
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: October 10, 2023

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

Airport

We are still seeking applicants to fill the vacancy on the Airport Advisory Board.

Budgeting

Accountant Hodge and I continue to meet with our benefits provider to gather information and analyze an approach for contract negotiations regarding benefits. We received a proposal from a vendor other than PEIP where the premiums will go down from what we are currently paying. Principal has agreed to freeze dental and life insurance premiums for 2024 and 2025.

Until negotiations are complete, the personnel numbers in the budget worksheets will not change. Given the budget review schedule, staff is hopeful that negotiations will be complete by mid-December, but meetings have not yet been scheduled with the union representatives and business agents.

Cannabis Regulation

Staff continues to monitor the regulatory environment surrounding this subject. Our next jurisdictional meeting on the topic with Sherburne County is scheduled for November 2, 2024.

Development

There are no new projects to report on since the October 10 report.

Staff is working with our consultants from Northland Securities on the next TIF request from Pat Briggs for Rum River Residential Estates Phases 3 & 4.

There is a land tour with Greater MSP scheduled for October 30. See the attached itinerary. Staff will be highlighting the remaining Business Park lots and the commercial acreage north of Madra Loca.

Investing

On October 23, Accountants Hodge and Hoheisel and I met with Lynn Cornwell of Morton Capital Markets regarding making the City's money grow more. She provided us with some valuable insights regarding cash flow, various products that banks often suggest that aren't protected, and explained how Morton's investment services work. It was very enlightening and staff hopes to further consolidate where the City's money is invested and utilize Ms. Cornwell's advice to our advantage. While Bremer has stepped up their interest game, First Bank and Trust still has some VERY low interest rates on the City's CD's.

Staff's next steps will be to map the City's cash flows, add Morton Capital to the list of official depositories in January and meet again with Ms. Cornwell in January as well.

Also Finance-related, staff will be working toward moving all of the payroll transactions from First Bank and Trust to Bremer by the end of the first quarter of 2024. This will increase staff efficiency as no longer will a check need to be cut to cover all of the payroll transactions and taken to First Bank and Trust.

Mille Lacs County

Staff discovered unpaid invoices from 2019 for snow removal services. They were sent to the County Administrator in the hopes of receiving payment. Administrator Hayes indicated that they are still researching the topic, but if they cannot find anything in their collective files, the invoices will be processed for payment.

Upcoming Meetings and Reminders:

- October 28 – Pumpkin Chuckin' at the Mille Lacs County Fairgrounds from 1 to 4 pm.
- November 1 – Study Session at 4:30 pm to review the Personnel Manual (hardcopies to be distributed at the October 26 meeting).
- November 1 – Fire Advisory Board at 7:00 pm
- November 2 – Civic Betterment Club Wine Tasting from 6 to 8 pm at Christ our Light Church