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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 20, 2021

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I have the following observations and information to share from the last two weeks (it was somewhat slow with not a lot of outside activity):

### **Airport**

A preconstruction meeting was held July 20, 2021 with the contractor. Attached is the agenda containing the topics that were discussed.

Work is beginning on removing the cross-wind runway. Letters to the affected jurisdictions requesting appointment of members to the joint planning board will be mailed by certified mail (required by statute) on July 27.

Work is continuing on the various easements and deeds to facilitate the 21<sup>st</sup> Avenue project. The plan is to send them to the FAA for review the first week in August.

The FAA is intending to vacate the Flight Service Station sometime in 2023. They are working to relocate their equipment in the building which will aid in the vacation process.

### **Development Projects**

The various residential projects are still in a holding pattern. Staff is still awaiting information from the developers in order to return information back to them.

Staff and a representative from DEED conducted the annual review at Crystal Cabinets; this is part of the MN Investment Fund requirements. As with other businesses, they are struggling to fill their work force needs.

### **Engineering/Infrastructure**

#### County Road 4/7<sup>th</sup> Avenue North

Staff met on July 7 to discuss this project. The engineer updated the 2016 estimate of costs to 2021 numbers and to include street reconstruction. Staff will meet again to review the numbers and determine the best course of action to address the sewer issue. The next step will be to meet with the County Engineer.

Staff has established a monthly check-in meeting with WSB to ensure that projects are staying on track.

### **Personnel**

We are advertising to fill the vacancy at the Wastewater Treatment Plant.

### **Upcoming Meeting/Event Reminders**

- I will be out of the office July 23 and 26; traveling to International Falls for my great aunt's funeral – she passed January 2020 prior to COVID.
- August 5 – Council Study Session; body worn camera policy and annexation are the proposed topics.
- I will be in and out of the office August 9 to 13, this is Fair week (Fair dates August 11 to 15). I will be in attendance at the August 12 City Council meeting.