

CITY OF WINDOM

NEWS & NOTES

By: Steve Nasby, City Administrator



65th Edition

November 24, 2020

Department Head Meeting Highlights

- Finance Director\Controllor Hiring Update – Nicole Skarphol is being recommended by the Personnel Committee to fill the position vacated by Chelsie Carlson in early 2021. Nicole will start around January 25th.
- 2020 Dashboard Report and 2021 SMART Goals – The report for 2020 and 2021 SMART goals will be in the next Council packet and staff were encouraged to get the completed items turned in.
- Labor Agreements and Supervisory Pay Plan – Both the LELS and IBEW labor agreements have been negotiated and extended for three years. The health insurance will remain the same plan, keep 75/25 premium split and the City's current HSA\VEBA contributions in 2021. Health insurance to also remain the same in 2022 and 2023 but HSA\VEBA contributions may decrease if premiums rise faster than 8%. The general wage increase is 2.25% each year for both labor agreements and the Supervisory Pay Plan.
- COVID and State Executive Orders – Additional State Executive Orders have been issued which impact some City facilities and operations (Arena and Community Center). This latest action is intended to be a 4-week dial back of activities due to increases in COVID cases.

Activities & Project Updates

- Streets – Colton Dunse resigned for another position, so the vacancy will be advertised. Thanks to the Electric and Water Departments for use of their equipment and help in cleaning catch basins.
- Parks – Staff got the winterization work completed.
- Police – Due to school going to all distance learning the SRO officer is now on patrol duty. Officers generally busy.
- Electric – Crew continuing to work on mapping and will start tree trimming in a week or so.
- Library – Continue to do curb side service due to COVID. The winter reading program is being discussed and the format still being decided.
- Liquor – Staff working on hours for upcoming holidays and cleaning due to COVID. TSP consultants have some preliminary exterior and interior designs done for review and discussion.
- Telecom – Short staffed due to COVID. Just making sure basic functions continuing.
- Water\Wastewater – Seeding being done at the WWTP. Awaiting probes before operations can start. Some curb boxes in on the newly constructed streets need to be adjusted so staff working with contractor.

- Economic Development Authority –Spec building has more interest from developers looking at the site for housing and possible sale by the end of November.
- Building\Zoning – Conditional Use Permit for the manufactured housing park is up with the Planning Commission for the new location south of the NWIP. Planned Unit Development (Gove Acres) progressing with a preliminary plat with utilities. Guardian Inn has submitted a PUD to do apartments.
- Arena – Facility closed due to Executive Order stopping all youth and adult sporting activities.
- Pool – Pool is closed.
- Recreation – Recreation programming done for the season.
- Community Center – Facility closed due to Executive Order restricting all events, celebrations, etc. Staff working on maintenance items.
- City Office/Finance – \$500 wellness incentives were paid to 23 employees. Health insurance renewals and flex forms are out for employees and need to be returned ASAP for any changes. Audit prep is starting and inventory should be counting. State is conducting an audit of our sales taxes. Staff working with customers regarding internet service and distance learning.

CITY COUNCIL – December 1, 2020

The upcoming City Council meeting will include these highlights:

1. 2021 Budget Presentation and Public Input
2. 2020 Dashboard Report and 2021 SMART Goals
3. Donation from AAA to Windom PD
4. Conditional Use Permit for Hy Life Foods – South of Opportunity Drive
5. Parks & Recreation Commission Recommendation – Island Park
6. IBEW and LELS labor agreements for 2021-23
7. Supervisory Pay Plan 2021-23
8. Hiring Recommendation for Finance Director\Controller
9. Approval to Advertise Street Maintenance Worker Position
10. Contractor Payments

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

HAPPY THANKSGIVING!