

Time	0645-1200
Location	Prairie / Walnut
# people needed	1
Equipment needed	Squad car, traffic vest

Time	0645-1200
Location	Prairie / 4th
# people needed	1
Equipment needed	Traffic vest

Time
Location
people needed
Equipment needed

Date	6/15/2022
Time	1115-1530
Location	Columbus / 1st
# people needed	1
Equipment needed	Squad car, traffic vest



Eric Werling #731
Chief of Police
West Liberty Police Department
409 N Calhoun Street
West Liberty, IA 52776

Deputy City Clerk Hoffert

- Working on large nuisance property with building inspector and police department
- Have cleared 28 of the previous nuisance properties- final notices have been sent out on the rest that were sent out
- Working on Credit Card reconciliation
- Working on training with new hire
- Finished printing tobacco license, just need to have mayor sign and send to county
- Went through work orders of billing clerk for audit
- Have sent documents to Brittany to file for the audit so that we are ahead of the game
- Attended the Nuisance Abatement Conference for discussion on the 657 A plan
- Received more nuisance violations from Public Works due to limbs hanging too low and grass being too long
- Met with two customers on Cemetery Issues and have discussed with Parks Director Heath
- Started inputting information in the system for payroll with Lee doing the second check



Wastewater Treatment Plant Monthly Minutes Report May 31, 2022

- ❖ Philip Prybil cleaned out the solids building.
- ❖ We had the non-potable water system repaired by Hometown.
- ❖ The first round of e-coli testing has been completed. The geometric mean was 53 we under the limit of 459.
- ❖ Our annual Total Nitrogen and phosphorus numbers were calculated for the 12-month period March 1, 2021 - Feb 28, 2022. The nitrogen average was 76.2 and the phosphorus was 8.9. The limits are N-159 and P-13.
- ❖ We will begin fecal-coliform testing on our sludge solids this week.
- ❖ We have a new pH meter. We tried to get replacement electrodes for the older on but found that they were obsolete.

ELECT. DEPT.

REPORT

6/1/22

REPLACED BANNERS AND HUNG FLOWER BASKETS DOWNTOWN

TREE TRIMMING

WORKING ON URD UPGRADE BY HOLDEN ST.

STREET LIGHT CONVERSIONS



Streets and Solid Waste

Streets and Solid Waste May/June Report

- ✚ Monthly solid waste total for May was 155.9 tons
 - ✚ Monthly recycling total for May was 35.37 tons
 - ✚ Tore out and replaced a section of road on Calhoun St by the entrance of the community center that were in bad shape.
 - ✚ Tore out and replaced 3 sidewalk approaches, 2 of them were on 6th St and the other was on 16th where we replaced the section of road in April.
 - ✚ We cut down 2 dead trees that were small.
 - ✚ Did some more stump grinding and backfilled the holes in with dirt.
 - ✚ Swept the whole town the last week of May for Memorial Day.
 - ✚ Filled in more potholes throughout the town.
 - ✚ The whole city had a safety training on May 4th over the drug and alcohol policy and reasonable suspicion.
 - ✚ Attended a safety committee meeting on May 18th.
 - ✚ Started painting parking lines downtown and will get them finished up the 1st week of June.
 - ✚ Had another safety training on June 1st over Haz/com, GHS, workplace hazards and silica/chlorine.
 - ✚ We will be tearing up multiple sections of Elm st where the concrete is starting to crack and pothole between the joints and replacing with new concrete.
 - ✚ We will be trimming up some trees in the right of way that are hanging low over sidewalks and roads.
 - ✚ We will be sweeping the entire town again the 1st two weeks of June before the tractorcade comes into town.
-

Lee Geertz

From: Jacob Lane
Sent: Friday, June 3, 2022 3:49 PM
To: Shari Hoffert; Lee Geertz
Subject: Marketing Director Update

Marketing Director Update

- Continued moderation of Facebook and social media for spam. We have seen an increase in spam comments over the last week due to the Comets state soccer tournament.
- Put together the equipment and helped with the last city council meeting, as well as edited and produced both the work session and meeting and put them online.
- Kept city social media up to date, including permit information, Memorial Day updates, water shutdowns, golf cart permits, and more.
- Updated the City Cemetery page again to reflect our current status now that the columbariums have been set into place. Shari Hoffert is now the primary contact for cemetery questions.
- Due to complications, the Parks and Recreation website has been shut down. Information will now be disseminated online through the city website, Rec Desk, and social media.
- Managed the Police and Parks and Recreation social media when needed, including Youth Sports Updates and Weather updates.
- I continue to advertise our emergency text messaging system known as RAVE. For those who have subscribed, they received an emergency text during the tornado warning last week, so the system is working.
- Aided with the press release, media, website, and general roll out of information regarding the city council's decision to release the MOU with the Consultant's Review as well as the drafted 28E Agreement.
- If anyone has anything they need to promote or put on information on, like the new city dump truck, let me know!

Jacob Lane

Marketing Director | City of West Liberty

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Website: CityofWestLibertyIA.org

Address: 409 N Calhoun St., West Liberty, IA 52776