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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: December 20, 2022

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

### **Airport**

Staff met with KLJ on December 19 to review the work to date on the AWOS relocation/targeted ALP Study. At the January 5, 2023 Council/Airport Advisory Board (AAB) joint meeting, KLJ will review the AWOS siting parameter, the five location alternatives, and preliminary cost estimates. Staff has a meeting scheduled with the FAA and MNDOT Aeronautics on January 11, 2023 to review the same and get direction as to their desired alternative. Once that is received, staff will make a recommendation to the AAB in February for a final decision by the City Council thereafter.

### **Boards and Commissions (a continual reminder until January)**

We have started to advertise for applicants to the various boards and commissions. In addition to the typical term expirations, we have vacancies on the following boards:

- Economic Development Authority
- Fire Advisory Board (Bogus Brook, Blue Hill Townships)
- Park and Recreation Advisory Board
- Housing and Redevelopment Authority

It may be helpful for the Council to personally invite residents to serve on a board or commission. Appointments will be scheduled for after the first of the new year.

### **Personnel**

It appears that all City Hall staff are back to being healthy; until the next round of illness makes itself known.

We received three applicants for the Accountant position. Councilor Gerold is participating in the review and interviews which will be scheduled after January 1, 2023.

Wastewater Plant Manager Klinghagen and Police Chief Frederick will be out of the office December 27-30. Others may also be intermittently out as time and duties allow.

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

- December 26 – City offices closed in observance of the Christmas holiday
- January 2 – City office closed in observance of New Year's Day. Princeton Wine and Spirits will open late that day in order to accommodate the inventory spot-check to be completed by the audit firm.
- January 5 – Study Session with the Airport Advisory Board