

CITY OF WINDOM

NEWS & NOTES

By: Steve Nasby, City Administrator



37th Edition

August 28, 2019

Department Head Meeting Highlights

On August 27th the topics discussed included the following:

- ALICE Training for City Departments – On September 16th and September 19th the Windom PD will be conducting active shooter training for City staff from 4:00 to 6:00 pm at City Hall, Council Chamber. This will be paid time for City employees attending the training. No RSVP required.
- City Facilities Checklists – As a follow-up to the recommendations of the League of Minnesota Cities Insurance Trust (LMCIT) a facilities checklist has been provided to each of the Department Heads to conduct an annual walk-through of their buildings. These inspections will help identify any existing for upcoming maintenance issues and help reduce potential damage to City owned facilities.
- 2020 SMART Goals – As the 2020 budgeting process gets underway it is also time to start working on Departmental goals for 2020. Input from Boards\Commissions is also key to getting these completed and forwarded to the City Council.
- 2019 Annual Report Narratives – As you may know, each year an Annual Report completed showing the activities and statistical data from the City Departments. Most of the report is completed with tables or spreadsheets with the exception of the Windom PD's portion, which incorporates narrative to help tell the story of their activities during the year thus making the report more interesting to the reader. For the upcoming 2019 report all of the Departments have been asked to include some narrative on a special project or activity.

Activities & Project Updates

- Liquor Store – Preparing the store and inventory for the upcoming Labor Day weekend.
- City Hall – Working on FEMA and State HSEM disaster paperwork and 2020 City budgets.
- Library – Programs at the Fair were well attended 60-75 people and a crowd of about 300 attended the show by Bob and the Beachcombers. September is Library Card Sign-up month. Visits to daycares will be starting in September. Contractors will complete the window renovations in the Children's section this week. Antiques appraiser will be back in Windom on September 24th.
- Arena – Fair clean-up and the horse show last weekend went well. Upcoming horse show this weekend then staff will start the conversion to winter activities.
- Electric Department – Staff working on scheduling a GIS demonstration as several City departments are interested in GIS. Electric crew is finishing the Cottonwood Lake Drive project burying lines. Industry discussion on the potential for increases in electric cars (maybe 20-30% of all cars by 2035) will place a large demand on existing electric infrastructure an impact power markets.

- Pool – Pool is closed and work is being done for fall prep.
- Telecom – Staff is working on residential drops to some homes and working on moving ahead with over-the-top video services.
- Police – Staff has started visits at the Alternative Learning Center. Officers have been busy with calls in the community.
- Building and Zoning – Steve Carson will be filling in while Andy is on vacation next week.
- EDA – The wrap on the billboard at the NWIP has been ordered and a special EDA meeting was held on Monday to approve the possible acquisition of 10 acres at Cemstone to apply for State grants for reclamation of the pit.
- Parks – Trees are being re-planted in Island Park where some were removed. First football game is this Friday night.
- Street Department – Street sweeping and patching will be priorities. Stump removal of the trees lost in the summer storms will be completed. The mechanic will be starting on inspecting and doing maintenance on snow equipment.
- Water\Wastewater – A new sanitary sewer service was installed and work continues at the WWTP.
- Community Center – Upcoming schedule busy with weddings, pheasants forever banquet and the 20 Year Anniversary open house on October 10.

CITY COUNCIL – September 3, 2019

The upcoming City Council meeting will include these highlights:

- 1. Windom Area Health Audit Presentation (2018-2019)**
- 2. Snow Emergency Ordinance Revision**
- 3. Revised Pay Equity Plan**
- 4. Firefighters Relief Association Report**
- 5. Setting 2020 City Council Budget Workshop Dates**
- 6. K-9 Visit (rescheduled from Aug 20th meeting)**
- 7. Contractor Payment #10 for Gridor Construction**

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 very much to **Drew Hage and Brian Cooley** for coordinating the Employee Recognition Event.
- Congratulations to **Leesa Arndt** for her promotion to Utility Billing\Systems Analyst.
- 2019 Employee Appreciation thanked the following people for their years of service:

Mike Haugen – 35 years
Brian Underwood – 15 years
Cory Hillesheim – 10 years
Mason Anderson – 5 years

Wanda Byam – 20 years
Julie Vandewiele – 10 years
Nancy Sajban – 5 years
Devin Kopperud – 5 years

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