

City of West Liberty Staff Meeting Minutes 04-11-2022

10:00am

In attendance:

Clerk, Geertz

Deputy City Clerk, Hoffert

Police Chief, Werling

Water/Sewer Superintendent Dan Goodale -Vacation

IT, Park/Rec Director, Heath

Electric Superintendent, Ed Tvrs

City Manager Haugland

Absent:

Library Director, Paarsmith

Communications Specialist, Lane

WWTP Supervisor, Juergens

PARKS/RECREATION -HEATH

- All American Concrete is starting sidewalk project at Kimberly Park
- We will start cleaning out pool in a couple of weeks
- Youth Soccer has begun. We have 128 kids in Prek-2 grade
- We are taking applications for pool staff till April 15th. Lee and I will discuss hiring and wages in coming weeks
- Baseball and softball practices have begun. The weather has held us up for getting most practices.
- We will be doing a tree planting ceremony at Kimberly for a community member
- We will be doing Earth Day Project at Kimberly with the third graders
- Eben and Kelly passed their CPO class. Eben will need to be trained this pool season on how the pool operates and balancing of chemicals. Plus, all the stat regulations that go along with that.

IT-HEATH

- Been working with Police Department and new hires
- Keeping system up to date on firmware and security measures
- Google Chrome was hacked all over the world. We had to get on that quick with updates that were pushed out.
- Need to meet with Dave and Lee about security camera quote and moving forward with at least water plant and possibly City Hall

I will be gone most of the day for new student orientation at Kirkwood Community College on April 20th

April 25th I will be at pool class for CEUs

Street/Solid Waste Department- Reinhardt

- Going to be pouring sidewalks today (having 4.5 yards of concrete delivered)
- All the sidewalks for the program to be replaced have been marked and the rest of the information was turned in on Friday. The letters should be out the middle of this week
- Brush pick up started last week, but there are homes that are placing cut down trees that will need to have letters sent out to have them bundled properly before the City will pick them up.
- Public Works will be backfilling yards with dirt
- Safety committee meeting on the 20th at 1:00 p.m.

Police Department- Chief Werling

- Created Pinwheel Garden outside City Hall
- Attended PVC and MDT meetings virtually
- Did twenty-five sets of fingerprints for teachers at ELC (Normal requirement for their building)
- Phone interview with an officer candidate
- Kim submitted her resignation, last day will be May 10th
- We are working with three officers, so we have been working out tails off and have asked the Sheriff's Office for assistance with coverage
- Made another donation to PVC
- Working with City Manager to have discussions about recruiting and retention
- Submitted grant to Walmart for Shop with a Cop for next year
- Jess is moving to night to finish training

Electric Department-Tvrs

- Has had a lot of staff in and out due to illnesses
- Working on wiring up streetlights
- They are doing work at the powerhouse
- Going to start working on the secondary wires and circuits for the City
- Damian passed step 1 of his apprenticeship and will get the information over to Lee for payroll

City Administration: Geertz

- Getting over being ill
- Has a meeting with incode about payroll and permitting for community development to include building permits and nuisance violations to track everything
- Will be out of the office at IMFOA April 20-22
- Needs to have payroll turned in by Friday to have completed before heading out to the conference
- Will be out of the office the last week of April on vacation

City Manager- Haugland

- Had a Utility Meeting with Diane and Cara
- WLF meeting
- Meeting with Kacee Bell for Dutton Project
- Met with Leo and Ed about the Rainbow and Maxson Project
- Attended the WeLead Board Meeting
- Met with City Inspector Goerd
- Will be out of the office Wednesday afternoon
- Working on Nuisance and Abandoned vehicle ordinances, has sent off to Shari and Chief Werling to review

Water Department- Goodale

- Had the month end DNR reports
- Helped Lynch with a sewer main on first street because they were having troubles, so we used the camera, and it looks like it was collapsed at connect point- not our issue
- Checked on meters for Country Heights and there were no issues with the ones checked so there is still no information on this
- Pumped the septic tanks at the Fairgrounds
- Will be completing meter reads on Friday
- Helped Nichols with a collapsed Sewer Main
- Helping Adam's team pour concrete
- Still working on flushing hydrants

Deputy Clerk Hoffert

- Working on finishing lining up the columbarium delivery and setting
- Working through Board of Adjustment meetings- next one scheduled for Thursday the 14th
- Working on cemetery software and updating the information that we have with GIS and Newcom
- Working on nuisances (will be having a lot more with the weather changing)
- Working with Ken Brooks and Chief Werling on abandoned properties and revitalization of the City of West Liberty (657A and Economic Grants)

- Have set meeting with PCC for the 3rd of May work session and got confirmation that they will be attending