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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: June 7, 2021

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

### **Airport**

The bid opening for the taxiway project is scheduled for June 10 at 2 pm in the Council Chambers.

Staff and KLJ have been working together on the hangar requests as well as preparing for a discussion regarding the AWOS relocation. A joint meeting of the City Council and the Airport Advisory Board is scheduled for July 1; topics for discussion will be the AWOS relocation, the airport CIP, and other topics relating to hangar and general airport development.

### **Development Projects**

Princeton Business Park (formerly known as the industrial park)

A draft of the preliminary plat should be ready for staff review fairly soon.

Staff met with another prospective tenant of the business park on May 26.

Staff will be meeting with WSB to see if there would be some economies of scale to bid the 21<sup>st</sup> Avenue and Business Park infrastructure projects together. Obviously, they would be bid as two separate projects, but pricing might be better if they are bid at the same time.

Staff is still seeking sources of funding for the business park infrastructure.

### Residential Development

We continue to compile information and meet with the local residential developer. Of interest is determining the means to pay for infrastructure extensions. We have another meeting scheduled this week and will be discussing funding options with Northland Securities.

Staff is meeting with representatives of the Sherburne Lakes development on June 8 to discuss infrastructure costs and funding.

### **Finance**

This week is the rescheduled audit. Since the auditors are working remotely, Finance Director Peters is having to respond to e-mail requests for information like backup for checks, copies of contracts and grant agreements, etc. Remote auditing is not recommended.

### **Public Safety**

Staff is meeting with Mille Lacs County on June 8 to continue discussion on the simulcast radio project. The grant application is due July 1; we will be reviewing the process with the grant writer.

Staff has an inquiry into the League of Minnesota Cities regarding whether they have an agreement regarding the issue that can be modified to meet the needs of the City and County.

### **Infrastructure**

Staff will be meeting with the County Engineer on June 9 to discuss the County Road 4 reconstruction project scheduled for 2022. Staff from the PUC will be in attendance to discuss the water and electrical components

### **Upcoming Meeting/Event Reminders**

- June 10 – Rum River Festival Parade
- June 11 – Music in the Park 3 to 7 pm, Riverside Park
- 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