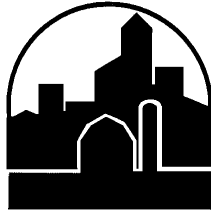


CITY OF WINDOM

NEWS & NOTES

By: Steve Nasby, City Administrator



66th Edition

December 8, 2020

Department Head Meeting Highlights

- Finance Director\Controllor Hiring Update – Nicole Skarphol withdrew from consideration as she will remain with her current employer. The Personnel Committee and City Council agreed to re-open the position.
- Board and Commission Appointments & Re-appointments – A number of Boards\Commissions have expiring terms at year end. Staff was asked to inquire if those members wished to be re-appointed or if there are ideas of people to serve. Names can be turned into the Mayor or City Administrator. Also, staff was asked to collect telephone numbers or email addresses for each person serving on a Board or Commission as these will be included on the City's website in accordance to State requirements.
- Code Revisions – If Departments have City Code items that need to be revised staff was encouraged to submit that information by early January for possible inclusion in a general housekeeping update of the Code.
- Archive Social – City social media pages, including comments\posts, are included in the State's Public Data laws. Archive Social is a company that provides capture, storage and retrieval of this data. This would be a compliance measure to insure the City is able to meet public data request requirements for its social media pages.
- Annual Reviews – The Department Heads were reminded to complete employee evaluations and to complete a self-evaluation for discussion with the City Administrator as part of their review.
- NO Department Head Meeting December 29th - Due to the holidays and vacations there will be no Department Head meeting on December 29th and staff should submit any City Council agenda items to the City Administrator or Denise Nichols on or before December 30th.
- COVID – Federal COVID paid leave expires on December 31st. The CDC has amended the quarantine guidelines from 14 days to 7 – 10 days, which has also been adopted by the Minnesota Dept of Health. For planning purposes, the City has been asked by the Des Moines Valley Dept of Health to provide an estimate of employees interested in getting the COVID vaccine when it is available. The electrostatic hand-held sprayers are at City Hall along with the chlorine tablets. Departments may use these sprayers and share as needed...DISTILLED water is to be used.

Activities & Project Updates

- Streets – Crew doing mastic for street repairs as weather permits. Local Road grants opening up soon.
- Parks – Staff is seeing personal, household garbage left in trash cans and dumpsters. Investigation underway.
- Police – Busy.
- Electric – Tree trimming underway. Generator control work delayed as engineers out with COVID.

- Library – Busy as other area libraries are closed. Working on Ancestry.com database project.
- Liquor – TSP information being consolidated. January 19 Council presentation planned. Store busy!
- Telecom – Short staffed due to COVID. Just making sure basic functions continuing.
- Water\Wastewater – Punchlist items left to do. Awaiting probes before operations can start. Chemical ordered.
- Economic Development Authority – SWIF virtual forum on Building Welcoming Communities. Several housing developers looking at a variety of housing types and locations for projects.
- Building\Zoning – Conditional Use Permit\Planned Unit Development application for Guardian Inn. Conversion from hotel to housing. Kwik Trip site plan is in and scheduling a February Conditional Use Permit application.
- Arena – Facility closed due to Executive Order. Staff time reduced and doing maintenance.
- Pool – Pool is closed.
- Recreation – Recreation programming done for the season.
- Community Center – Facility closed due to Executive Order. Staff working on maintenance items.
- City Office/Finance – December 11th Robin's last day with event 230 pm at City Hall. Year end work underway so reminders to get 2020 invoices processed and inventory done.

CITY COUNCIL – December 15, 2020

The upcoming City Council meeting will include these highlights:

1. Utility Easement Vacation Public Hearing – Lots 3 & 4 in NWIP. Fast Ag property.
2. 2021 Property Tax Levy and City Budget
3. 2020 Budget Amendments
4. HEAT Team – Police Department Budget Change
5. Planning Commission – CUP\PUD for 1955 1st Avenue (Guardian Inn property)
6. Transportation Alternatives Plan Grant Submission Approval
7. Contractor Payments

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