
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: June 11, 2024

I have the following observations and information to share from the last update on May 22, 2024:

Airport

Work continues on the AWOS project as well as the ALP update.

I met with Bill Moriarty, Airport Advisory Board member and attorney for Duane Kruse and Sharon Sandberg May 23 on Board business and the through the fence agreement. We scheduled another meeting for late June. We will be meeting regularly to ensure timely closure on the issue.

We have had one inquiry regarding construction of a hangar.

Baldwin Township

We are in a holding pattern with the Administrative Law Judge regarding Baldwin's request to incorporate.

We have received additional information regarding the final orderly annexation agreement. I anticipate that this will hit a Council agenda in the near future.

Development

Staff continues to work with the developer of the Pontius site. A schedule for the TIF process has been developed and the remaining approvals required will be run concurrently with that process.

It appears that progress is being made between Mr. Doose and Mr. Bowen related to the sale of the City's parcel.

A preconstruction meeting for the CSAH 4/7th Avenue project was held June 4. The contractor intends to start with the roundabout at 7th and 12th and then work at Rum River Drive northward. The desire is to have the roundabout completed before school starts. Representatives from WSB will be meeting with a couple of neighbors on site to explain the project's impact to specific properties. Weekly on-site status meetings have been scheduled for Tuesdays at 10 am.

If Councilors wish to receive weekly updates regarding the CSAH 4/7th Avenue project, please email: Princeton2024@wsbeng.com and request to be placed on the update list.

Finance

Staff is waiting for the preliminary audit results now that the field work is done.

Assistant City Administrators Frederick and Gerold reviewed the auto, equipment and structure schedules for the insurance renewal for accuracy. Changes will need to be made; items were missing and others should be removed.

Staff prepared the City's cash flow analysis for a meeting June 6 with Lynn Cornwell of Morten Capital Markets. We will be making our first investment with them in a money market account at 5.25 % this week. Efforts are being made to make the City's available cash work harder.

Fire

The transition team is now meeting bi-weekly.

The Department has been successful in receiving grants to assist in purchasing needed items. The Department was recently granted \$2,500 from Center Pointe Energy; the monies will be used to purchase gloves for the members. The Department is waiting to hear back from Twice New Clothing and Treasures on a request and will be submitting a grant request to the Department of Natural Resources.

Ladder 1 had its hydraulic cylinders repaired at the end of May and will undergo its annual inspection on June 14.

Legislature

The Legislature adjourned on time. CGMC and LMC have scheduled post-session webinars and staff will provide an update on any legislation impacting the City in a future report.

Upcoming Meetings and Reminders:

- June 14 and 18 – I will be out of the office for family reasons.
- June 17 – Fire Executive Board, 7 pm at Public Safety Building
- June 19 – Juneteenth; holiday, City offices will be closed.
- June 6 – Rum River Festival Parade