

City Staff Minutes 8/8/2022

Streets/Solid Waste: Reinhardt

- Department will continue concrete projects this week. We have poured approximately thirty yards and will be working on 7th and Columbus this week.
- Scheduled tree trimming for the third week of August.
- LL Pelling has completed seal coating street projects for this season.
- New rear load is going back to shop as the rear axle is having issues.
- Staff will be hauling rock this week to replenish what we have used.

Parks/Rec/IT: Heath

- Parks/Cemetery and city properties maintenance has included weeding, mowing and clean up over the past few weeks.
- Pool will close this Sunday, August 13th for the season.
- Mac Howes transferred to Parks/Recreation/Cemetery Department from Water/Sewer. Mac will assist and primarily work on park maintenance for city building and grounds.
- Continue with certification education for IT this week. There are projects with the IT work I will also be finishing with City Departments.
- Wapsi project is coming along with the mini pitch construction.

Water Department: Goodale Notes with packet

Communications: Lane

Lane reported he has been on vacation for the last week with Faith and he moving to Colorado. They are all moved in and has started working on communication pieces. This week he will prepare the following items for the website:

- Completed posting several educational materials and items for the city last week.
- 2nd Newsletter was posted, and the community appears to like the "Run Down"
- Need to collaborate with Staff on the August 2022 billing information to organize some more information to assist with the billing
- Continue to work on the Website and completing publication projects

City Manager Haugland:

- Attended several meetings this past week with regards to developments and improvement projects.
- Completed a utility customer's hearing and review of billing.
- Meeting set to discuss Rainbow/Maxson project for a Building and Grounds Committee meeting. Lighting will be the main topic.
- Development meetings continue this week.

- Thankful to all the city staff and the work you do.

Library: Paarsmith

- Plan to return to the office on Monday August 15th and back to the full swing of things.
- Summer Reading program is wrapping up at the end of the month, and there will be prize drawings
- Discussion ongoing with reference to book banning.
- September will provide an opportunity for 2 to 3 newly appointed Library Board members.

WWTP: Juergens

See attached notes

Police Department: Werling

See attached notes

Electric: Tvrs

- Streetlight continued project
- Generation Maintenance
- Daily locates and meter reads
- Reviewed Interconnect Policy

Administration: Geertz

- Resolution and Ordinance processing
- Process Council Packet documents and agreements
- Continue working with Shari on Audit items for FY 2022
- Reconciliation and end of year work
- Outstanding Debt Obligation Report
- GASB 77 Letters completed and processed
- Electric Reports for Tax processing
- Implemented additional extension for utility customers, identified educational posting with Jacob for the website and social media.

Shari and I have been working on payroll processing training and we have been able to start the second part of the process this week. Rina Avalos is doing very well with the Utility Billing training and has had quite a fast-paced learning experience over the last month. Brittany Woodson is processing claims and organizing claims packets. She is also assisting Nick with administration items and payment processing for the Parks/Recreation programs. Sergio Guerrero has done fantastic with his training at the front line. He is incredibly talented and patient with customers, as it has been difficult

dealing with an angry public over the past month. He has also been collaborating with Rina Avalos on processing receipts and filing.

Shari Hoffert has been busy as well with audit prep work as I have mentioned. She also has been working diligently on several nuisance and abatement cases. There has been significant work she has taken on in addition to her daily duties, so it will be nice to get this transition off her plate going forward. Shari has been processing Fire Trustee billing on time, setting Board of Adjust meeting, and reconciling credit card transactions. Discussed with City Supervisors during the meeting to start looking at the CIP and ERP plans we had passed in 2020 as we are now moving to FY 2023, we will need to identify the projects and equipment completed. We will also need to look at updating the documents and review we are in line with the strategic plans for the city.

Discussion of new housing developments to include agreements have been constant in the office daily, it is genuinely good to know we have opportunities for development. We Lead Director, Ken Brooks is keeping us on our toes as he continues to organize interested parties to bring developments and job opportunities to our community.

Next two weeks I am working to schedule vacation, but we will see.

Lee Geertz, City Clerk