
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: September 20, 2022

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

Airport

The grant has been fully executed for the Beacon replacement and targeted ALP study. KLJ is in contact with Design Electric to see if supply chain issues will allow the Beacon to be replaced yet this fall. The environmental inventories for the ALP study have commenced and will be completed before the snow flies.

Budget

The budget is making better progress than last reported. Abdo has provided the personnel costs and those will be included in the budget workbook. I hope to have the worksheets available by email Thursday for the Council to review over the weekend. The amount of the preliminary levy will not be available by then.

Development

Staff is meeting with the site designers for Glenn Metalcraft on September 20 to review the project needs (plat, street vacation, other). I can provide a verbal update at the meeting Thursday.

Work on a purchase agreement for the hangar lots is progressing. I expect that we will have something for the Council's consideration by mid-October.

Finance

No new news on the Finance front. We are preparing for Accountant Hodge's remote work status. We have purchased a small printer, a monitor, and wireless keyboard/mouse for work at home. She is using the laptop purchased for the Finance Director; we are moving toward laptops as opposed to desktop units as they are more flexible – you will see requests for several in the 2023 budget as we replace technology.

Accountant Hodge and I attended multiple virtual classes last week for the finance software. They were pretty good and the cost was extremely reasonable - \$10 per class.

Grants

No news on the Small Cities grant, although the notice of awards is scheduled to occur sometime in September.

Miscellaneous Meetings

On September 13, Community Development Planner Marquardt, Clerk Jenkins and I met with the Secretary of State Steve Simon and Deputy Secretary Julie Strothers. They have been visiting with

various jurisdictions primarily to discuss how the COVID response impacted local businesses and governments. They were compiling data on what could be done differently in a similar scenario. I made the point that the legislature needs to come together and get its work done.

On September 14, I and staff from Gilman and Foley met with LMC staff. This was an opportunity for LMC to find out what is going on in various cities around the state. Due to the legislature's lack of action, the City of Foley needed to finance and addition \$7 million for their sewer expansion project (they are installing a force main to connect to St. Cloud's plant). The City of Gilman is also doing a sewer project; they are working with Rural Development on the financing. There was also discussion on future projects, police and fire mental health as well as opportunities to participate in LMC forums and trainings.

Upcoming Meeting/Event Reminders

- September 27, 5 pm – Special City Council meeting to review the budget and set the preliminary levy.
- September 29, 5 to 8 pm – Whiskey and Wine Tasting Event at Northern Lights Ballroom, Pease. This is a joint venture between Princeton Wine and Spirits and the Milaca Municipal Liquor Stores.
- October 3 – Initiative Foundation Impact Tour; 9:30 am at the Gorecki Recreation Center, Milaca. The presentation should last about an hour.
- October 6 Study Session:
 - Cannabis Ordinance
 - Fee Schedule Changes
- CGMC Fall Conference – November 17 to 18, Alexandria, registration is now open.