
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: September 7, 2021

I have the following observations and information to share from the last two weeks:

Airport

The final flight inspection for the runway project has been rescheduled for September 9 from August 27, 2021. As noted previously, it has been rescheduled several times from the original date due to weather and equipment issues. Hopefully, this one holds.

The FAA grant for the award of \$1.7 million dollars was signed last week. As a result, Knife River intends to start on the taxiway reconstruction this fall. A specific start date has not been identified as of yet. We will notify hangar owners as soon as we do. KLJ & WSB will need to coordinate access points as the 21st Avenue project will be starting this fall as well.

Budgeting

Work continues on compiling the budget information needed to certify the preliminary levy by September 30. This week we are working through the Capital Improvement Plan.

Development Projects

The various residential projects are still in a holding pattern. Staff is still awaiting information from the developers in order to return information back to them.

Infrastructure

Staff met with representatives from Mille Lacs and Sherburne counties, and Baldwin Township on August 26 to discuss how to pay for the simulcast radio equipment that will be placed on the City Hall tower. The plan will be to apply for a State grant in October which is awarded in January 2022. We could receive no grant money, some grant money, or enough to fund the entire project estimated to be \$560,000. The challenge will be to figure out how to pay for the equipment if we receive no or some grant money.

All those present agreed that they could provide a letter of support for the grant application. We will work with the Regional Radio Board to determine a fair share cost for the others we met with.

Personnel

I am delaying the request to award the Classification and Compensation Study to September 23. We received four proposals; three were within the budgeted amount. I want to ensure that the recommended consultant is a firm that the Department Heads feel is a good fit and we have taken the time to check the references and answer any additional questions the Department Heads may have. This may push completion of the study into 2022 which will have a budget impact depending on the re-

sults of the study. The 2021 budget included monies to address any salary increases; this will need to carry over to the 2022 budget.

Work Force

Stephanie and I met with representatives of the Chamber, the School District, and three of the City's largest employers to discuss work force shortages, training, recruitment and other related topics. One of the projects that would help everyone is the creation of a "live here, work here" marketing campaign, especially while the Highway 169 reconstruction in Elk River is ongoing. The next work force meeting is scheduled for September 23.

Upcoming Meeting/Event Reminders

- September 11 – Public Safety Day from 10 am to 2 pm
- September 15-17 – I am attending the MCMA (Minnesota City Managers Association) Conference in Duluth and will be out of the office. I will be available by phone, text and email.
- September 18 – Wild West Show/Sherwin Linton at the Fairgrounds