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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Bi-Weekly Administrator's Report**  
DATE: July 25, 2023

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

### **Airport**

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

### **Development**

We are working with the property owner adjacent to the river lot we have for sale on a purchase agreement. Due to an issue with the legal description; title insurance is not available and it will not be combined with the purchaser's property. We intent to finalize the purchase agreement by the August 10, 2023 meeting and have a closing scheduled shortly thereafter.

Second meetings regarding the sale of the City-owned parking lots are scheduled for August 3 and 14, with the issue coming back to the City Council on August 24.

### **Finance**

Annual TIF reporting is being completed by Northland Securities.

We are still working through audit issues with Smith-Schafer. Abdo was assisting this week with Capital Asset depreciation.

### **PUC**

General Manager Butcher and I have been discussing sharing IT staff on a limited basis. Their IT manager is retiring this year and they are looking for limited assistance during the month. An MOU has been drafted which will be brought to the City Council in the next couple of weeks. It is desirable to start this arrangement yet this year.

### **Legislative Monitoring**

Staff continues to attend the various webinars offered by LMC and CGMC on the various 2023 law changes.

### **Upcoming Meetings and Reminders**

- July 26 – Culpepper & Merriweather Circus sponsored by the Princeton Lions at the Mille Lacs County Fairgrounds.
- August 1 – Nite to Unite at Mark Park. The Splash Park will be open in addition to the bouncy houses. Food will be served.
- August 5 – Knights of Columbus Car Show at the Mille Lacs County Fairgrounds.
- August 9-13 – Mille Lacs County Fair. I will be out of the office August 7 to 11 and can be found at the Fairgrounds those days. I will attend the August City Council meeting; the agenda will be fairly light. You are all invited to visit the new Entertainment Pavilion.
- August 26 – Relay for Life at the Mille Lacs County Fairgrounds.