
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: December 6, 2022

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

Airport

Work is progressing on the Targeted ALP Study at the airport. KLJ is working to schedule an agency/airport staff meeting the week of December 19 to review the data and discuss options.

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.

Insurance

LMC released its post November 15 and January 1, 2023 insurance renewal rates. While our renewal doesn't occur until July, these will likely impact the City in the latter half of 2023. Please refer to the attached LMC information regarding insurance.

Personnel

The Accountant position has been posted and closes December 16, 2022.

City staff and their families have been hit with any number of maladies in the last two weeks. Staffing this week at City Hall has been bare bones.

Communications

The City expressed its condolences to the family of Roger Nelson of Blue Hill Township. Mr. Nelson had served for many years on the Fire Advisory Board.

Upcoming Meeting/Event Reminders

- December 9 – Ribbon Cutting at 9am for Minted Twine in the South Mall
- December 13, 14 – the Administrator will be out for same-day surgery and recovery and is expected to return on the 15th.