
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: October 26, 2021

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

Airport

Work is progressing well on the taxiway project. Paving occurred October 25 and 26, 2021. Staff has been attending weekly update meetings on Wednesdays at 1 pm.

Budgeting

Budgeting continues. Now that the health insurance premium cost-share has been agreed to, personnel costs can now accurately be input into the various budgets.

Development Projects

We continue to work on various requests for information from developers, both residential and commercial.

Infrastructure

The new apartments are being connected to sewer and water this week, hence the 1st Street detour. The same contractor, Douglas-Kerr Underground, LLC will be working on the 21st Avenue project and will begin work there once the apartments are connected.

Liquor Store Operations

Liquor store operations are going well. Assistant Store Manager Donner has been discounting old wine and has been successful in selling many bottles. Staff is in the process of dusting product and shelves, so the store will start to look cleaner and less cluttered.

Assistant Store Manager Donner, Finance Director Peters and I met October 25 in our bi-weekly meeting. We discussed upcoming marketing plans, the Black Friday/Shop Local Saturday sales, and creating a new planogram for the store that will be implemented in January once the floors are cleaned/sealed. We also discussed some of the product such as pop and whether we need to carry it, or as much of it.

From a Capital Investment perspective, we discussed moving the employee break room from the front to the back and moving the office to the front. This would allow employees to have a true break/lunch and place the manager in view of staff and customers. Donner will work with Public Works Director Gerold to get estimates on the work needed.

Upcoming Meeting/Event Reminders

- Manufacturing Month Events:
 - October 27 & 28 – Elemet Group/Glenn Metalcraft Tours; 9 am to 2 pm each day, open to the public
- October 30 – Pumpkin Chuckin' 1 to 4 pm, Mille Lacs County Fairgrounds; this is a fundraiser for Kinship Mentoring of Princeton, \$1.00 per person entry fee
- November 1 – Joint Meeting with the Airport Advisory Board to discuss the AWOS siting options and further discuss the CIP
- November 3 – Meeting with LMC and staff from adjacent cities; City Council Chambers 9 am to 10 am
- November 4 – Study Session; presentation/request from Fire Relief, discussion of a draft funding policy for Fire Relief, review of Fire and Police budgets
- November 9 – Regular Meeting; review of Public Works and Wastewater Enterprise Budgets
- November 23 – Regular Meeting; final review of budgets, review of fees