
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: October 25, 2022

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

Age-Friendly

The Surrey Bike has been ordered and delivered. The Age-Friendly Committee is working on finding a winter storage location and will be working on all of the various details required for folks to rent the bike.

Airport

Public Works Director Gerold and I met with DNR staff to discuss a possible relocation site once the FAA vacates the Flight Service Station. We met on October 20. We believe that the post-frame structure on site will suffice for needed office space and it can be relocated to a site near the AD Building. In addition, the DNR is hoping to replace their existing trailer with something larger and also relocate it in the same vicinity.

Boards and Commissions

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)
- 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.

Development

Site plan review is progressing on Glen Metalcraft. A draft purchase agreement for the sale of the old hangar lots has been drafted and is under review by the various parties. The purchaser's attorney is working up the Developer's Agreement, but that has not yet been distributed for review. Fountain Place, a 21-lot plat has been reviewed by the Planning Commission and should be received by the City Council in either November or December.

Staff met with the School District on October 18 to discuss the redesign of the High School parking lot. The plan is to reconfigure the traffic flow to better separate the drop-off function from general student parking. Suggestions were also made to limit traffic flow on 7th Avenue to a right-in only into the parking lot. Revisions to the concept plan are being made; the intent is to do the construction after the end of the school year.

The closing on the K-Bob Café occurred last week and the loan payoff made. The City was overpaid, so there is a check on the bill list to return the overpayment to the title company.

As far as staff understands, the closing on the Paws Up 4 You is still slated for October 31; a specific time has yet to be determined.

Finance

Staff continues to use the various components of the new software. Department Heads are currently using the MiPay module for time entry and approval (this pay period is for practice). Some staff have been exposed to MiViewPoint which will allow for the electronic approval of invoices and on-demand review of budget status by Department Heads. I entered and approved multiple invoices and have found the system to be easy to use. I think that the on-demand access to budget information for Department Heads will be a very helpful tool for them.

We received our health insurance renewal; premiums increased 13%. Premiums are an opener for the Union contracts and I have a meeting scheduled with them to discuss the City's contribution will be for 2023.

The benefits presentations for staff have been scheduled for November 7 from 10 am to noon. This will be the start of the open enrollment process as well. As we are required to transition of HSA administration from Further to WEX, documentation for open enrollment will be due back on November 16 so that selections can be uploaded by December 2 to ensure that debit cards are issued by the start of the new year.

Grants

Still no news on the Small Cities grant. The Federal Housing and Urban Development department needs to approve the State's 2022-2026 HUD Consolidated Plan. As soon as the plan is approved, awards will be made and applicants notified by email.

November Study Session

The Mayor will be out of town for the November 3 Study Session and I have no pressing topics for discussion. Unless the rest of the Council has items they would like to discuss, staff recommends that the November 3 meeting be cancelled.

Upcoming Meeting/Event Reminders

- October 29 – Kinship Mentoring of Princeton's Pumpkin Chuckin', Mille Lacs County Fairgrounds
- CGMC Fall Conference – November 17 to 18, Alexandria, registration is now open; Councilor Hallin is attending