
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: November 22, 2021

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

Airport

The taxiway work is substantially complete. A walk-through was completed November 18. Most of the outstanding work will be related to asphalt transitions and settled soil along the pavement edges.

KLJ is assembling a grant application to replace the beacon equipment.

Board/Commission Openings

Staff has been advertising the upcoming open seats on the City's various boards and commissions (see attached Facebook posting). There are eight (8) terms expiring, but only one official vacancy which is on the Airport Advisory Board due to Mr. Ramage moving out of state. There are four (4) applications to consider at this time.

Code Enforcement

Mr. Clayson paid his bill in full for the costs of the clean-up of his property.

COVID-19

We have had several staff hit with the COVID-19 virus, both with vaccinated and unvaccinated statuses. Operations have continued without interruption with other staff stepping up to fill the gaps. Fingers crossed, no one has yet had to be hospitalized.

Development Projects

We continue to work on various requests for information from developers, both residential and commercial. For the December 2 Study Session, there will be a discussion with a developer interested in the Pontious parcel and the use of TIF/Tax Abatement for utility extensions to the parcel.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure.

Staff submitted a pre-application for a Small Cities Development Program Grant under the Public Facilities category. If successful, a full grant application will be submitted; the goal is to help with the 7th Avenue sewer project.

Infrastructure

The 21st Avenue project is progressing well. Hydrants have been relocated, old asphalt has been reclaimed, a stormwater pond has been shaped and the new entrance to the airport has been

formed. The work did adversely (temporarily) impact the access to the compost site, but the contractor worked with staff to ensure residents could dump their leaves and grass clippings.

Ron and I continue to work with Micah Myers to find funding for the radio simulcast equipment.

Liquor Store Operations

Liquor store operations continue to go well. Discounted wine sales are progressing nicely and plans are moving forward with a Black Friday/Shop Local Saturday sale. I will be in the store Friday and Saturday over the lunch hour to help staff as needed.

Local Business Openings

I attended the ribbon cuttings for Heavenly Fresh, Mike's Discount Foods, and the Mark MN during the week of November 15.

PUC Meetings

I attended both the special Work Study meeting of November 10 (2022 budget review) and the regular meeting of November 17 which was rescheduled due to the Thanksgiving holiday. From the budget meeting, there are several large capital projects being proposed: roof replacement, AMI water meter work, replacement of a truck. There are some minor fee schedule adjustments proposed to keep fees current with the market and covering staff costs.

The significant discussion items at the regular meeting were the presentation of the DGR system study (to be presented at the December 7 Work Study meeting), the proposed 2022 rate study, a continuation of the ACH/credit card convenience fee, and the amount to include in the budget for donations (Light Up Princeton will continue to be a specific donation). It was noted that the April 13, 2022 SMMPA Board meeting will be hosted in Princeton and the City Council is invited to the meeting.

Upcoming Meeting/Event Reminders

- November 24 – Last day for the Compost site to be open
- November 27 – Santa at the Depot, Mini Dazzle Parade and the opening night of Light Up Princeton
- December 2 – Council Study Session: developer TIF/Tax Abatement discussion, revised Library contract (Rachel Howell, Assistant Director will be present), final budget review/discussion/adjustments, commission/board interviews
- December 7 – PUC Work Study meeting to receive and review the results of the DGR system study
- December 9 – Truth in Taxation meeting, budget presentation and public input on revenues/expenditures