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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: February 21, 2024

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I have the following observations and information to share from the last update on January 23, 2024:

### **Airport**

Staff, along with KLJ, met with FAA staff to discuss the documents necessary to complete the ALP update for the relocation. There will be a number of release documents relating to the "old airport" parcel east of 21<sup>st</sup> Avenue, removal of road rights of way from the airport, removal of the Flight Service Station, and a general cleanup of the entire east boundary of the airport. KLJ will be developing a simple graphic to accompany a letter to the FAA requesting the changes. The FAA then needs to analyze the request and provide direction to the City and KLJ as to next steps.

### **Baldwin Township**

Staff (Attorneys Bourgeois and Toven, City Clerk Tadych, City Engineer Edison, Community Development Planner Marquardt and I) continue to meet weekly to prepare the City's testimony at the upcoming hearing regarding Baldwin Township's incorporation. A draft document is in process. As it becomes more robust in content later this week/early next, the Council will be provided with an opportunity to review and provide input. We are required to submit our documentation to the Administrative Law Judge by the end of the day February 29, 2024.

### **Building Inspections**

Staff continues to work with MNSPECT on implementing the new permit forms, handouts, and general process for building inspections. There are a lot of changes, but it has been a team effort and I believe that things are going well.

The final payment to Metro West was included in this week's bill list. They were able to final the Glenn Metalcraft Building, hence the larger than anticipated amount. Community Development Planner Marquardt and Senior Accountant/HR Specialist Hodge are to be commended for their diligence in reviewing the final bill to ensure that we paid only what was due Metro West.

### **Development**

Staff met again with the developer interested in the 40-acre parcel south of New Life Church. They have developed a mixed-use concept plan (industrial, for-sale townhomes, and an apartment building) for the site working around the airport safety zones A & B. They will need financial assistance to make the numbers work given that the site needs to be annexed and utilities extended. We will be running some preliminary TIF proformas to see what is possible.

Attorney Toven will be drafting a purchase agreement for the 40 acres west of the airport. We will schedule a closed session for March 14 to further discuss the matter.

### **Finance**

I would like to report that almost all of the staff have converted from vacation/sick to PTO and we are currently under the budgeted amount for payouts. If the remaining few employees decide to convert plus the Fire Chief's payout, we will end up slightly over budget. There are a few employees that will

receive the remainder of their payouts in 2025 and 2026 due to very large sick leave banks, but those numbers are known for budgeting purposes.

### **Legislature**

LMC and CGMC are tracking issues of local interest that are moving through the legislature. Two specific items to note:

1. Changes to the School Resource Officer legislation adopted in 2023. Instead of repealing the language, the legislature is amending the language and requiring training for those that are SROs. The bill is currently laid over in one of the House committees. As an aside, Chief Frederick and I are meeting with Superintendent Barton next week to discuss the SRO contract between the City and School District.
2. Legislation that would pre-empt local zoning controls in order to promote additional affordable housing. The bill is quite lengthy and would require cities, by right to allow "middle" housing (duplex to sixplex structures) on any residential lot within a certain distance of a transit stop, require a city that does not have a transit stop (which is the tie to increased densities in the bill) to designate a commercial area as a transit stop, and limiting the type of limitations a city may impose from a zoning standpoint. The bill is a one-size fits all attempt at a solution to affordable housing.

I continue to participate in the monthly call with Congressman Emmer's office. Staff will submit the funding request to his office for the simulcast equipment; a request has been submitted to Congressman Stauber's office.

### **Upcoming Meetings and Reminders:**

- February 29 – Special Primary for House District 27B
- March 5 – Presidential Primary
- March 6 – Fire Advisory Board meets at 7:00 pm, City Council Chambers
- March 7 & 8 – Hearing for Baldwin Township Incorporation to be held at Baldwin Town Hall starting at 9:30 am; March 8 is a secondary day in the event that there is significant testimony. The general public may testify starting at 5:30 pm on March 7.
- March 12 – Annual Township Elections and Meetings
- March 12 – Distinguished Service Awards Dinner at 6:00pm (Social Hour) and 7:00pm (Dinner). Please let me know if you plan to attend so that we can RSVP on the Council's behalf. RSVPs are due March 1<sup>st</sup>.
- March 19 – Special Election for House District 27B