
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: August 10, 2021

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

Staff, along with the attorney, is reviewing the through the fence agreement for Kruse/Sandberg that was approved at the end of 2020. There is a provision in the agreement that may obligate the City to perform maintenance activities on the single-use taxiway. More information will be forthcoming as it becomes available.

Board Member Stoeckel was absent for the August 5 meeting, so the Advisory Board did not make a recommendation regarding a member to serve on the Joint Planning Board. The Planning Commission will not meet in August, so appointment of the two City members will be delayed until the second meeting in December.

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.

The review of Shipwreck project is moving forward concurrently with the annexation request. Staff met on August 9 to review the site plan and assemble comments to return to the developer.

On July 22, staff met with a business owner from St. Francis who is interested in a lot in the Business Park. A number of the lots are now earmarked for interested parties. Once the plat and zone change are approved, staff can move forward with purchase agreements.

The Federal EDA grant for the Business Park infrastructure has been drafted and staff intends to submit it August 13. There is more competition for these monies this year, but hopefully, the fact that the City applied in 2020 will give us a "leg up" on the competition.

Engineering/Infrastructure

County Road 4/7th Avenue North

Staff met on August 9 to review the revised engineer's estimate.

Library

Finance Director Peters and I met with Assistant East Central Regional Library Director Rachel Howell on August 4. They are presenting and hoping to execute new agreements with all of their municipalities; the new agreement is much more comprehensive than the one signed in 1995. They

are also willing to discuss the expectations for cleaning which will hopefully result in some cost savings on the cleaning contract.

Ms. Howell informed us that with Mille Lacs County's likely budget shortfall, they may not be able to fully fund their portion of the Library's budget. If that is to occur, services will be cut accordingly per the Joint Powers Agreement amongst the counties.

Personnel

We are advertising to fill the vacancy at the Wastewater Treatment Plant. We have a number of applications and the application window closes August 16.

School District Referendum

I attended the Chamber's Lunch and Learn program on August 3 to learn about the proposed November referendum questions 1 & 2. Attached is information regarding the District's mission statement, programming, and the referendum ask. If both questions pass, the tax impact on a \$200,000 property is \$18.75 per month or \$225 per year.

Wastewater Treatment Plant

Representatives from the Minnesota Technical Assistance Program (MNTaP) visited the wastewater treatment plant on July 19 to identify ways to lower operating costs, which is part of MNTaP's mission. They identified just under \$15,000 in cost savings by installing timers on various blowers and reducing the time that the ditch mixers operate. The City will need to spend some money to install the timers; WWTP Manager Klinghagen is obtaining quotes for the purchase and installation of the timers. This will be a discussion item during the budgeting process.

Coalition of Greater Minnesota Cities

I, along with Councilor Hallin, attended the CGMC Summer Conference in Alexandria July 29 and 30. The Governor opened the conference and there was a number of presentations relating to the legislative session and impacts of the pandemic. The Center for Rural Policy & Development provided information on impact of the pandemic on cities – their handout is attached for your information and reference.

Upcoming Meeting/Event Reminders

- I have been in and out of the office this week as this is Fair week (Fair dates August 11 to 15). I have been available by phone and e-mail as needed.
- August 27 – Submission deadline for the Classification and Compensation Study RFP