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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: March 7, 2023

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

### **Airport**

The revised AWOS siting options (East and West) have been submitted to MNDOT and FAA to obtain a preliminary determination regarding commissioning of the equipment at either or both sites. KLJ is attempting to schedule a meeting with the relevant agency staff in order to go over the options and answer any questions they have.

The Joint Planning Board public hearing on the amendment to the Airport Zoning Ordinance is scheduled for Monday, March 13 at 6:00 pm. Relevant property owners, counties and townships have received written notice and the notice in the paper will be published March 9.

Public Works Director Gerold and I met with FAA staff currently housed in the Flight Service Station on February 28 to discuss relocation alternatives. While the FAA as an organization wants to vacate the building for financial reasons, the staff would like to remain in Princeton. I provided them with contacts, including Steve Hage that is developing Charlie-Bravo.

There is a vacancy on the Airport Advisory Board, so any assistance in recruitment would be fantastic.

### **Development**

Staff continues to work with Glen Metalcraft/Elemet Group regarding their new building project. Staff, including PUC representatives met with Joe Glenn, Dan Patnode (Glen Metalcraft/Elemet Group) and Jack Grotkin (RJRyan Construction) March 7 to review the timetable for construction (in the ground May 1) and to go through the tax abatement process. We are in contact with Mille Lacs County on their tax abatement process and have also contacted Northland Securities who will perform the analysis required for tax abatement.

The Charlie-Bravo closing went smoothly on February 24.

### **Finance**

Work continues on reconciling, reviewing transactions, and preparing for audit field work which will occur in April.

Staff determined that four of the Townships that participate in the fire service contract were overcharged for 2021 services; reimbursement checks will be issued. Two townships underpaid; including one that opted to arbitrarily pay what they wished. They will be invoiced accordingly along with receiving their 2022 service invoice.

## Infrastructure

The request to Congressman Stauber's office for support in funding the radio simulcast system was submitted March 3. A similar request will be submitted to Senator Klobuchar's office through their web portal; that request is due March 10.

## Personnel

Councilor Gerold, Accountant Hodge and I have started work on the personnel manual. We are using as a base the League of MN Cities' model manual with the City's manual's provisions interwoven where appropriate and selecting the best language. This method will allow the City to keep the manual up to date with the League's assistance as they are continually sending out updates as various rules and regulations change at the State and Federal level.

Councilor Gerold and I attended a Women In Business/MN Chamber of Commerce event regarding marijuana in the workplace on March 1. There was an interesting panel discussion and this will be a topic to monitor going forward once recreational marijuana is authorized by the Legislature.

## Legislative Monitoring

I am monitoring, with help from CGMC and LMC various legislative topics. Of interest:

- *Bill to Address Public Safety PTSD (House File 1234, Senate File 1959)*; requires treatment for a mental injury prior to filing for a duty disability, keeps employees on payroll while receiving treatment, financial support to backfill positions, fully reimburses employers for health insurance provide the employer has implemented mental health injury prevention measures, requires preservice training to prepare staff for stressful events and to teach coping mechanisms. No action since February 13.
- *Earned Sick and Safe Time (House File 19, Senate File 34)*; requires employers to provide on hour of paid sick and safe time for every 30 hours worked. This covers all employees including part-time and seasonal, working 80 hours in a year for the employer. Passed the House vote on February 16 and referred to the Senate on February 20 where it was referred to the Finance Committee; on February 21 it was re-referred to Human Services.
- *Creation of Street Improvement Districts (House File 1183, Senate File 1627)*; allows cities to create street improvement districts for the purpose of construction and reconstruction of streets and related components (minus underground utilities). Cities would be allowed to impose a street improvement fee after providing public notice and holding a public hearing. Since the last update, the only action has been in the Senate where it was re-referred to Transportation from State and Local Government and Veterans.
- *Competing Bonding Bills*; two bills have been unveiled, a General Obligation bonding bill totaling \$1.5 billion and a "cash only" bill of \$392 million. There has been no news on the bonding bill front.
- *Local Government Aid Increase (House File 1377, Senate File 1828)*; increases the appropriation for local government aid and modifies the calculation for distribution. The House referred it to the Taxes Committee and the Chair referred it to the Property Tax Division. The Senate has referred it to the Taxes Committee. There has been no additional action since the February 21 update.

- *Indigenous Peoples Day (House File 211, Senate File 104)*; eliminates and replaces Columbus Day, requires observance where no public business could be conducted on the second Monday in October. If passed, it would become effective for 2023. In the House, it has received its second reading; in the Senate it is still in the Education Policy Committee as it has some requirements for schools.

If you receive the CGMC Brief, there is a list of other “bills to watch” listed in the February 16 edition.

#### **Miscellaneous Correspondence**

- Thank you from the Fredericks family.
- Princeton Ambassador Program Distinguished Service Awards Dinner invitation.

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

- March 13 – Public Hearing to amend the Airport Zoning Ordinance.