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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Bi-Weekly Administrator's Report**  
DATE: May 22, 2024

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I have the following observations and information to share from the last update on May 7, 2024:

### **Airport**

The Airport Advisory Board would like to meet in joint session with the City Council **July 1, 2024**. This meeting would be to discuss the Capital Improvement Plan. As July 4 is a Thursday, this would be considered as a rescheduled Study Session. If the Council is agreeable, staff will post the new date.

### **Baldwin Township**

We are in a holding pattern with the Administrative Law Judge regarding Baldwin's request to incorporate.

Staff is waiting for a corrected Orderly Annexation Agreement for the Schwartz property and the "clean up" agreement from past annexations.

### **Development**

Staff met with the developer on the Pontius and school district properties on May 21. A preliminary concept plan for each site has been developed, and the developer was meeting with the School Board on May 21 to attempt to finalize a purchase agreement.

Staff met with Mr. Doose and Mr. Bowen to find an alternative access route to the property that the City is interested in selling to Mr. Doose.

### **Finance**

Staff is waiting for the preliminary audit results now that the field work is done.

### **Fire**

The transition team continues to meet weekly.

Panel B completed interviews of the three applicants selected by Panel A. Panel B identified additional clarifying/follow-up questions it wanted directed to the applicants. Panel B will reconvene to review the answers and then make its recommendation, hopefully for the June 13 Council meeting. The Panel discussion was thorough and thoughtful as it considered the qualifications of all applicants.

### **Legislature**

The Legislature adjourned on time. CGMC and LMC have scheduled post-session webinars and staff will provide an update on any legislation impacting the City in a future report.

### **Great Northern Trail**

Members of the partnership met on May 21 to review work to date and discuss the grant application to be submitted in July for trail development. Attached is a PowerPoint provided by Gina Hugo that was prepared for the Elk River Park Commission. It does an excellent job providing an overview of the trail and the proposed components that will be included in the grant application.

I attended the Chamber Lunch and Learn on May 14 to present the State of the City, a copy of my presentation is attached.

### **Upcoming Meetings and Reminders:**

- May 28 – Memorial Day, City Offices closed.
- June 4 – **Tuesday** Study Session, joint meeting with Public Utilities Commission
- June 6 – Rum River Festival Parade