

City of West Liberty Staff Meeting Minutes 02/22/2022

10:00am

In attendance:

Deputy City Clerk, Hoffert

Police Chief, Werling

Library Director, Paarsmith

WWTP Superintendent, Juergens

IT, Park/Rec Director, Heath

Communication Specialist, Lane

Electric Superintendent, Ed Trvs

City Manager Haugland

Absent:

City Clerk Geertz- attending another meeting

Water/Sewer Superintendent Dan Goodale -Vacation

PARKS/RECREATION/IT -HEATH

- We had 133 kids signed up for preschool-6th grade basketball
- Incident at the cemetery where someone drove through the turf. We will have to fix that up this spring
- Coed Volleyball is ending 2-23. Tournament Champion will be crowned
- Last indoor Pickleball is Saturday February 26th
- We have baseball/softball/soccer and tackle football registration going on. We will be adding 5/6 grade track shortly
- IT Department working on ICAP cyber security form that they sent out.
- Currently waiting on quote for security cameras for all facilities
- Onboarded two new Police Officers
- Configured some firewall settings so we can monitor traffic
- Hometown Plumbing stopped by on Monday 2-21 to look at slide. We will be having them replace all piping this spring.
- Held public input meeting on Wednesday Feb. 16th at Community Center for Master Parks plan. We had about 12 participants show up. Even though a small group. We got some good input from them all. Age range was from young to old, so everyone had some input on what they want to see throughout the parks in the future.
- Password resets have been done for 75% of city employees. A few employees will be reset at late dates due to employment start date.
- Lifeguard application is on website, and we are advertising for all pool positions. We will be in need a pool manager this year and Water Safety Instructors (WSI)
- Working on the budget with City Manager.

Police Department- Chief Werling

- Taser quote came back for body cameras, tasers, holsters, cartridges (training and duty), and squad car cameras. Working to see how to fit it into the budget.
- Presented to 100+ women about shop with a cop. The group applied for a grant for our program to help even more!

- Squad maintenance leading to more repairs needed. Need to refocus on a plan to rotate the fleet.
- Attended quarterly West Liberty Business Assoc meeting
- Presented for Stop the bleed for City staff and pitched the idea (and active shooter training) to WLSD to offer to interested staff.
- Jack Bierman is on board and getting reacclimated to the department.
- Covering several shifts and trying to balance shift work with administrative duties.
- Spoke with owner at Winks about some concerns.
- Continuing to work on a case that is taking a lot of resources.

Library Department- Paarsmith

The Library Board will be meeting on Wednesday to decide on the bid award.

- The \$10,000 American Rescue Plan: Humanities Grants for Libraries, which will be used to offset the wages of the Adult Services Library Specialist for May 1-July 31, add 10 hours per week for the library assistants from June 1-July 31, and pay for an individual to establish an Omeka based website to host our digitized archival files.
- Lily Smith has submitted their letter of resignation; their last day will be May 13. We will be posting the Youth Services Library position on March 1 for a hopeful hire date on April 4. We will also be hiring a part-time shelver for Fridays 4-6, Sundays 4-6, and Mondays 5-7.
- Due to pregnancy complications, I will be pulling back from the safety committee after this month and completing the city safety trainings in a virtual capacity. My energies will be focused on making my absence as smooth as possible.

WWTP Department - Juergens

- I finished up the EPA bio-solids report for 2021
- We pulled the mixer out of the south anoxic basin and to it to Mississippi Valley Pump.
- Riley and I will be attending a conference on March 3rd and 4th.
- I had the influent flow meter calibrated.
- We started using the new time clock this morning.

Electric Department-Tvrs

- Locates & meter reads
- Working on streetlight upgrades
- Had to replace some primary underground wire at Prairie St apartments

City Administration: Geertz/Hoffert

- Wrapped up the FY 2021 audit and will be working on the comments and identify and delegate with staff to make corrections, assign additional training and create policies with a goal to implement by end of year.

- Create the year end employee wage report to publish with the local paper.
- Reviewing additional modules for Building permits and time records with Incode. We are looking to have a more efficient reporting on payroll and processing building permits. I have received quotes and will set a meeting with the City Manager to discuss implementation and cost to budget.
- Continue correspondence on public records requests.
- Discussion with staff on the Ambulance project, to include PCC. Deputy Clerk Hoffert and Esmoil have reconciled overpayment items with PCC, identifying write off debt and debt to be sent to Iowa Income Offset program.
- There is time needed to establish some workflow and training with Staff Accountant's Garcia and Woodsen at the front line. We will have a staff meeting on March 2nd to discuss the workflow, processing time after 5:00pm and training.
- Continue to work on preparing the FY 2022-2023 Budget and completed the first FY 2022 Budget Amendments.
- Deputy Clerk Hoffert has been working on cemetery software, columbarium project and documents for cemetery records. We will look to schedule time with Memorials by Michael in March to set the second section of the Columbarium Niche. This will require coordination with delivery, placement and resealing existing columbarium niche in place.
- Deputy City Clerk Hoffert has been able to resume back to internal audits with utility reconciliation. She had noted some additional training needed and minor corrections. We will continue to work with Utility Billing Clerk Lane on training and tools needed to improve on the processing.
- Need to set a meeting with City Manger to review the Full-Time EMT applicants. Next a review with EMS Coordinator Heick and Chief Sickels. The City received two qualified applications for EMT and 1 nonqualified applicant. I would next recommend we post for part time paramedics and EMT/AEMT for the coverage of the current 120 hours.
- City Manger Haugland has included me in on some development discussions and agreements. We are both hopeful to have some development agreements before City Council soon.
- Daily duties include processing HR records, establishing onboarding with new staff members, reconciliation, tax reports, employee payroll processing, litigation preparation work, research documents for requests for litigation and public requests.

City Manger- Haugland

- Spent the last couple of weeks going over the General Fund budgets with departments.
- Had a call out to Dorsey & Whitney.
- Attending the Chamber Dinner Banquet .
- WeLead Board Meeting Thursday.
- Work Session on General Fund Budget Thursday Evening.
- City Manager Haugland will be setting up time with Adam, Ed and Craig to go over their portions of the budget.
- Working several different projects.
- Attending Safety Training.

Public Works- Reinhardt

- Going to be getting back in to stump grinding.
- Will be receiving the dump truck this week and they will be taking the tank off the current one to have it ready.
- Will be helping the Water Department because a steel cover fell in the alley by Dollar General and they need to fish it out.
- Department has two out on vacation this week.
- Safety meeting on Thursday.

Communications- Lane

- Keeping up to date on Social Media and Website.
- Posted about the water main break.
- Lane will be re-promoting the City Hall location to make everyone aware that we are at 409 N Calhoun St.
- Has uploaded the work session and the council meeting.
- Working on logging in to Rave to make sure that it is working through MUSCOM.
- Will be working on a sheet to send out with billing to inform about RAVE, most likely in billing sent out at the end of March.