
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: December 7, 2021

I have the following observations and information to share from the last two weeks (it is pretty slow at the moment):

Board/Commission Openings

Per the Council's direction, we have re-posted the Board/Commission openings and are boosting the posts weekly. They are posted to the City's Facebook page and the local community bulletin boards. We will do one more newspaper ad to fall between Christmas and New Year.

Development Projects

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

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. We have been contacted for some additional information regarding this application.

Infrastructure

The 21st Avenue project is finished for 2021. Work will commence in the spring. Access from the north is block, but access to the airport is open from the south on the new entrance alignment.

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. The store is looking less cluttered, more organized and cleaner. I spent time both on November 26 and 27 helping to stock shelves and organize a section of the back room.

Personnel

All three positions have been posted and applications are due December 10 and 13 for the Community Development Manager, Liquor Store Manager, and Technology Services Manager, respectively. There are applicants for all positions, several of them strong candidates. Interviews will likely happen the week of December 20.

Public Utilities Commission

I attended the Work Study Session on December 7. The purpose of the study session was to receive the results of the system study and capital improvements plan prepared by DGR Engineering. The Power Point presentation is attached for you review and reference. Of particular interest is the preliminary cost esti-

mates for the three phases of improvements needed to improve reliability and protect the system. Total estimated costs are just shy of \$12 million. There is a full copy of the study at City Hall.

Upcoming Meeting/Event Reminders

- December 15 – PUC Regular Monthly meeting
- December 21 – final City Council meeting; approval of the final budget resolution and fee schedule changes.
- December 24 and 31 – City Hall offices are closed