

CITY OF WINDOM

NEWS & NOTES

By: Steve Nasby, City Administrator



44th Edition

December 11, 2019

Department Head Meeting Highlights

On December 11th the topics discussed included the following:

- Facility Inspections Reminder – As discussed a few months ago Department Heads were asked to do annual facility inspections as part of a facility maintenance program. This is designed to reduce future costs and keep our League of Minnesota Cities Insurance Trust policy costs as low as possible.
- City Website Tutorials – Follow up on whether or not the tutorials were beneficial. Staff that have used them said they are helpful.
- Community Engagement – Re-launch of POLCO community engagement tool planned for 2020. Marketing materials have been requested for Jan – March and then system roll out in April.
- January 7, 2020 City Council Meeting – Due to the Christmas and New Year holidays there will not be a Department Head meeting on December 31st. If there are City Council agenda items please get them to Steve or Denise on or before noon on January 3rd.

Activities & Project Updates

- Liquor Store – Working on inventory counts. Christmas Eve hours will be 9 am to 5 pm.
- City Hall – Year end work underway and inventory counts. New IRS W-4 form is out may need to have employees re-do, but more information coming.
- Arena – Studio rink has ice and will open as soon as staff gets ice to full depth. Skating with Santa will be December 23rd from 1-3 pm. New rental skates arrived and will be available for use.
- Library – Bathroom renovations have started. Staff will participate in the Candlelight around the Square event on December 19th.
- Electric Department – Two apprentices at training this week. Staff working on the new LED Street Shop lights. Will resume tree trimming when weather is not so cold.
- Telecom – Staff working on installs. Generator maintenance done. January 9th will be long distance call cut-over from the vendor.
- Police – Advertisement for a full-time position is out.
- Building and Zoning – December 18th Floodplain map meeting at the LEC from 5-7 pm. Snow on sidewalk complaints can come to their office for processing letters. Avera projects finishing footings.
- EDA – Cemstone lots pre-sale will be in February. Strategic Planning by City Council upcoming and he has EDA Board members willing to participate.

- Parks – Dog park recommendation is still on hold. Brian is meeting with a neighbor and working out a plan for the fencing, etc. that addresses the concerns.
- Street Department – Snow Emergency policy being discussed on December 12th. This is a Street Committee meeting and revisions to the policy to address resident's concerns could be recommended.
- Water\Wastewater – Work at WWTP continues. Small revision to the 2020 Street project water main. Work on well #10 underway and SIU inspections will be done along with State reporting.
- Community Center – Carpet replacement work starts on December 16th. Christmas parties are underway.

CITY COUNCIL – December 17, 2019

The upcoming City Council meeting will include these highlights:

- 1. Public Hearing for Proposed 2020 Street Project**
- 2. Approval of 2020 Budget and Property Tax Levy**
- 3. 2019 Budget Amendments**
- 4. Public Hearing for Residential Housing Tax Abatement – 7th Avenue**
- 5. 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 from the Street Department staff to the **Electric Department** for the installation of new LED lighting.
- Much appreciation to **Tim Hogan, Recreation Director** for setting up the Skating with Santa event and to **Dawn Aamot, Library Director and her staff** for participating in the Downtown Square by Candlelight event.
- Thank you to **Mary Hensen, Administrative Assistant** and **Andy Spielman, Building Official** for handling the snow on sidewalk complaints and for sending out letters to property owners.

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