

## City of West Liberty Staff Meeting Minutes 11/29/2021

9:00am

In attendance:

City Manager, Haugland  
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

City Staff reviewed the City Council Draft Agenda for 12/7/2021

City Clerk Geertz:

I have been working from home and was able to finish the Reports that were due Dec 1. I am working on getting time scheduled to have auditors on site. I am working on updating benefits and the deadline for turning everything in is Dec. 1<sup>st</sup>. There will be new forms for Allera and updates for our other insurance information that I will get together. There is still a lot of work that needs to be completed by the end of the year including the ME-1 Electric Merritt Report so I may reach out to Ed for assistance with this.

Deputy City Clerk Hoffert/Financial Administration:

Just returned top the office after working from home for two weeks. Been working on credit card reconciliation and was able to get a large amount completed. Will still need to work on items to get everything done but has a good start on everything. Out of the office Wednesday and back in Thursday afternoon. Still working on audit items, insurance for ICAP and working with the DOT to update license plate information. Staff is working to get out the information about receiving bills through email-paperless billing.

Police:

We have completed the training and a grant for new AED's that are compatible with those that the ambulance service carries. This allows the pads to be plugged in to the ambulance AED's instead of removal and reapplication of the pads. The new AED's do not require hands off time to assess the patient. Shop with a cop is happening on December 8<sup>th</sup>. We have twenty-three officers from nine different departments to help. We have twenty-five kids signed up to help and everything is set just waiting for the entities to fulfill their pledges. We are all moved in at the PD at City Hall. The Exterior PD phone is set up on the South Side Entrance and a post has been made to notify people about this. New Narcan was purchased, and we need to dispose of the expired doses we have. Our datamaster is up and running. Our matching grant for PD vehicles is almost completed. There are a couple of lights that we would like Kessler to look at, the light for PD parking area and the Light for the PD door. We are getting PD IDs from the school district and wanted to extend out to the Department Heads to see if this is something they would be interested in doing for their departments. Thought that it could be an effective way to represent the City and we could pay the school for using their printer.

#### Communications:

I have moved back to City Hall. I created advertisement about the rededication ceremony for the Statue. Centraltel phone number has been having issues and people are saying there are delays. Pushing information about snow removal. Continuing to work on our social media posts and keeping the public up to date with everything going on. I am going to be pushing information out about budget billing and paperless billing. Will be taking photos of the administrative staff for the website and working on street signage with departments.

#### WWTP:

I had Riley contact Prybil to empty tanks. We had the DNR inspection and the walk through with Safety trainer Sandy. We are catching up on solids and bearing polymer.

#### Parks/Recreation/IT:

All moved in at City Hall. I worked on the FD IM Responding and it is up and running. Working with Tri-City for Card Reader at Plant and PD. The PD workstation and shieldware are up and running. The IT side is ready for City Hall. We will be doing inventory for the tackle football gear. My guys have been helping with leaves the last few weeks. I am working on getting them up to speed on snow removal- all our locations, what we do and the process for handling snow time.

#### Streets/Solid Waste:

We will be finishing leaves on Friday the 3<sup>rd</sup>. I have a safety meeting on Thursday from 11-1. I have Kessler down at the garage working on a heater, cold storage, and a gas line. I have parts ordered for the backhoe. This week I will be working on salt and getting everything winter ready.

#### Water Department:

We will continue to flush hydrants, and we are running a little behind but look to have completed soon. We had to replace a filter and we are currently working on clean up of the plant. We continue to prepare for the cold weather months and organize plant.

#### Electric Department:

We have hung the Christmas lights and changed all of them to blue lights. We got the pole changed out at the carwash. Secondary upgrades are happening with Neumiller for the tubes underground on Windus. We need to draft a letter to Mr. Gerstbrien regarding his fence not having a gate access for meter reading.

#### City Manager:

I have the strategic planning and goal setting meeting on Wednesday. WeLead meeting on Thursday as well as the safety committee meeting on Thursday afternoon. I will be working outside of Jeff's for the Kettle Bell Ringing from 4-6 on Friday Dec 3<sup>rd</sup>. I will be sending out the information on the food pantry donations. If you would like to participate, we would like to have everything in by the 17<sup>th</sup> so that we can take to the food pantry before the Holiday.

#### Water/Sewer:

Library:

We got STEAM which is a gaming platform. The youth is leaving earlier due to it getting darker earlier so there has not been as many issues. Working on two grants to complete Wednesday and Thursday. Summer reading program preparation for the adults has been started and we are looking to include a genealogy program, including Latin America and the historic Latino population.