

City of West Liberty Staff Meeting Minutes 02/07/2022

10:00am

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 (Reported by City Manager Haugland)

Meeting Notes:

City Clerk Geertz/Deputy Clerk Hoffert: The Clerks are working on many items during this time. Geertz is working on the Solid Waste study, budget worksheets, w-2 files, 1099 files, Sales Tax, payroll, and the Council Packet. Hoffert is working on ambulance refunds, completed getting the information for BHMG for the Electric Study, completed the ME-1 and filed the Merritt Report. The clerks will file the ME-1 this coming week. Geertz has requested the PIN for the upload. City Hall staff has settled into their new hours, and they have been able to complete some of the filing that needed to be done. Furniture will be coming starting the 9th and will hopefully be completed by the end of the week.

We have also been working on budget amendment for FY 2021, public records requests, litigation items, and complaint investigation items. City Clerk held a meeting with Administrative Staff to discuss current affairs with City Council, updates on the audit and customer service expectations. The discussion also included creating policy and procedures and setting training over the next few months. Kathy has continued to assist with the Ambulance audit of receipts with Deputy City Clerk Hoffert they are working with PCC with uploading of VA payments not being processed and refunds needing to be reviewed for issuance.

I will be working on City Council Agenda Packet items to include preparing financial reports to deliver to Department Supervisors next week.

Police: The PD is short staffed again with being down two officers. They have been working an extremely big case that all officers have been involved in at some point in time. There have been two offers extended to new employees that were interviewed and both have accepted the positions. There was a large donation from Walmart that is in the garage. The PD is going to look through it and see what they could donate to community members. Chief has had meetings and will possibly be asking for traffic control help when all of the Tractors come through town to ensure everything goes smoothly. Chief has reached out to set up the Human Trafficking presentation on March 16th for the Safety Committee. The Rotary would like a presentation about the outcome of Shop with a Cop due to their large donation. Chief will be working on that. Chief had a demo with Taser and is just waiting on a quote back for cameras.

Communications: Jacob worked on keeping the public up to date on social media and the website. He wanted to let people know that if customers say they do not use social media he is also putting this information on the website and asked that staff directs them to the website. He created a page for the Oak Ridge Cemetery that gives information about burials and cremains internments as well as directing customer to the Deputy Clerk through an email address. He has continued to promote paperless transactions with the City including billing, paying online and automatic withdrawals for utility bills. The latest council meeting was edited and uploaded to the website. Lane pushed the strategic planning on the website and Facebook. Lastly, he worked with MUSCOM to set up mass texting for emergencies through RAVE and will continue to work with Chris Jasper in setting up the software for himself and Chief Werling. He is also continuing to look for mass texting for non-emergent situations like water main breaks or garbage route changes etc.

WWTP: Craig completed the reports for December. The WWTP is going to pull the mixer on Tuesday and see if they can see what is going on with it. Juergens is also working on the State Biosolids reporting.

- Working on January reports.
- Pull the south anoxic mixer and inspect. It currently is tripping out the breaker.
- Completed the state bio-solids report for calendar year 2021.
- Clean and inspect the UV System.
- Running the screw press daily.
- Working on the EPA annual bio-solids report.

Parks/Recreation/IT: Recreation finished up little kids' basketball and Nick will have numbers here in the next week or so. Adult volleyball will be wrapping up in a couple of weeks as well. Staff has been working on inventory, park equipment and tools. Working on seeing what they have and what they need for the department. IT was working on changing the passwords this last week for department heads. He will be working on the Electric Department later this week. This is the last department for the password changes.

Streets/Solid Waste: The Streets Department has been working on welding dumpsters and preparing for any storms that may come before the end of Winter. They have 2 trucks out at JR's for maintenance this week. Reinhardt reminded staff of the safety training on the 16th of February and let Geertz know that they had switched over to the use of timecards.

Water/Sewer Department: Completed

- Daily rounds, locates and work orders
- Cleaning and Organizing at the water plant
- Cleaned the trucks
- Magnetic latches installed on doors at water plant and electronic cabinet hung
- Changed out caustic pump parts, seems to be up and running as it should
- Took bacteria samples and completed end of month testing and reporting
- Worked on GSI plan

Working on

- Daily rounds, locates and work orders
- Fixing leak on Calhoun Street and cleanup afterwards
- Getting electricity ran to cabinet for doors
- Hopefully getting wire pulled for doors and getting them programmed

- Continue cleaning and organizing at water plant
- Read meters and work on after meter reports
- Bacteria samples

Electric Department: The Electric Department has been working on the transformer over at JR's on Chesebro so that it is ready to go when everything gets here. They have also been working on streetlights and Anchors, as well as their daily tasks.

City Manager:

- Several meetings with the Fire Chief including 1 meeting with the Department.
- Meeting with Muscom Director Chris Jasper to discuss RAVE notification program
- Audit Exit Conference
- Meeting with West Liberty State Bank President, Jason Cassady to discuss project
- We Lead meeting
- Policy and Grievance Committee meeting to discuss current employee complaint
- Hiring meeting with Paramedic Candidate
- Meeting with the West Liberty Rural Trustees
- Participated in the West Liberty PD Interviews
- Reviewed Development Agreement and set up a meeting for this upcoming week to discuss another project
- 3 Department budget meetings scheduled for the week
- IT in the Box meeting, organization was recommended by Iowa League of Cities
- West Liberty Business Association Meeting this week on Friday
- Working on gathering and reviewing information re ARPA Funds
- Meeting with Denise Bulat Executive Director of Bi-State
- Meeting with Mayor on Friday

Library: The Library has been working on winding up projects. Paarsmith is working on get procedures completed for while she is out of the office. She is working on educating the board on budgeting so that they are aware of how this works. Friends of the Library has switched to charitable funds instead of a bank account and they would like the Library to use some of that money to buy folding tables to take to events and to use instead of the heavy ones that are in the meeting room.