

City of West Liberty Staff Meeting Minutes 12/13/21

10:30 a.m.

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
Electric Superintendent, Ed Tvrs

Electric: Superintendent, Ed Tvrs, communicated that they will be upgrading some of the secondaries this week. Neumiller will be in town to complete the underground project on Holden Ave. Tvrs communicated that he would like to have additional information when electricians are calling in for building permits and reconnects. He would like to have administrative staff take down all the information, complete a service request and get this to him.

Police: Superintendent, Eric Werling, communicated that shop with a cop was a tremendous success. They were able to take more than their normal number of kids and they are going to be helping the high school students this week. The department raised \$12,267.00 which is a significant increase in the amount raised in years past. The taurus is having work completed which will be \$4,000 or more to complete. This is the best squad they have in the fleet currently. Chief Werling spoke to the school about shootings and barricade devices that would be beneficial for the schools to have. He let them know he would be willing to help them install them and show them how to use them properly. The Police Department is also working with the attorney to see what liabilities they would have if they were to do vehicle unlocks for our community members.

Communications: Communications Specialist, Jacob Lane, communicated that he is continuing to work on social media updates and pushing out the new calendar, closures for the holidays and paperless billing. He is also communicating garbage routes and budget billing for community members as well. He was able to take a few of the office staff's photos and will continue to do this until completed to get them out on the website.

WWTP: Superintendent, Craig Juergens, communicated that Prybil came and cleaned out their solids for them. His department is working with the DNR for the 5-year plan, working on his reports and he attended the second digester meeting with WLF.

Financial Administration: Deputy City Clerk, Shari Hoffert, communicated that the entire staff is back at city hall. She wanted to take time to thank all the staff for the hard work with people being out of the office due to illness and asked that if departments saw them to acknowledge their hard work. She is continuing to set up and in office visit with our Auditors. She has been working with Kathy Esmoil on the ambulance audit and helping answer questions that she has. The credit card reconciliation is still being

processed for fiscal year at this time. Hoffert will work with City Staff to get items put away so that the boxes can be cleared. Our printer is now back at City Hall and set up for the entire staff to be able to use. Bill pay date is Wednesday so the staff will be busy processing payments. Front staff would like to ask for more communication during project times. If it is a planned project, they have asked if the superintendents could email that morning so that they do not have to bother them when community members are calling in. Payroll needs to be in today no later than noon and the email that was sent out about insurance needs to be sent back to her with any updates that need to be done by the end of the day.

Parks/Recreation/IT: Superintendent, Nick Heath, communicated that his guys are doing park clean ups, getting ready for snow clean up and helping Adam's department with the cleanup of Chesebro. Heath has been spending majority of his time working on IT with the PD and City Hall moving back in. He brought up to Superintendent Tvrs, that there are not lights on the timer courts and wanted to have his department look at this and see what was causing this to happen.

Streets/Solid Waste: Superintendent, Adam Reinhardt, communicated that his guys were able to do some maintenance on some dumpsters. They pulled some from town and did some welding on them. They were also able to get the inside and outside of the trucks cleaned, which is something that needed to be done. Nick and Adam's guys are going to be cleaning up Chesebro tree lines as it had been brought up to Adam previously. With the nice weather they are wanting to get this taken care of/ The automatic garage truck needed a part replaced and that came in. The recycling trailer has been at JR's waiting to be fixed so recycling will need to be taken down twice this week once it is fixed. Reinhardt communicated that they will be cleaning the shop and getting ready for the Christmas potluck as well.

City Manager: City Manager, Dave Haugland, communicated that the city is working on the electric rate study. He attended the safety training and assisted with the Shop with the Cop program. He attended the WLF second digstor meeting with the engineers and WWTP Superintended Craig Juergens. He wanted to thank Nick and Ed for their assistance in moving from WeLead to City Hall and stated that it was appreciated. He had a meeting with Bob Cline who had multiple items he wanted to address. Haugland spoke with JR about some utility questions and the electric service rules. He spoke with Leo regarding Well #2. Haugland, Geertz and Ken Brooks will be meeting to finalize the move from the WeLead building. He discussed the WL Country Club sewer connection, but stated that he has not yet seen the plans for this. Haugland wanted the staff to know that there will be no staff meeting the 27th and that he will be out of the office December 20th and then December 22nd through December 31st, but let staff know if they needed anything to contact him.

City Clerk: City Clerk, Lee Geertz, communicated that everyone is back at city hall and that Kathy Esmoil is also at city hall completing an internal audit of the ambulance. She is working on getting the safety committee an updated list of employees as requested. Geertz will be completing budget amendments and electric reports that are due. The electric rate study and the garbage rate study are both going on at this point. Chip Schultz is to have a meeting regarding the garbage rate study. The insurance documents will be given to all employees with this payroll. There will be a form that everyone must sign, and it needs to be returned by Monday, December 20th. Her plan is to have the w-2's out by the first of the year and she wanted to let everyone know that this year was a good year for getting flex taken care of. She is getting all of that updated and finished this week.

Water/Sewer: Superintendent, Danny Goodale, communicated that his department has completed flushing hydrants. There was a water main break from the well to the water plant that needed to be repaired. In the next three years well two and well one actuators will need to be replaced. The school engineer has contacted Goodale for the sewer that will be going in at the Elementary. The department had issues with their vac truck that has been resolved. They removed the doghouse at the Electrical plant as well. This week will consist of reading meters, taking care of missed reads and abnormalities and installing thirty-two new MXU's to shorten the amount of walking time for the department.

Library: Superintendent, Allie Paarsmith, communicated that they were going to be appointing new Board Members and that it would need to go before Council. The board members recommended are Vanessa Espinoza, Carly Duytchshaver, David Smith, Maria Lugo, and Ariel Levin. The library has been selected for a social worker for community access. There is a total of \$50,000 and West Liberty would get a portion of that. They were closed on Wednesday the 8th due to staffing shortage, but they are back open and healthy.