
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: April 23, 2024

I have the following observations and information to share from the last update on March 26, 2024:

Airport

A vacancy exists on the Board.

The May 6 Airport Advisory Board meeting is being rescheduled to May 14, 2024. Chair Stoeckel is out of town May 3 to 13, 2024.

Baldwin Township

Our legal brief was submitted to the Administrative Law Judge April 19 at the deadline. We continue to wait for the "clean up" orderly annexation agreement from the Township's attorney.

Development

The same Developer interested in the 40 acres near the northwest corner of the airport has met with the School Superintendent. They have developed a concept plan for the school's 50 acres. They are looking for financial assistance for this site as well.

Finance

The Auditors will be doing fieldwork May 1 and 2.

Assistant City Administrators Frederick and Gerold and I met with Jim Burroughs from Princeton Insurance Agency on April 11. It was time to review our insurance coverages, ask questions, update information and see if there are any possible cost savings to the City. The various auto, building and equipment schedules need to be reviewed to ensure that we have sufficient coverage, for example, the value on the jetter truck was well below replacement value.

Fire

The transition team continues to meet weekly; discussions are open and the meeting results are productive. Information sharing on policies and procedures between departments is ongoing. Of particular interest are forms and procedures to ensure that equipment and PPE repairs are documented and completion is achieved.

Infrastructure

Advertisement for bids for the CSAH 4/7th Avenue project are in the process of being published. Staff is hopeful for a bid opening the second week of May.

Engineer Edison and I met with School District representatives regarding the project on April 23. The project needs a street, drainage and utility easement from the school for the infiltration pond at

the northeast corner of the roundabout. I will be attending the May 7 School Board meeting to explain the project and request the easement.

Legislature

There has been no significant change in the legislation previously reported, although it appears that the housing legislation is losing steam and may not make it out of various committees to the chamber floors. CGMC and LMC continue to monitor any progress.

Liquor

Princeton Wine and Spirits won an award at the MMBA Conference.



Upcoming Meetings and Reminders:

- May 1 – Fire Advisory Board 7 pm City Hall
- May 2 – Study Session (proposed to be cancelled)
- May 4 – Fire Chief Interviews 9 am to 5 pm, City Hall
- May 4 – Dirty Rotten Biker Fest 11 am to 11 pm, Mille Lacs County Fair Grounds
- May 7 – School Board Meeting 6 pm to present easement requests CSAH 4/7th Avenue project
- May 9, 10 – I will be out of town on vacation