

CITY OF WINDOM

NEWS & NOTES

By: Steve Nasby, City Administrator



45th Edition

January 16, 2020

Department Head Meeting Highlights

On January 14th the topics discussed included the following:

- Annual Reviews – Employee and Department Head reviews will need to be completed for 2019.
- Fee Schedule Update – Rate and fee changes need to be submitted by February 13th to Denise Nichols so the master Fee Schedule can be updated and presented to the City Council for approval on February 18.
- Census 2020 – The 2020 US Census is coming up in April. A local Census Complete Count Committee is working on outreach and education. A complete count is key for the City of Windom to help sustain State aids and move toward the City Council's goal of 5,000 population.
- Portable LED Sign – Discussion on the possible uses for an LED portable sign.
- Management Training & Team Building – Staff was asked for ideas for the Department Head retreat that will be scheduled in the first half of 2020.
- 2019 Annual Report – Reminder to submit statistics and a narrative for the 2019 report.

Activities & Project Updates

- Liquor Store – Hiring recommendation for a liquor clerk. Busy over holiday season.
- City Hall – Wellness incentive of \$500 again for 2020. Bio-metric exam is required again and dates have been set up for February 25th and 28th with Linda at Hy-Vee and employees need to contact Linda to set up a time.
- Arena – Skating with Santa was a success and 206# of food donated to the food shelf. Busy at Arena with all the hockey games, figure skating and practices.
- Library – Winter adult reading program started January 2nd with 110 participants reading 12 books each. Children's section painting is half done and remodel work still underway. Shelving is available for other City department use.
- Electric Department – Christmas lights are down and staff doing tree trimming. Purchase of a mini-skid steer will go to the Utility Commission.
- Telecom – Telephone system rehome to be completed today, which is rerouting calls. Another vendor is working on an inter-connect. Windomnet peaked internet use at 5.5 GB.
- Police – Advertisements for both a FT and PT positions have applicants. Screening underway and anticipate filling the positions on February 18.

- Building and Zoning – Fee schedule discussion with Planning & Zoning Commission. Working on building an on-line permitting process for applications and payments. Two openings on the P\Z commission.
- EDA – Wolf Lake Trail meeting had about 40 participants. January 30th is Chamber Connects event at City Hall from 8-9 am. February 6th meeting for Re-building Together meeting at 6 pm (River City Eatery). The EDA approved entering into a purchase option for the Cemstone property.
- Parks – Dog park recommendation is still on hold.
- Street Department – Snow Emergency policy is being amended to allow parking in designated City parking lots. Staff preparing for the upcoming storm and had worked with the Electric Department on tree trimming.
- Water\Wastewater – Crews working inside at WWTP. Year-end reports underway and staff will be attending trainings in the spring.
- Community Center – Carpet replacement is completed. Insurance claim for \$4,000 on the roof-top A\C units. Some bubbles in the gym floor appeared and will be fixed through a vendor.

CITY COUNCIL – January 21, 2020

The upcoming City Council meeting will include these highlights:

1. **Ordinance Readings to Adopt 2019 Codification and Revise Snow Emergency Policy**
2. **Fire Department – Donation of \$10,000 for Jaws of Life and Declaration of Surplus Equipment**
3. **Resolution Authorizing DEED Redevelopment Grant Submission**
4. **Drug and Alcohol Testing Policy Update to Meet Federal Requirements for CDLs**
5. **Letters of Engagement for 2019 Audits**
6. **City Council – Strategic Planning Process Information & Review**
7. **2020 Street Project – Update on Gravel Option for 6th Avenue**
8. **WWTP Change Order – Insurance Work for Damage to Treatment Plant Floor**

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 the **Windom Fire Relief Association** for \$10,000 to purchase a new set of “Jaws of Life”.
- Thanks to **Council Member Quade** for taking on leadership of the Census Complete Count Committee and assistance from **Council Member Byam, Denise Nichols and Dawn Aamot**.
- A HUGE thank you to **Tim Hacker and all the Windom Ambulance EMTs** for their service to our community. In 2019 they had 1,034 run sheets completed!

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