

City of West Liberty Staff Meeting Minutes 03-07-2022

10:00am

In attendance:

Deputy City Clerk, Hoffert

Police Chief, Werling

Library Director, Paarsmith

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:

City Clerk Geertz- out of office

PARKS/RECREATION/IT -HEATH

1. Snow removal
2. Pickleball and Coed Volleyball have ended.
3. Fence line at pool and Kimberly have been partially cleared of leaves. The guys took 5-6 truck loads out of there when it was nice weather.
4. Budget session meeting
5. Bi-State will be presenting at next council meeting work session.
6. In Person Registration for spring/summer Youth Sports takes place Wednesday March 9th. Deadlines will be March 11th. We will have one week after for any late sign ups with additional fees.
7. Tackle Football in person fitting will take place April 21st 5:30-7:00 for next years 5/6 graders.
8. We start working on softball fields in the next couple weeks. Weather permitting. First tournament is April 2nd/3rd
9. I will be at CPO class Monday March 14th from 1-4.
10. Cobain and Eben will be attending CPO certification class on March 15/16 from 8-4pm
11. IT Notes- Updated equipment firmware on equipment
12. Have adjusted some of the firewall settings for security reason. Cyber security has been a big topic over the last few months world wide.
13. I will be gone the week of March 20th-27th for vacation. I will be out of state and not available at that time.
14. Quotes for Camera system has been passed on to city administration. We need to set up discuss about that some time soon.

Street/Solid Waste Department- Reinhardt

- Monthly solid waste total for February was 126.06 tons
- Monthly recycling total for February was 24.54 tons
- We had the street sweeper out the 1st week of March and was able to get 75% of the town swept.
- Removed snow the 2nd week of March.
- Putting rock down in alleyways.
- Replacing cutting edges on 2 snowplows.
- Did some routine maintenance on some pickups.
- Took the tv trailer to Waste Commission of Scott County.
- Took 20 tires to JRs Repair to get them recycled.
- Put up 3 new signs by the ELC parking out front on 7th street.

Police Department- Chief Werling

- Chief attended Preventing Violence Coalition (PVC) meeting
- Chief attended Multidisciplinary Team (MDT) meeting
- Helped with test of AV equipment for Human Trafficking coming up
- Made arrest in our sexual exploitation case
- Jack was sworn in and is on solo patrol
- Jessica Saleh started and is fitting in well
- A member from the PVC came to our department and accepted a large donation to help support Activity Boxes, Domestic Violence survivors, and the Humane Society
- Nursing home – part of the Walmart donation was items we donated to Simpson so they could have “spa day” and do nails, makeup, etc.
- Boy Scouts donation – part of the Walmart donation was “survival gear” that we felt would benefit this group, so Sgt Halpain contacted Ken Brooks to discuss
- Ballistic Vests – request was made by the National Guard for expired equipment, and we would like to donate what we have
- IBRS – trying to work with Shieldware and Winsor to get this report completed and submitted
- Inquiry made about new squad car availability
- U Visa (processed 3 requests)
- Meeting with Kathy to discuss/update/create first aid kits for squad cars and the office

Library Department- Paarsmith

WWTP Department - Juergens

- Working on February Reports
- We had Bowers Excavating move the cake solids in our cake building to make more room.
- I am working on certificate renewal for our lab certification.
- Riley and I attended a conference last week in Marshalltown.
- We need to have IAS out to look at the polymer system.

Electric Department-Tvrs

City Administration: Geertz/Hoffert

- Continue correspondence on public records requests.
- Continue to work on preparing the FY 2022-2023 Budget
- Continued litigation research and item collection
- Establish audit check list of items
- Administrative Staff meeting to discuss daily operation hours/schedule, customer service and current affairs with Council.
- Provide listing of Incode Training modules to staff, Shari has signed up for payroll training and Faith is working on utility billing training. We also discussed preparation for building permits and nuisance complaints.
- Corresponded with Iowa Catholic Workers, Escucha Mi Voz West Liberty to establish communication process.
- Review Solid Waste rate study, completed by Northland Securities
- Draft Storm Water Ordinance changes
- Employee Handbook update review and now need to send back to Mary Funk
- Review for second budget amendment
- Research undocumented workers information with relation to the American Rescue Funds.
- Discussion with City Manager on Development projects and public hearings.

City Manager- Haugland

- Budget work session for General Fund
- Budget meetings with Department Supervisors
- Met with representatives from McClure Engineering
- WeLead Board Meeting
- Met with Brad Akers
- Working on Dutton Lease
- Final Design meeting with Leo Foley for Maxson and Rainbow Project
- Meeting with Deepak and Ken Brooks, We Lead
- Meeting with Ken Brooks, We Lead for Travis Shield Project to include Bank President Cassidy at WLSB

- IT in A Box meeting on Friday
- IMMI next week Wednesday through Friday
- Met with Fire representatives on the Fire/EMS budget
- Start review on the solid waste rate study

Communications- Lane

- Kept the public up to date on social media and the website
- Helped aid the Police Department with putting out information regarding the Resendiz case
- Promoted City Hall location and hours
- Edited and uploaded the latest budget work session video from Feb. 24, 2022, and city council meeting and work session videos from March 1, 2022.
- Have been working to inform the public about our new emergency mass texting option for all community members known as Alert Iowa. Will be putting information in English and Spanish in the upcoming utility bills this month.
- Helped the Parks and Rec. Department promote sign up for several Youth Sports events coming shortly and in the future.
- Helped advertise jobs for the swimming pool this upcoming season as well as the new Children's Librarian Position.

Deputy Clerk Hoffert

- Auditing utility billing and working with Billing Clerk Lane to train on items that need to be revised
- Attended the budget work session for General Fund
- Completed the Ambulance Income Offset and Write off Balances to go before Council on the 15th
- Working on a new liquor license application
- I have been in communication with BHMG for the rest of the information and questions they had for the electric rate study. They said they will contact if there is anything else needed.
- Get payroll to me no later than 12:00 today (Monday)
- Preparation for youth sports registration on the 9th with Brittany and Rina