
MEMORANDUM



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

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

Airport

The bid opening for the taxiway project occurred June 10. As the Council is aware, the bids were very favorable.

I met with KLJ to review the current CIP for the airport in preparation for the July 1 joint meeting with the Airport Advisory Board. There were questions requiring a historical perspective, so I followed up with Public Works Director Gerold for additional insight on some of the items.

A new roof will be or was installed on the AD Building. It is steel, so it should have a long shelf life.

We received notice from MNDOT Aeronautics that all state payments will be put on hold if the government shuts down July 1 due to lack of legislative action. This will impact our standard operations and maintenance reimbursements should we need to submit any. In addition, all work activity under a state contract must also be suspended.

Development Projects

Sherburne Lakes

Staff met with Todd Olin, Landform and the Titcombs regarding the Sherburne Lakes 55+ residential project to go over their request to waive fees and other questions that they had regarding development. Staff is still waiting for information from Mr. Olin before further discussions with PUC in order to provide more answers to their questions.

Residential Development

We met June 8 with our residential developer to discuss how to fund the infrastructure extensions that are needed. They have another property they are working to develop in addition to the original parcels under discussion. Information was provided and the ball is now in their court as they wait for the property owner to petition for annexation.

Finance

We are meeting with the Auditors June 24 to review the results of the audit. Preliminary indications are that there will be no new significant findings other than their annual concerns regarding separation of duties, etc. The audit results will be formally presented to the City Council on July 8, assuming the schedule holds.

American Rescue Plan (ARP) Funds

We have submitted our request through the State of Minnesota Office of Management and Budget for our ARP funds. Staff is currently submitting to me a list of what they feel are eligible purchases and the Department Heads will prioritize and present a recommendation to the City Council at a future meeting. We will receive 50 percent of the money in 2021 and the remainder in 2022, but the funds do not need to be spent until 2024.

Public Safety

The meeting with Mille Lacs County regarding the radio simulcast system was held June 8. The grant that we thought we were going to submit July 1 is not going to happen because the state has changed its funding philosophy. The first grant that we are now eligible for does not open until January 2022 which may further delay the project.

We are looking at other sources of funding, including the County's ARP funding or financing the equipment purchase. In addition, we will be drafting a letter to the State on the need to fund this project.

Infrastructure

County Road 4/7th Avenue North

Staff, including those from PUC, met with the County Engineer, Neal Knopik on June 9 to discuss the County Road 4/7th Avenue project. It was a *very* short meeting as we were informed that the project is a mill and overlay, not a reconstruction as everyone had been led to believe. We are reconvening as a staff in the next week or two to look at what needs to be done and how to pay for it.

Upcoming Meeting/Event Reminders

- June 24 – Bill Siercks Memorial at Princeton Speedway (Mille Lacs County Fairgrounds). This is part of a 4-day dirt track event occurring at three different tracks. There are 200 registered cars from all over the country and there could be an additional 100 coming to participate. Races will start at 6:00 pm and will extend past curfew. There will be *no* races July 2.
- July 1 – Study Session, Joint Meeting with the Airport Advisory Board
- July 4 – Free Family Fun at the Fairgrounds, Noon to 10 pm, Fireworks following