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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 26, 2024

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I have the following observations and information to share from the last update on March 13, 2024:

### **Airport**

A vacancy exists on the Board.

Work continues on the ALP and parcel release request.

Andrew Zielike and I met with representatives of the FAA and MNDOT on March 21 to review the airport CIP, status of grants, and project progress to date on the ALP Update. Airport Advisory Board members Edmonds and Sautter were also in attendance.

### **Baldwin Township**

The public comment period ended March 22 at 4:30 pm. The City will receive copies of the comments, but has no ability or requirement to respond to them.

An orderly annexation agreement (OAA) has been drafted for the Schwartz property. The notice for the same has been submitted by the City for publication; the Township is required to pay 50% of the publication costs. This item will be placed on the April 11 Council agenda for action. We are still waiting for the "clean up" OAA relating to the legal descriptions of previous annexations from the Township's attorney.

### **Development**

Staff met with the developer interested in the 40-acre parcel in Princeton Township near the airport on March 20. The preliminary TIF runs were presented. The meeting went very well and the outcome appears to be favorable for a project moving forward. They did have some additional follow-up questions that staff will respond to. Staff also provided them information regarding the 50+ acres the School District is interested in selling.

### **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.

Five applications for the Chief's position have been received to date. As the application deadline was extended to April 5, an email informing the applicants was sent on March 25.

## **Infrastructure**

A neighborhood meeting has been scheduled for April 10 at 5pm at the Civic Center to present the CSAH4/7<sup>th</sup> Avenue Project to the area property owners. WSB will prepare a postcard for mailing and it should be distributed soon.

## **Legislature**

LMC and CGMC are tracking issues of local interest that are moving through the legislature. Specific items to note:

1. Legislation that would pre-empt local zoning controls in order to promote additional affordable housing. There have been modifications to the legislation, but it continues to be problematic for cities in outstate Minnesota.
2. Legislation requiring cities to report how the Public Safety Aid from 2023 was spent (this is a recent bill introduction).
3. Changes to Open Meeting Law requirements (Senate only at this time):
  - a. Elimination of the requirement that the remote participant be in a location open and accessible to the public;
  - b. Requirement that an entire meeting, including public comment period be available for remote monitoring;
  - c. Increase monetary penalty for Open Meeting Law violations, require the closed meeting for attorney-client privilege be recorded after identifying the legal issue or case to be discussed.

I continue to participate in the monthly call with Congressman Emmer's office. Staff will submit the funding request to his office for the simulcast equipment; a request has been submitted to Congressman Stauber's office.

## **School Resource Officers**

Officers Josephes and Kyper returned to the schools in an official School Resource Officer capacity on March 18 after the legislation revising the 2023 legislation was signed into law the week prior. The new legislation still has a few imperfections, specifically as it relates to training and the calendar, but it will work.

Police Chief Frederick and I will meet again with Superintendent Barton and Director of Business Services Czech to continue discussions regarding a new contract for the School Resource Officers and determine the 2023 billing amount as well as the amount for the first portion of 2024. At this time, a meeting has not been scheduled.

## **Upcoming Meetings and Reminders:**

- April 4 – Study Session; Emergency Management Tabletop Exercise; 4:30 pm at the Public Safety Building
- April 10 – Neighborhood Meeting, CSAH 4/7<sup>th</sup> Avenue Construction Project; 5 to 6:30pm at the Civic Center