

## City of West Liberty Staff Meeting Minutes 11/8/2021

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 11-16-2021

City Clerk Geertz:

Discussed Veteran's Day Closure on Thursday, November 11<sup>th</sup> and thank staff member who are Veteran's for their service. Communication Specialist, Lane will provide social media information about closure and garbage/recycle schedule. A Budget Timeline for staff to review, with discussion of the outline for the FY 2022-2023 Budget process. City Clerk and City Manager Haugland communicated Police and City Hall is now available to move back in the building. This will begin today with Shari and continue through the week with Faith and Lee. We are looking to move an office at a time and will need all staff to assist with the move upon availability. Brittany and Rina will be the final move and City Hall will look to close on Monday, November 29<sup>th</sup> to complete the move. The Annual Service Calendar has been completed by staff and will have one more review before print. The calendar will be attached with the December utility statements and added to the website. On November 10<sup>th</sup> we will have the annual staff benefit meeting. We will close City Hall from 8:30pm until 9:30pm during the meeting. Please be sure you all have completed your insurance report with Shari and submitted to allow her time to prepare to send to ICAP. Just a reminder winter weather is around the corner please make sure your staff have warm clothing and safety of winter weather precautions. We will look to getting ready for the Holidays and placing lights. I will send staff the information on set up with the West Liberty Chamber Holiday Open House. We are planning the rededication of the Statue of Liberty at 5:15pm at the end of the Holiday Open House and before the tree lighting. The Employee Policy and Grievance Committee has started their review of the of the Handbook and we are in hopes to have this approved by the first of the year for training. Shari has worked again to resolve the after-hours number is it appears to be working correctly currently.

Police:

Currently working with preventive organization on child protection program. We are completing two grants for vehicles and equipment. Officer Maddi is now patrolling on her own as she has finished her training with Officer Halpain. Officer Sam is doing very well and still training in the field currently. We were able to assist with a birthday party this past weekend, and the birthday boy enjoyed. Police Department provided 210 costumes and accessories to the community this year. The event was appreciated by the community, and we are looking forward to doing this next year. Officer Halpain is

working hard to get the Shop with A Cop coordinated for the 1<sup>st</sup> week in December. We are looking to wrap gifts as well.

#### Communications:

Continue to keep the social media page updated. We will set reminder notices about leaves and pick up. I am ready to set up pictures with City Administrative staff for the website. Looking for archive information on past Mayors and Council Members. We will include winterization and safety tips for the holiday season.

#### WWTP:

We have set polymer, WWTP has been operating the screw press 24 hours and we have completed fecal testing. We have purchased to first aide stations for the building.

#### Financial Administration:

Faith is out of the office today and Tuesday. Bills are due on Monday the 15<sup>th</sup> and will be busy as we move and running operations.

#### Parks/Recreation/IT:

Park/Rec staff will be assisting with Street Department for leaf pick up this week. We look to finish the Pool and Dutton winterization this week. I have completed an IT Audit with the ICAP Insurance carrier this past week. We will look for the report and see what will be need with the security of the systems. ICAP will be able to provide an inventory of all equipment as part of the audit report. I will be out with the drone to capture some fall pictures of the community and provide to Jacob for social media and website. Currently working on installation of the phone system at Police and City Hall to include upgrade SHIELD Software for the Police Department. The City of LeClaire has reached out and I have been collaborating with them on our park and Recreation operations as they are looking at growing their programs as well. We have completed the first meeting with the Parks Master plan. The next meeting will be after the first of the year.

#### Streets/Solid Waste:

Reinhardt was out of the office on Jury Duty this week. He did provide the crews will continue to work on stumps and leaf pick up weather permitting.

#### Electric Department:

The Electric Department will be working to place Christmas lights and banners up in the downtown area this week. We will continue to work on the street light replacement project. Please make sure we are not answering power outage requests on social media, we need these directed to dispatch for record.

#### City Manager:

Buyse Development, Akers is working to follow up on new costs for the project to allow us to set a discussion for the development. Plan a zoom meeting with Jon Danos to discuss TIF options. I have met with the Cindy Mays and Jason Cassady of our local banks. We covered discussion on future projects and bonding coming up. I will be attending the We Lead Quarterly meeting this Friday at noon. We are continuing our talks with Kacee Bell project at Dutton with the assistance of We Lead. Completed a final City Hall walk through and went over items with VK and Contractor. City Council has approved the Codification process, this should take 12-15 weeks to complete. The Employee Policy and Grievance

Committee held a meeting with Lee and I to go over updating the handbook. We were able to review about a one-third of the book, so we will need to schedule more meetings. West Liberty 3<sup>rd</sup> grade reached out and provided flags to display at We Lead and City Hall in honor of Veterans Day. I have been working with Tim Daufeldt on upgrades to the Country Club Sewer system. December 1<sup>st</sup> at 5:00pm will be the Strategic Planning meeting with Mayor, Council and Department Heads. I would like to recommend a program I had promoted in the past, reverse advent calendar of donation of can goods, boxed foods, or simple items total about \$25.00 to the local food pantry or organization to give back to the community. We had a citizen complaint on a tree trimmed by our tree contractor and have worked with Ed to resolve the issue. I had the opportunity to meet up with a couple of former colleges in Tipton, I enjoyed catching up and sharing all that is going on.

#### Water/Sewer:

We will continue to work on hydrant flushing, we are running a little behind due to other projects but hope to wrap up soon. Mac and Danny are out on Wednesday, Thursday, and Friday at a conference/training in Des Moines. We had pressure testing at the school with their construction project too last week.

#### Library:

We will have County wide board of trustee training coming up and we have completed the annual survey for the library. We have new staff on board for shelving and working on schedule to allow staff to utilize their floating holidays.