



# CITY OF WEST LIBERTY

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

Phone: (319) 627-2418 | Fax: (319) 627-4847

City Hall Hours: Mon-Fri, 8am-4pm

## Staff Meeting Notes

Met with Francisco Martinez regarding a proposed change to the Fiesta Latina

Participated in a meeting with V&K and West Liberty Foods regarding the digester project

Participated in meeting with officials from Johnson County regarding ARPA

Had a meeting with BMHG regarding rate study for the electric department

Attended the We Lead board meeting via zoom

Had a meeting with a representative from UMB regarding financial services

Participated in an interview for a new police officer with Chief Werling

Had a meeting with engineers from V&K at the wastewater treatment plant regarding proposed base line improvements for the plant

Fire Task Force meeting

Board of Adjustment meeting

Reviewed the interconnect agreement

Started the review of the Electric Cost of Service and Rate Study

Met with Chief Werling to start discussion regarding hiring and retention bonuses.

Met with the new publisher of the Index.

## Lee Geertz

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**From:** Jacob Lane  
**Sent:** Friday, August 26, 2022 2:37 PM  
**To:** Lee Geertz; Shari Hoffert  
**Subject:** Staff Meeting Minutes

### Marketing Director Jacob Lane Minutes

- Wrote and uploaded the latest Rundown, a bimonthly newsletter to keep the public informed
  - Produced and uploaded the last city council meeting as well as the work session
  - Pushed recycling, budget billing, paperless billing and several job positions on the city website and social media
  - Made several changes on the websites to keep pages up to date, from the staff page to department pages, made changes to Permits and Forms page
  - In general, kept social media up to date for the City, Parks and Rec Dept. and Police Dept., as well as moderated comments
  - Still on the hunt for a Spanish translator, we seem to have exhausted our options for city staff and will need to look elsewhere
- Jacob Lane

## Lee Geertz

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**From:** Eric Werling  
**Sent:** Monday, August 29, 2022 10:06 AM  
**To:** Lee Geertz; Shari Hoffert; David Haugland  
**Subject:** Staff Meeting notes from PD 8/29/22

### Staff Meeting Notes

- Cpl Blocker submitted his resignation for full time but will stay on part time
- Interviewing a certified officer today
- Met with Principals to discuss and prep for upcoming Run Hide Fight / ALICE training for school staff
- Recertified radars (and one did not pass)
- Presented Run Hide Fight / ALICE training for all school staff
- Attended follow up sessions and met with individual teachers about their rooms and safety
- Working with Superintendent about upcoming vulnerability assessment provided by the state
- Discussed emergency response protocols at WLF and got a plant tour
- Working on squad car computer issues and maintenance issues
- Filled most of the holes in the schedule due to Blockers upcoming departure
- Working on partnering with the Rotary for the Children's Festival
- Taser training is done, working on the IT side to get things set up before they are deployed
- Working to set up Stop the Bleed for the school district



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



**Wastewater Treatment Plant  
Monthly Minutes Report  
August 29, 2022**

- ❖ I ordered bottles for the last e-coli testing of the year.
- ❖ We are still waiting on a quote for a submersible mixer.
- ❖ Hometown was here to look at the efw system. They will order parts and return to finish repairs.
- ❖ We have caught up on our wasting. Settleability is excellent.
- ❖ We are waiting on the results of the toxicity test.
- ❖ Daufeldt trucking hauled 4 loads of MLSS from the Wilton WWTP to our plant.