danny Goodale

Absent:

City Manager, Dave Haugland (notes provided)

Meeting Notes:

City Clerk Geertz/Deputy Clerk Hoffert: Clerks are working through finishing the audit with Bowman and Miller. Clerk Geertz is continuing to draft the FY 2023 budget. Administrative Staff will be having a meeting at 11:00 a.m. Hoffert has asked that timesheets be turned in by 12:00 p.m. Clerks will be filing the Use/Sales tax reports, finishing electric reports, and collaborating with administrative staff for items that need to be completed in house.

Police: Chief of Police, Eric Werling, discussed the hiring of new officers. He mentioned that Kim Halpain was promoted to Sgt and that they were looking to hire new certified officers. The posting is out and will close at the end of January. He discussed the active shooter training and said that it went well and hopes that staff feels more comfortable in their surroundings. The department received funds from the Ryan Grant, and they are putting this to use in updating their equipment. Werling also mentioned wanting to get one cell phone so there is a dedicated number for employees to reach during emergencies. This way employees have a number to reach and do not have to find out who is on duty.

Communications: Communications Specialist, Jacob Lane, has updated the city website with the new council and Mayor. He is also working on getting meetings set up for the text alert for community members. He will be working with Chief Werling and Superintendent Heath for these meetings.

WWTP: Superintendent, Craig Juergens, communicated that he is working on the December Report. He also had another meeting on the Bio Digester and is working on the bio-solids breakdown report.

Parks/Recreation/IT: Superintendent, Nick Heath, stated his department was helping with snow removal. He was working on training items and getting Kelly, Eben and Cobain set up to get their CPO to be able to operate the pool. Currently, he is the only one with his CPO. Heath started basketball and there were 73 children that attended. He is doing it for four Saturdays and will have parents assisting him, so the children have more than just himself to get instructions from. Registration for baseball and soccer will be starting and parents can register in person or online. Heath is unsure of how many

baseball/softball children will sign up, due to the traveling teams here in West Liberty and surrounding areas. For IT, Heath has been tagging equipment and at this time there have been 130 pieces of equipment tagged. He is working on Wi-Fi and surveillance cameras at the Water Department. Lastly, Heath noted that everyone will need to be logged off their computers on Friday at 8:00 p.m. for updates.

Streets/Solid Waste: Superintendent, Adam Reinhardt, communicated that his guys were busy pushing snow and making sure that the roads were safe during the ice storm. There was about 3500 gallons of brine used. They are picking up Christmas Trees and replacing brine. They are also cleaning the trucks and preparing for the snow this coming weekend. He discussed sidewalk snow removal and stated that we cannot wait extended periods of time and then have the guys go out to clean them because the snow freezes and gets stuck and they do not have the manpower to spend 20-30 minutes on a property. If they are to remove it needs to be within 48 hours of the snow fall. Electric Superintendent Tvrs stated that he would be willing to have his guys help if they were not busy during the snow falls.

Water Department: Superintendent, Danny Goodale, stated that they had grave locates that are completed. The department helped moving snow and helped with the Brine Truck. He asked about the MXU progress and making sure that they were completed before meter reading on Friday, January 14<sup>th</sup>. One of the filter's were acting up and he was getting that fixed along with the meter line on Saturday.

Electric Department: Superintendent, Ed Tvrs, communicated that the Christmas Decorations have all been taken down around town. The tree trimming is completed. He also communicated that he was having some problems with electricians and the electric code, but that it was straightened out.

City Manager: City Manager, David Haugland, reviewed the lease for Dutton Property and sent it to Kacee Bell. He attended the safety training with Chief Werling and other departments on Active Shooters. Haugland was in communication with Leo on Rainbow drive, followed up on the Vazquez project, had contact with the codifiers and completed research on several issues. He attended the interview with the paramedic candidate. He met with superintendent Paarsmith, Tom Christensen, Ken Brooks, the Mayor, Shawn Kruger (the superintendent of WL Schools) and he contacted Chip Schultz regarding the Trash Study. He is also working on the review of the mass texting operation. City Manager Haugland had a conference call with Dorsey and Whitney for the Dev. Agreement for Buysee Subdivision. He is also reviewing the pre application for a catalyst grant and will attend a meeting with Coalition of excluded workers this weekend.

Library: Superintendent, Allie Paarsmith, noted that they have two new trustees: Maria Lugo and Vanessa Espinosa. The library has been communicating with Kessler for the LED conversion in the parking lot. She has also communicated with Wright for handrails to be installed, however with the weather this will wait until spring. Paarsmith communicated that they have new computers at the library and asked Superintendent Heath if he would need to do anything with the new inventory. The staff at the library is also getting ready for the Summer Reading Program and making sure things are in place before Paarsmith is out of the office.