

City of West Liberty Staff Meeting Minutes 01/24/2022

10:00am

In attendance:

City Manager, David Haugland
City Clerk, Geertz
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

Meeting Notes:

Police: Chief of Police, Eric Werling

- Continuing to work on Policy Manual, Police IDs, and business cards
- Got a grant for new AEDs and looking to find a way to repurpose our current AEDs
 - Asked department heads to tell me who has one and who wants one
- Sat in on a demo for RAVE (an emergency messaging platform)
 - Working with the County to see what they can offer since the County has it already
- Ordered a Squad Car printer since one of our failed
- Continuing to research and purchase equipment with the Ryan Grant money we received
 - Winter coats, raincoats, evidence collection equipment, flashlights, etc.
- Gotten a few applications for our open officer position
- Meeting with Taser about:
 - Upgrading tasers
 - Upgrading body cameras
 - New squad car cameras
- Helped with announcement for Tractor Cade 2022 and working with event organizers on logistics for traffic control

Communications: Communications Specialist, Jacob Lane

WWTP: Superintendent, Craig Juergens

- Polymer arrived for the screw press.
- Working on December reports.
- We had another meeting with WL Foods on their digester project.
- Jerry is attending wastewater course at Kirkwood Community College.
- In 2021, 2,400,000 lbs of biosolids were field applied to area farmers.
- Finishing up on biosolid reports for the IDNR and EPA, both due by February 19, 2022.

Parks/Recreation/IT: Superintendent, Nick Heath

Staff is working on Youth Sports inventory. We are QR coding all totes and items on shelves.

Staff has been working Wednesday evenings for coed volleyball and Saturday mornings for pickleball.

I am considering looking into an open gym type of activities.

This could be this year or next winter. This would give kids and adults a couple hours in the winter to come and shoot hoops or hit volleyball etc.

We will be doing some inventory at the pool for chemicals so we can get an order in early March. We want to make sure we have chemicals on hand when we first fire up pool in the beginning of May.

We have all spring registrations going on now. Preschool-2nd grade Soccer, 1-2 baseball/softball and 3-6 grade baseball/softball

Pool advertisement for lifeguards has been posted on social media and website. I need to talk to Lee/Dave about starting pay for this coming season.

I will be meeting with the Mayor on Friday Feb. 4th

IT-

- Worked with Officer Friedrich and resolved her Shieldware login issues
- Updated and restarted all 3 servers PD, Accounting and file servers
- I recovered some lost body camera footage for Officer Wheeler
- I upgraded computer in conference room at the Fire Department to windows 10.
- Look to schedule time with Allie and Craig to do City IT inventory this week.
- I set in on a zoom call with Jacob, City Manager and Police Chief for text message alert system.
- I have been studying for one of my may IT Certification that I would like to get eventually.

Communications: Director, Jacob Lane

- Posting job for hire
- Review and meeting with Chris Jasper of Muscom, City Manager and Police Chief on a notification system.
- Updates to website and social media on going. I will be working to update the City Council Committees and contracts.
- Asking for more informative information to display on social media, such as budget information to educate on community members on taxation and permits as spring is coming.

Streets/Solid Waste: Superintendent, Adam Reinhardt, communicated

- Monthly solid waste total is 109.1
- Monthly recycling total is 25.16
- We made 3500 gallons of brine to replenish the holding tanks the 2nd week of January. Then we made another 3400 gallons the last week of January.
- Replaced some cutting edges on the plows.
- Replaced some broken head lights on the snowplows.
- Had to do some minor repairs to 1 of the brine systems on a truck.
- Putting up safety bollards in front of our new garage door rails in the cold storage part of the building.
- Had a safety committee meeting on Jan 12th.
- Had a safety training session on Jan 5th.

- We had 2 good sized snowstorms, one of them on Jan 1st and the other on Jan 21st. Everybody did a great job getting everything off of the roads and hauling the piles away.
- Hauled 40 tons of salt to replenish the pile.
- Went around and picked up Christmas trees.
- Routine maintenance on the trucks.
- Have a Muscatine County Solid Waste Agency Meeting on the 25th.

Water Department: Superintendent, Danny Goodale

Completed

- Daily rounds, locates and work orders
- Grave locates
- Helped Brian Bean dig around roots
- Backup in sewer main on East 7th street
- Pushed snow
- Read meters and worked on after meter read reports
- Shut water off at 305 E Maxson for a broken service line
- Jet the line at the WWTP
- Danny out of office and work from home due to Covid

Working on

- Daily rounds, locates and work orders
- Work on brine truck
- Caustic pump parts change out
- End of month reporting and testing
- Work on GSI plan
- Bacteria samples

Electric Department: Superintendent, Ed Tvrs, communicated the Electric Department has been working on streetlight conversion, line inspection and daily work with locates and meter reads.

City Manager: City Manager, David Haugland

Interviewed one candidate for the Paramedic Position

Meetings:

School Superintendent, Shawn Kruger to discuss opportunities for volunteer projects in the community with students.

Library Director, Allie Paarsmith to discuss operations and staffing

Call with John Danos to discuss development agreements

Police Chief Werling to discuss an event coming to West Liberty

Assistant Fire Chief for discussion

Mayor meeting to discuss citizen issues

Meeting with Coalition of Excluded Workers with Mayor McCullough and Council Member Zacarias

Phone call with County Supervisor Saucedo

West Liberty Foods to discuss Bio Digester Project
Meeting with Chris Jasper of Muscom to discuss RAVE program
Housing meeting with Mayor and Ken Brooks
Audit Exit conference

Reviewed:

Follow up on Solid Waste Utility Study with Chip Schultz of Northland Security
Grant Application for the West Liberty Economic Development Grant
Catalyst Grant review the preliminary application
Loan Agreement, then forwarded to City Attorney for further review
Dutton Lease with Kacee Bell
Maxson/Rainbow CIP project with Leo Foley
Follow up on number of issues and scheduling meetings for ongoing discussion

Library: Superintendent, Allie Paarsmith, communicated the Library is a recipient of a grant from ALA for \$10,000 more information to come.

The humidifier in the archive room is clogged. Hopefully, it will be dealt with before the ceiling floods. The library board approved the plans and schedule for the Meeting room renovation. We will have to figure out where to house City Council when that construction occurs.

City Hall Financial Administration: City Clerk Geertz

- Completed FY Audit 2021 and discussed comments with CPA
- Worked to complete payroll processing, quarterly reports, insurance applications, w-2 processed, budget 634 public notice and prepare for City Council.
- Continued to collect records and documents for litigation for attorneys.
- Processed and held meeting with attorneys on staff complaints/grievances.
- Shari and I worked to complete the Electric ME 1 reports for compliance with the IUB.
- Shari and I have been processing Sales Tax and Used Tax to be completed by Monday.
- Reviewed TIF and created responses for the FY 2021 Audit
- Established the update to bank signature cards and closed saving account per audit comments for the Police Department.
- Established City Hall Staff meetings and to address staff customer service, work processing and schedule to extend hours.
- Over the next few weeks will be budget processing, month end reports, reconciliation, establishing meetings with committees.
- Updated the EMT and AEMT job description and published internal and external advertisement with city staff.
- Will work to update the Paramedic job description to be more inline with the Fire/EMS to bring before council for approval.
- Meetings with Mayor and City Manager over for continued concerns and staff related issues.
- Meeting with Shari and Nick to discuss Cemetery procedures, columbarium and software.
- Meeting with Nick to discuss establishing employee folders for supervisors and resources through share point.
- Managing Kathy Esmoil on Ambulance Project, we are making really great progress on completing a year. Preparing income offset and bad debt items with Shari to place before City

Council in February. Kathy has been able to identify refunds in need of processing and work with benefit questions as she is HIPPA certified where other city staff are not. Kathy's hours are scheduled for the most part in coordination with her Ambulance schedule. However, she has returned back to school for paramedic certification training and will look to change hours of availability. We will review the project and continue to identify what else is needed as far as a long-term process.

- Discussed with Terry Goerdts to look at establishing software for building permits, inspections, rental inspections, and procedure for our staff. Incode does have a Community Development program, and I have asked to set a meeting to discuss the program and cost.
- Human Resource management of resignations and onboarding employees. We have completed the open enrollment period with employee benefits. I have established the deductions and provided the regulatory compliance documents to staff.
- I will need to establish a 509 A compliance contract with Silverstone Actuary follow up to audit comments.
- Shari and I will continue to work through audit comments and create internal procedures in line with GASB and internal control items.