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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: April 6, 2021

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

### **Airport**

Our meeting with the FAA on the release of Parcels 2, 10, 11 and 18 for the 19<sup>th</sup>/21<sup>st</sup> Avenue connection project went fairly well but revealed that there will be some significant work in order to release Parcel 18 (see attached map for reference). Parcel 18 is tied to both FAA and MNDOT acquisition monies, so the release needs to go through "environmental review" as part of the FAA's release review. FAA's guidance recently changed, so they have a new set of standards that they are working through, so we are waiting for a list of items that they will need for this review. That list should be arriving in approximately two weeks. The lessons learned here will assist staff should the Council desire to sell the Flight Service Station as the same funding sources were used for its purchase and a similar review process will be required.

I continue to review the Airport Zoning Ordinance and the process to update the ordinance to remove the cross-wind runway.

I prepared the agenda for and attended my first Airport Advisory Board meeting.

### **Development Projects**

#### AT & T Tower

We have been in contact with the various consultants on transferring the tower to City ownership. We provided our FCC registration number, confirmed that the tower does not need a light or special paint to comply with FAA regulations, and requested a replacement value for insurance purposes. Landscaping will go in once the weather permits and supplies are available.

#### Shipwreck Building

The Smiths are currently evaluating the numbers on this project. Staff provided them information on SAC/WAC fees, electrical connection fees and the contact information for Coborn's on the fee in lieu of special assessment payment.

#### Connexus Energy

I met with representatives from Connexus Energy. They are very active in maintaining community relations in Princeton as their largest commercial and industrial account base is in the city. There will be an event in June for the solar installation on the Prairie Restoration site. They are working to eliminate their \$3.95 credit card service fee.

### Howard Homes

Staff met with Dan and Dylan Howard regarding the commercial property they own in Rivertown Crossing. They were interested in the City's plans for the industrial park and to determine how they and the City could work together to market their commercial property. They are interested in selling it given the significant tax payments that they are making on vacant land.

### Northwoods Finishing

Staff met with Northwoods Finishing to confirm their interest in locating in the new industrial park. They are looking at four to five acres and to construct an initial building of 50,000 square feet with room to expand.

Staff has requested a scope of services from WSB to prepare the preliminary and final plat so that it can go through the approval process.

### CKW Developers

The vacation of the right of way adjacent to the CKW site is outstanding. The call for a public hearing was on the agenda and this item should be completed by the end of May.

### **Finance/Personnel**

I completed the last of my meetings with staff, visiting both the Liquor Store and Fire Station.

The new cell phones for staff have been deployed. An updated directory should be distributed shortly. I would respectfully remind the Council to use city-issued devices to communicate with staff regarding city business.

Staff met with Northland Securities to review the Tax Increment Financing districts, reporting and district establishment. Two districts, 8-3 and 8-4 did not have projects that moved forward and will not be certified. It is the recommendation from Northland Securities that these districts be rescinded by Council resolution. A resolution will be placed on a future Council agenda.

Casual Fridays have been implemented. Blue or black jeans paired with "Princeton wear" – logo'd shirts or name badges are allowed.

### **Upcoming Meeting Reminders**

May 6 – Joint Meeting with the Princeton PUC

September 11 – Public Safety Day, 10 am to 2 pm