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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: March 22, 2022

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

### **Development**

We received a Letter of Interest for a significant portion of the Princeton Business Park (20 acres). Staff is analyzing the offer amount as it is significantly less than the price per acre that has been set. Once staff the staff analysis is complete, we will move it forward to the EDA and Council for consideration.

Staff met with Sue and Steve Hage on March 21 to discuss their project that would redevelop the site at 302 Rum River Drive. The project would be three stories from street level with underground parking for a total of four levels. The project would be mixed-use with commercial at street level and two levels of residential (10 units). Attached are some form studies of the structure. There are multiple challenges to the project, namely a significant overhead power line and the floodplain. Variances may also be required. There were no red flags raised by staff, so the Hages are going to do some further investigation and we will likely meet again.

### **Grants**

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. Congressman Stauber's Office confirmed the same message, that it is "under review".

Community Development Manager Brooks is working on a variety of grant applications. We were successful in receiving an AIS grant to assist in controlling the reeds at the WWTP.

### **Finances**

I have prepared a spreadsheet of the City's investments which I will distribute at the Council meeting as I prefer not to have it included in the packet. Previously, we had investments in two offices of RBC Global Asset Management; I contacted Roseanne Kelly out of the Minneapolis Office (where the bulk of them were located) and authorized all of our investments be transferred to the Minneapolis Office where I can work with one broker. Ms. Kelly has been very helpful and I look forward to working with her going forward.

Next on my list will be working with Northland Securities on understanding our debt and determining if some of it can be paid down without adversely impacting our liquid cash position.

### **Personnel**

The Finance/HR Director position has been re-posted to the LMC website with an "open until filled" notation, has been posted to LinkedIn and the EDAM sites. On March 21, I completed a posting on Indeed; this will be a paid posting for two weeks which will cost roughly \$350. On the same day, I was able to invite two possible candidates to apply, and one was invited on March 22. Hopefully, someone will apply.

There were approximately 24 applicants for the General Maintenance II position created by the departure of Adam Cook. Public Works Director Gerold is reviewing/scoring them and interviews will be scheduled shortly.

There has been significant interest in the three internship positions. Community Development Manager Brooks has been coordinating the review of the applicants and scheduling of interviews. The positions were advertised through Handshake which is used by institutes of higher learning nationwide.

I attended a virtual meeting of the Region 7E Human Resources professionals on March 17. I learned that Central MN Jobs and Training has funds for Incumbent Worker Training. This is geared for employees that are looking to improve their skills to benefit themselves and the organization. Unfortunately, it does not pay for training to obtain or maintain required licensure.

The interviews for the Classification-Compensation Study are underway. At the end of the day March 24, 24 of the 35 interviews will be completed. The last interviews are scheduled for April 5 and then the market analysis will likely begin.

### **School District**

The Superintendent has approached staff regarding improvements to the Varsity Girls' Softball facility at Mark Park. He has received concerns that there is a potential Title IX issue when compared to the improvements that have occurred at Solheim Field. Public Works Director Gerold presented the proposed list of improvements to the Park Board; they agreed to fund items that could be covered within the park maintenance budget. Staff met with the Superintendent on March 18 and we agreed to cooperatively work together to:

1. Move a set of bleachers that the school has to Mark Park,
2. Install protective fence toppers,
3. Repair the bottom of the fences where they are curling or don't quite meet the grade,
4. Investigate whether an outlet could be added to the scoreboard to provide power to the batting cages, and
5. Determine what repairs, if any, to the scoreboards are needed.

Additional improvements, such as longer dugouts and new scoreboards, were also requested, but further conversations with the school district, varsity softball and the youth associations need to be held.

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

- April 7 – Joint meeting with the Airport Advisory Board; their regular monthly meeting will occur after the conclusion of the Joint meeting.
- April 13 – SMMPA Board Meeting 9am at the Historical Society; the Mayor is requested to greet the Board and welcome them to the City.
- April 27 – PUC Tour of Facilities. Tour will start at the offices at approximately 3 pm (or when the PUC concludes its business) and return to the Historical Society. A mini bus has been procured.