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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Bi-Weekly Administrator's Report**  
DATE: October 11, 2022

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

### **Airport**

The Beacon Replacement has been pushed to spring of 2023 due to supply chain issues with the tower portion.

The cultural and environmental studies for the targeted ALP study are underway and should be completed yet this fall. As part of the targeted ALP study, we will be preparing to de-annex the Flight Service Station as the FAA still intends to vacate the building in 2023.

### **Development**

The site plan for Glen Metalcraft's new facility is currently going through staff review and comment compilation. Work on the vacation of the drainage and utility easements and street as well as the re-plat is also progressing.

### **Finance**

No new news on the Finance front. Accountant Hodge's first week working remotely went well. This week we have (had) training on electronic timecards as well as the process for submitting, approving, and inputting invoices. Progress to a somewhat paperless process is moving forward.

### **Grants**

No news on the Small Cities grant. The Federal Housing and Urban Development department needs to approve the State's 2022-2026 HUD Consolidated Plan. As soon as the plan is approved, awards will be made and applicants notified by email.

WWTP Manager Klinghagen and Technology Services Manager Yost are working on a grant to improve cyber security at the plant.

There is a grant opportunity for pedestrian facilities that requires a letter of intent by October 14. Staff intends to submit the required letter and apply for funds to help with the pedestrian facility proposed along the CR 4/7<sup>th</sup> Avenue alignment.

### **Upcoming Meeting/Event Reminders**

- October 15 – Princeton Area Chamber of Commerce's OctoberFEAST, Mille Lacs County Fairgrounds
- October 29 – Kinship Mentoring of Princeton's Pumpkin Chuckin', Mille Lacs County Fairgrounds
- CGMC Fall Conference – November 17 to 18, Alexandria, registration is now open; Councilor Hallin is attending