

CITY OF WINDOM

NEWS & NOTES

By: Steve Nasby, City Administrator



35th Edition

July 30, 2019

Department Head Meeting Highlights

On July 30th the topics discussed included the following:

- MMUA Site Visit Schedule – Anthony Lenz, MMUA Safety Consultant, will be on-site in Windom the 1st Wednesday and 3rd Monday of each month. He will continue to conduct facility visits and start the safety training sessions.
- Employee Appreciation Recognition Event – August 22nd at the Windom Community Center. Festivities will start at 5:30 pm with a short program at 6 pm. **Please RSVP to Drew.Hage@windommn.com or Brian.Cooley@windommn.com.**
- Hands Free Law – As of August 1, 2019 it is illegal to use a cell phone while driving that is not utilizing “hands free” functions. City employees driving City vehicles or personal vehicles on City business are subject to the City’s safety policies including this new hands free law.
- Supervisory Pay Plan Adjustment – The City failed its 2019 Pay Equity Plan submission to the State of Minnesota. Since the last report, three years ago, two things that changed in the pay structures were that the hospital increased their number of steps from 16 to 17 and the City reduced the Supervisory Pay Plan from 12 steps to 11. In order to pass the State’s Pay Equity Reporting both the City and Windom Area Health will need to revert to the former 16 and 12 step plans respectively. For City Supervisors the pay plan will be amended by inserting a new “step 4”, while the keeping the starting wage and top wage the same as the existing plan.
- Laser fiche Discussion – Long term storage of City documents was discussed and how records may be kept in digital format. Currently digital records are stored within the web site or on the City server with both of these methods backed up by a third party vendor in the cloud. Staff thought that the existing document storage structure could be used and improved rather than undertaking a new laser fiche system.

Activities & Project Updates

- Liquor Store – Staff is getting quotes to move the A\C compressors outside of the building to cut the heat in the storage room and improve the working conditions. Two promotional events from beer vendors will provide donations to Cottonwood County PAWS and the Windom Fire Department.
- City Hall – Encourage employees to undertake Wellness Program activities to obtain incentives. Working on 2020 budgets. 2020 Health Insurance information coming from the SW\WC Coop in early August. Utility Billing will be changing with the current contracted vendor not renewing their service agreement the position will be brought in-house.

- Library – August 15th is Library Day at the Fair with a lot of activities. Contractors have started the window renovations in the Children’s section.
- Arena – Sandbags have been removed and other Fair prep is being done. There were issues with condensation in the new locker room addition, but the contractor and Windom Hockey Association is taking care of the issue.
- Electric Department – A line was down during the windstorm last week. Crews are working on undergrounding lines.
- Pool – Tentative closing date set for August 18th. If staff can be found this may be extended.
- Telecom – Service was installed for the construction trailer at the school and work is being done on the County Road 17 project.
- Police – K-9 demonstration scheduled for Night to Unite. De-escalation training being completed and Alice training may be done for the City staff in August or September.
- Building and Zoning – Rental inspections and nuisance inspections are on-going.
- EDA – Meeting with MN DOT regarding access for future commercial development on East Highway 60 between Runnings and Windom Wash.
- Parks – Parts of Island Park will be closed so staff can clear down trees and/or damaged trees.
- Street Department – Completing branch clean up. Estimated 125-135 loads to the landfill. Working with other Departments on the storm sewer issues on the east side of the Runnings property.
- Water\Wastewater – Televising and lining of sewers resumed today and they are planning to be on 1st Avenue the rest of the week.
- Community Center – Weddings in back-to-back weekends and staff is working on A\C issues with a vendor.

CITY COUNCIL – August 6, 2019

The upcoming City Council meeting will include these highlights:

- 1. Adele Plaza Storm Water Line repair**
- 2. Ambulance Bid Award**
- 3. Single Audit – Federal Procurement Policy Compliance**
- 4. Telecom – TLS Rate Change**
- 5. Airport Grant Agreement**
- 6. Personnel Items**
- 7. Wastewater Treatment Plant Pay Request**

KUDOS

Last, but not least, I want to thank all of you for all your efforts on behalf of the City. To help recognize City staff that go above and beyond, I am asking that **if you have a co-worker you want to thank or recognize for their work please send me an email** and I will include their name in the News & Notes Kudos.

- Thank you to **Street, Electric and Police Department Staff** for all their help with the Storm on July 20th.
- Appreciation to **Cottonwood County** for helping out the City of Windom with equipment and personnel related to the July 20th storm.
- Thanks to **JoAnn Ray** for attending two Department Head meetings to interact with staff.

Thank you to everyone for your hard work and dedication to the citizens of our community.