

## City of West Liberty Staff Meeting Minutes 03-28-2022

10:00am

In attendance:

City Clerk Geertz

Deputy City Clerk, Hoffert

Police Chief, Werling

WWTP Superintendent, Juergens

Water/Sewer Superintendent Dan Goodale -Vacation

IT, Park/Rec Director, Heath

Communication Specialist, Lane

Electric Superintendent, Ed Tvrs

City Manager Haugland

Absent:

Public Works Superintendent Reinhardt

Library Director Paarsmith

### PARKS/RECREATION/IT -HEATH

- Preparing to start outdoor season
- Porta potties have been delivered and the department is working on getting the fields ready for outdoor practice
- 1<sup>st</sup> tournament at Dutton is this weekend and then there is a tournament pretty much every weekend the rest of the season.
- Department will start cleaning the pool in about 3 weeks and will coordinate with the water department for the truck
- Pool will need pillars sandblasted and the plumbing on the slide is getting fixed to bring everything in to compliance for the State Inspector

### Water- Goodale

- Cleaning the trucks
- Talking with the guy about the water truck
- Read Meters and completed the after meter reports
- Locates are heavy right now
- Sensus is working on the master meter issue
- 8<sup>th</sup> street repair today
- Meeting with WLF to possibly use well 4 for a month while they make repairs to their well
- Let Jacob know they would be flushing hydrants April 4<sup>th</sup>- April 29<sup>th</sup>

### Police Department- Chief Werling

- Jack is now solo and working over nights
- Jessica is in training with Kim
- Sam has turned in resignation
- Posting for new officer
- Spoke with the school about active shooter and stop the bleed training
- Spoke with company for body cams and tasers along with car cameras, body cams and tasers could be here in 70-90 days the car cameras not until 2023

- 2 of the pallets donated from Walmart were distributed to the nursing home, boy scout troops and preventing violence group
- Attended human trafficking training
- Received new back packs for first aid kits
- 2 fire extinguishers recharged from putting out fire
- 30 weeks or more for the new squad car
- Public works put gravel down for the police parking lot and it is a lot better for the vehicles.

#### WWTP Department – Juergens

- Completed the lab certification
- Mike Prybil will be hauling away solids
- Met with WLF on the digester
- Got the UV units up and running
- Will be on vacation Friday April 1<sup>st</sup>-April 12<sup>th</sup>

#### Electric Department-Tvrs

- Pole Change March 29<sup>th</sup> and bank will be without power, they are aware
- There were outages last week due to squirrels
- Lights and poles were removed at the bball courts

#### City Administration: Geertz

- Budget Meeting
- Has a list of amendments to work on
- Working on Reconciliation
- Direct Deposit can only be done in person with Clerk no longer allowed to be done through email
- Employee conference April 6,7,8
- IMFOA 20,21,22
- Payroll in on Friday to be processed before out of office
- Working on getting information to put out about open burn and brush clean up as well as cemetery clean up
- IUB is recommending a grain bin reminder in the spring as well as in the fall
- Work comp rates are looking to come down
- Met with insurance and it has been updated/ we picked up extra coverage for IT

#### City Manager- Haugland

- Thank you Jacob for getting the listing of the years of service on Facebook and Website
- If you have any items that need to be put out on our website or on Facebook get them to Jacob as soon as possible.
- Had a phone call with the bond attorney
- Utility committee meeting to go over rate increases for sanitation
- Budget meeting
- Rotary meeting
- WeLead Board Meeting
- Dutton Project

- Travis Shield Project
- Meeting with Santos from the County Supervisors
- Meeting with Sean Kruger from the school
- Out of the Office Monday April 4<sup>th</sup>

#### Communications- Lane

- Got the monthly appreciation post out there for years of service on social media
- Helping to promote Rave (will have fliers to go out with Billing)
- Posting about sidewalk repairs in quadrant two
- Highlighting recycling
- Updated the helpful resources tab
- Promoting open burn

#### Deputy Clerk Hoffert

- Attended Payroll training
- Working on Reconciliation of credit cards for Lee
- Putting income offset on to the DAS system
- Sent Faith's Collections to receive the funds on the 25<sup>th</sup>
- Working on the Columbarium project to get the rest of the project completed
- Phone Tree Implementation and changes