

Communication Coordinator/Deputy Clerk Monthly Report-November

October 26- Board of Adjustment meeting. Prior to BOA meeting, met with Jason VanAusdall to go over changes to Temp Structures and Uses Ordinance

October 28- Wrote Board of Adjustment minutes

October 31- Meeting with Diana and Sarah on City News Hour for November 14th. Posted on website and social media the MPO press release on complete street projects. Created the Santa Day flyer and Santa Photo flyer and created Facebook event pages for these events. Address changes for properties in Windsor Heights research and letter drafting and contacting Polk County for direction. Address changes took multiple days and multiple conversations. Answered questions on setbacks and permit questions.

October 31-Nov 4- Worked on WH living articles. Account Payables

November 2- Processed Payroll and Review with Elizabeth and Marcia. Holiday Party Planning Meeting discussed training options and holiday activities.

November 3- Chamber Board Meeting at 8:30 AM and Starbucks Ribbon Cutting at 9:00 AM
ProFriend Meeting at 10:45 at Clive Elementary with Windsor Heights Living, Mayor Willits, Fire Chief Kurth, Melinda Dunnwald, and school counselor Simonne Stricker and we gave information on ProFriend for an article in the Windsor Heights Living Magazine. Posted on website common answers to curbside collections and the municipal finance information and finalized the graph to go with it. Worked on agenda and documents for council meeting.

November 4- Posted voter information on our website. Council packets, website and dropbox

November 7- Posted and sent out electronic newsletter on the officer appreciation dinner. Submitted WH living articles. Put blue ribbons from 66th St to University to 63rd St. attended funeral procession. Attended council meeting 6-7:15 pm.

November 8- Took photos of the a boulevard of flag program installation and created a step by step on how easy it is to enroll in the program and shared on social media and posted photos of the flags set up along 66th St. Processed the documents from the council meeting. Processed permits.

November 9- Save the date made for holiday party. Wrote minutes from the council meeting.

November 10- Took photos of the Walkability: Beyond Downtown event at the community center. Attended staff insurance meeting. Worked on Planning and Zoning agenda for the November 30th meeting and the meeting materials for this meeting. Started gathering all the documents for the meeting. Address changes and research for a properties.

November 11- Posted on social media and sent out electronic newsletter about city news hour, the appreciation dinner and thank you for the support from our residents. Distributed Comp plan information to planning and zoning commission. Posted on the website the Walkability: Beyond Downtown presentation.

November 14- Attended staff meeting in the morning. City News Hour- live streamed the presentations from George and Phillip on Facebook. Worked on action form and report for council.

November 15- Ribbon cutting ceremony at Prime. Started working on Christmas card for the FD featuring Ember. I processed payroll for this pay period.

November 14-18- Work on DMWW newsletter and council agenda

November 16- Account payables, special event meeting at 5:30 PM. Processed permits.

November 17- Prepared council packets, website and posting for council meeting

November 17- Appreciation dinner for officers and firefighters. Took photos to document the evening.

Upcoming Meetings:

November 28- Staff Meeting

November 30- Planning and Zoning Meeting at 5 pm

November 30- Chamber Annual Meeting at 6 pm

Project Updates:

Quik Trip- is looking for a contractor to start their project

Windsor Crossing- Third and Second floor have passed inspection. Move in around spring 2017

Saison- is in construction and hopefully will be open near December

Duplexes- Foundations poured, ground work is done, contractor has installed storm water protection.

Ready to start framing (week of November 21st) anticipated completion date: Feb 2017

6901 Center St is still on probation.