

CITY OF WINDOM  
NEWS & NOTES  
BY: STEVE NASBY, CITY ADMINISTRATOR



69<sup>TH</sup> EDITION

JANUARY 26, 2021

## Department Head Meeting Highlights

- Update on Finance Director\Controller & PT Administrative Assistant Hiring Status
- Part-time and Seasonal Hiring Rates Updated for 2021
- City Council Vacancy Update
- Lion's Club – Pending Donation for a New Park Shelter
- Reminder to Submit City Code Revisions & Updates
- Annual Reviews Reminder
- COVID Updates & Vaccine Planning

## Activities & Project Updates

- **Arena** – Hockey in full swing and facility very busy. Compressed schedules making it difficult to get in open skating time with hockey and maintenance.
- **Community Center** – Facility being used for Des Moines Valley Health vaccinations. Working on meal program lease with LSS.
- **Telecom** – State is changing 911 provider so some work needed to accommodate it. Staff installing seven relay racks at the Network Operations Center (NOC).
- **Liquor** – TSP consultants to present liquor store study to City Council on February 2<sup>nd</sup>.
- **Water\Wastewater** – Probe issues so vendor is making a site visit. Landfill sampling underway and the well drillers are in town and will start next week on new City well.
- **Police** – Consistently busy with calls. Working on getting the body camera program started and will be coming to a future City Council meeting with procedural/policy items.
- **Economic Development Authority** – Working on DEED redevelopment grant. Spec building site housing project progressing and still having discussions on funding gaps for Guardian Inn and Gove Acres projects. Request to Council to amend the Cottonwood Co Tax Abatement Program to include conversion of buildings to housing.
- **Library** – Currently, 87 people have signed up for the Winter Adult Reading Program. Customers appreciate the Library being open. February is "I love to read" month so starting those promotions. Working on year-end State report.
- **Electric** – Crew working on shop maintenance and installation of LED shop lights. Generator controls are done and all units ready if needed.

- **Building\Zoning** – Code updates to include some flexibility for rental inspections as COVID set the timelines back a year and added items regarding impound lots as Code does not address them. Possible Conditional Use revision for Guardian Inn for the property acquisition date.
- **Streets & Parks** – Crew working on snow removal and equipment maintenance. Brian out on medical and new Maintenance Worker hiring recommendation to Council.
- **City Hall Office** – Chelsie’s departure on or about March 1. Recommendation for PT Administrative Assistant to fill Robin’s former position is on Council agenda. Some staff shuffling of office\cube spaces. Preliminary year-end items done and auditors coming to do field work on February 22.

## **CITY COUNCIL – February 2, 2020**

The upcoming City Council meeting will include these highlights:

1. Nomination and Appointment of At-Large City Council Member & Swearing In
2. Lion’s Club – Pending Donation
3. Liquor Store Feasibility Study Presentation
4. Ordinance Update – Building & Zoning Items
5. 2021 Fees & Charges Schedule Update
6. Discussion of City-wide Clean-up Dates
7. Finance Director Hiring Recommendation TBD
8. Part-time Administrative Assistant Hiring Recommendation
9. Street Maintenance Worker Hiring Recommendation
10. Additional Mayor Appointments to Boards\Commissions
11. Contractor Payment – Gridor Construction - TBD

THANK YOU FOR YOUR HARD WORK AND DEDICATION TO THE CITIZENS  
OF OUR COMMUNITY.