
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: August 22, 2023

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

Airport

Per the discussion at the Joint City Council/Airport Advisory Board meeting, KLJ has updated the Airport Capital Improvement Plan (CIP). Conversations with the FAA and MNDOT have led to some additional changes to the CIP, specifically as it relates to the realignment of Taxiway B. As the Taxiway has fairly new pavement that is still in good condition, the realignment project has been pushed to later in the schedule. In its place, to take advantage of BIL funds, a small expansion of the apron/tie-down area is being proposed. The CIP and an email explaining the change is attached.

We are still seeking applicants to fill the vacancy on the Airport Advisory Board.

Development

On August 21, staff met with Superintendent Barton and developers interested in the 50 acres the school has for sale. The focus of the meeting was to discuss the numbers – based on the purchase price, the cost of improvements, city fees and cost of money the developer indicated that they could not make the numbers work with the proposed 86 lots on city sewer and water. They proposed 1 acre lots on well and septic. They seemed very committed to this concept and were not willing to consider any additional alternatives. Staff is providing the Superintendent with additional names of developers.

Finance

The annual TIF Disclosures were completed by Northland Securities, submitted to the State Auditor and the required publication completed.

Smith Schafer is still working on the audit. A second extension request was made to the State Auditor, all work must be completed and submitted to the State by September 30.

Budget season is upon us; I hope to get all of the budget worksheets out and meetings scheduled with Department Heads soon. Abdo is on deck to assist with the personnel numbers.

Upcoming Meetings and Reminders:

- August 26 – Relay for Life, 6:00 pm to 10:30 pm, Mille Lacs County Fairgrounds
- September 4 – Labor Day, offices are closed.
Last Day of the Splash Park Season
- September 7 – Study Session
- September 9 – Public Safety Day, 10 am to 2 pm, Public Safety Building