

---

## MEMORANDUM

---



TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Bi-Weekly Administrator's Report**  
DATE: April 27, 2022

---

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

### **Finance**

Account Hodges, Tech Services Manager Yost and I met with representatives from Abdo, Inc on April 18 to review the process for preparation for the audit. We reviewed the technology needs and the list of documents that they will need to access in order to do their work. We have set up an audit folder on the server where all documents will be stored, this will allow us to limit access to just that folder. Tech Services Manager Yost has set up a VPN (Virtual Private Network) access point for them to remote into both the file folder and the finance software; we duplicated the finance software so that there is no concern about having to arrange access to the finance software as only one user can access the software at a time.

Accountant Hodges has been scanning and copying files to the folder.

### **Grants**

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. In addition to speaking with Congressman Stauber's office, I also reached out to Congressman Emmer's office.

### **LMCIT Loss Control Workshop**

Police Chief Fredericks, Public Works Director Gerold and I attended LMCIT's Loss Control Workshop on April 19 in St. Cloud. I attended a session on email phishing that was very informative.

### **Legislation**

We are nearing the end of the legislative session. There is a push to encourage legislators to increase the amount dedicated to LGA as well as to change the formula.

In recent days, there has also been movement to put local zoning pre-emption legislation back on the table.

### **Personnel**

The search for a Finance Director continues. I have had feedback that our pay is too low, but we are in the middle of a budget year and the Classification/Compensation Study, so there can be no movement in that direction at this time. I have been thinking about alternatives and plan to discuss them with the Council at the May 5 Study Session.

I am meeting weekly with Accountant Hodges and Tech Services Manager Yost in order to determine how projects are progressing and identify if assistance from other staff is needed. Liquor Store Manager Donner and I meet bi-weekly.

### **Redistricting**

The County has completed its redistricting process. Attached is the resolution as well as the new district map. The City of Princeton will continue to be District 1 with no boundary changes. The current Commissioner's term will continue until the election in 2024.

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

- Council Study Session – May 6; tentative agenda topics:
  - Review of Open Meeting Law Requirements
  - Finance Director Options
  - Email Policy
  - Computer Use Policy
  - TIF/Tax Abatement Policy
- May 6 – I will be out of the office
- CGMC Summer Conference – July 27 to 29, Red Wing
- CGMC Fall Conference – November 17-18, Alexandria