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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: August 23, 2022

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

### **Airport**

We expect to hear soon on the two grants. They want them to be returned by September 16, so there may be an add-on for this week's Council meeting. It would be authorization for the Mayor and I to execute the grant.

### **Budget**

The 2023 capital forms were distributed late and are due August 29. I will likely have a CIP overview on the September 1 Study Session. Some preliminary items for the Council to be aware of are:

- Health insurance will be calculated at a 15 percent increase. Accountant Hodge and I met with NFP, our insurance broker on August 12; their "best guess" was a 9 to 10 percent increase, but based on our 2022 experience, I plan to factor a higher increase.
- Union contracts have a 2.5 percent COLA increase.
- Unknown increases based on the Classification-Compensation Study
- MMUA, our safety educator, has revamped their pricing schedule. For our level of service based on our population, it appears that our training costs will increase by approximately \$4,300. PPU General Manager, Public Works Director Gerold and I will be meeting to discuss how our training overlaps and to determine if we can garner any cost savings by sharing a training contract.
- This will be the first year that the CIP will include an overall technology plan.

### **Development**

We are meeting with the developer interested in the old hangar lots on Wednesday, August 24. They have submitted a broad outline of a potential agreement, and we will try to narrow the details. I expect to bring something to the Council in closed session on September 1.

I have been staying in touch with Tim Dolan of the Glenn Metalcraft project. As of now, we do not have any action items.

The Mayor and I attended the Minnco Credit Union groundbreaking on August 15.

### **Finance**

#### Finance Software Update

We continue to do training on the software. We have delayed some training to October and November; these are components that do not impact day to day operations. The current training is on

the export to and import from Excel. I personally am excited about this as it will make budgeting and generating reports "on the fly" as requested a piece of cake.

### Grants

I have been working with the Age-Friendly Princeton committee regarding the AARP grant for the electric bike. They have selected an alternate bike as the one originally selected was not suited to support age-friendly goals. Here is a picture of the selected bike:



Blue Surrey Limousine Deluxe

The bike will have electric assist, seatbelts, and cup-holders. The committee is requesting from AARP a change in the bike to be purchased and an extension of the grant to June 30, 2023 so that the necessary regulatory items can be accomplished and a proper unveiling can be done per the grant expectations.

### Personnel

I expect to get the Classification-Compensation study results in the next week or two. Once received, we will schedule the necessary staff and Council meetings.

### Upcoming Meeting/Event Reminders

- September 1 Study Session
  - Presentation by WSB on the pavement management plan. Specifically, they will present the condition of City streets and request input regarding the level of condition that the Council wishes to maintain. This will drive the budget going forward.
  - Overview of a global agreement with Mille Lacs County regarding the joint project on County Road 4/7<sup>th</sup> Avenue North. The plan is to be on the County's agenda on September 6, if possible. If not, they have a special meeting scheduled for the 13<sup>th</sup>.
  - Discussion regarding an ordinance regulating the sale of cannabis items. We hope to have a model ordinance that the Council can review and provide direction on.
  - Closed session regarding the old hangar lots development.
- September 10, 10 am to 2 pm – Public Safety Day at the Public Safety Building. Police, Fire, Public Works, Princeton Public Utilities
- September 29, 5 to 8 pm – Whiskey and Wine Tasting Event at Northern Lights Ballroom, Pease. This is a joint venture between Princeton Wine and Spirits and the Milaca Municipal Liquor Stores.
- CGMC Fall Conference – November 17 to 18, Alexandria