

# CITY OF WINDOM

## NEWS & NOTES

By: Steve Nasby, City Administrator



43rd Edition

November 26, 2019

### Department Head Meeting Highlights

On November 26<sup>th</sup> the topics discussed included the following:

- Hands Free Law Reminder – Review of Minnesota Hands Free law regarding cell phone use and applicability of safety policy if violations occur.
- City Website Tutorials – Our consultant, Jill Beim, has made some instructional videos on how to make changes\revisions to the website. The dropbox link to the videos will be sent to the Department Heads.
- City Hall Office – To accommodate staffing changes and continue to provide Customer Service there will be some shuffling of offices\desks over the next few weeks.
- SMART Goals Due – SMART goals are due no later than **November 27<sup>th</sup>** as they will be included in the City Council packets for December 3<sup>rd</sup>. Updates on 2019 SMART goals are also due as well.

### Activities & Project Updates

- Liquor Store –Wine tasting event resulted in 13.5 cases of wine purchased. Store busy with Thanksgiving and snow storm preppers.
- City Hall – Wellness payments are being made to 28 employees who qualified for the \$500 incentives.
- Arena – Staff resuming work on the studio rink. Working on an event “Skating with Santa” for the holidays. Estimates on the roof work are starting to come in.
- Library – Staff preparing for Thanksgiving and Christmas activities.
- Electric Department – Christmas lights and decorations put up. Staff working on inventory.
- Telecom – Staff doing inventory and working on flagging peds to help prevent snow removal damage.
- Police – Busy. Officer Thongviong resigned to accept a position in the MN State Patrol.
- Building and Zoning – Planning and Zoning Commission discussed fee structures. Discussion on permits for fences, decks and driveway installations. Recommendation to require permits and charge \$50 each.
- EDA – January 7<sup>th</sup> planning meeting for a possible Wolf Lake Trail connection. Renderings for Cemstone redevelopment are completed and possibility of doing sealed bids for a first round of lot sales.
- Parks – Dog park recommendation tabled to at least the December 17 Council meeting.

- Street Department – Snow emergency being put into effect for 12:01 am Wednesday to 12 noon Wednesday. Street patch by Lohse’s building completed and a large patch on Jamison Avenue will need to be done.
- Water\Wastewater – Key component of connection to main lift station being completed today. State reporting for end of year starting. Will need to plan for future Chloride actions as required by the State.
- Community Center – Carpet replacement work starting in December. Open gym (2<sup>nd</sup> week) had 10 attendees. Some Christmas parties scheduled and volleyball season starts.

#### **CITY COUNCIL – December 3, 2019**

The upcoming City Council meeting will include these highlights:

1. **Public Input on Proposed 2020 Budget**
2. **Presentation by MN DNR Regarding Wildlife in City Limits**
3. **Second Reading of Ordinance to Transfer Property from City to EDA**
4. **Resolutions Accepting Grants for Cemstone Redevelopment**
5. **Resolution Accepting a Grant for Possible Residential Program to Assist Rehabilitation**
6. **Consideration of Extending the Property Tax Abatement Program for New Housing**
7. **Public Hearing on a Tax Abatement for A New Home on 7<sup>th</sup> Avenue**
8. **Hiring Recommendation for Wastewater Foreman**
9. **Approval to Advertise for Full-time Police Officer**
10. **Contractor Payments for Wastewater Treatment Plant and Airport Hanger Projects**

#### **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 **all the City employees** that are scheduled to work this Thanksgiving Holiday.
- Much appreciation to the **Electric Department** for hanging the Christmas Decorations and lighting the trees on the Courthouse Square.
- Congratulations to **John Nelson**, Liquor Store Manager, and the **Windom Community Center**, for a successful and growing Wine Tasting Event.

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