
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: December 20, 2021

I have the following observations and information to share from the last two weeks (it is pretty slow at the moment):

Board/Commission Openings

No new additional applications have been submitted. The EDA did discuss that applications were open at their December 16 meeting.

Development Projects

We continue to work on various requests for information from developers, both residential and commercial.

I attended the EDA meeting December 16 to assist with the Strategic Planning work. They will be assembling a survey to determine what people like about Princeton and which of the seven themes: tourism; manufacturing and industrial; retail, restaurants and service industries; transportation; housing; age friendly; or private and public sector relations the city should focus its energy on. The survey will be deployed sometime in January via both social media and print options.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. I reached out to our contact at the Federal level to inquire as to where our application is in the process.

Infrastructure

7th Avenue/County Road 4

City staff and members from the Princeton Public Utility met with the Mille Lacs County Coordinator, Dillon Hayes and members of the engineering staff to discuss the 7th Avenue/County Road 4 improvement project. The project is now back to a full reconstruction of County Road 4 and is on the County's Highway CIP for 2024. The project will be eligible for State Aid Funds for the road portion. The County more or less implied that they would like to see the City take the lead for engineering and design.

Also at that meeting, staff discussed the possible turnback of County Road 157/21st Avenue to the City. We indicated that would be a better topic for discussion once the Transportation Plan was completed. From the City perspective, we asked about turning back excess right of way and adding it to a more productive parcel thereby increasing the tax base. Staff from both sides agreed to continue discussions on these issues.

Radio Simulcast Equipment

Ron and I continue to work with Micah Myers to find funding for the radio simulcast equipment. Staff hosted a meeting December 14 with representatives from Isanti and Sherburne Counties and the Princeton School District to bring everyone up to speed as to where the project was. Townships were also invited, but non attended. Staff will be drafting a model letter of support for other jurisdictions to modify and sub-

mit. There will be a request to the legislature to use a portion of the State surplus to fund these types of projects state wide.

Liquor Store Operations

Liquor store operations continue to go well; sales for the week of December 13 were up over 2020 sales which were way over 2019 sales. The store is looking less cluttered, more organized and cleaner. Finance Director Peters starts shadowing the Manager this week; she will spend all of Wednesday at the store. We will be swapping the location of the employee break room and manager's offices prior to January 9; some minor plumbing work will be required to accomplish this.

The store will be closed January 1 for the auditor's inventory and January 10 and 11 for floor grinding and sealing, including application of a new color. Finance Director Peters and I will be present to assist with the audit and will help clear the store floor of stock on January 9 in preparation for the floor project. The wine tasting bar will be removed that day as well which will open up more floor area for product.

Public Utilities Commission

I attended the regular monthly meeting of the Commission on December 15. The budget was approved as well as their fee schedule with minor adjustments. They will be moving forward with a rate study in 2022 and DGR will begin work on tasks related to the system study.

Upcoming Meeting/Event Reminders

- January 1 – Liquor Store closed for Auditor's inventory, last day of Light up Princeton
- January 10 and 11 – Liquor Store closed for the floor project.
- January 20 – Special EDA meeting for review of their Strategic Plan survey