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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: November 8, 2022

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

### **Age-Friendly**

The Surrey Bike has been assembled – thank you Public Works staff. It was placed on display for the first time at the Pumpkin Chuckin' event on October 31 and there seemed to be quite a bit of interest from the general public. It is now on display in the window of the Crystal Cabinet Training Center on Rum River Drive. Crystal Cabinets has graciously agreed to store it until next spring. It will make its next appearance at the Mini Dazzle parade on November 26.

### **Airport**

Work is progressing on the Targeted ALP Study at the airport. The cultural inventory was started November 1 and they are working on the wetland delineation this week. If all goes as planned, KLJ will have a preliminary analysis for staff review completed mid-December; the review will include staff from the FAA and MNDOT Aeronautics. We are tentatively planning a joint Council-Airport Advisory Board meeting on January 5, 2023 to review the results and determine the next steps.

### **Boards and Commissions (a continual reminder until January)**

We have started to advertise for applicants to the various boards and commissions. In addition to the typical term expirations, we have vacancies on the following boards:

- Economic Development Authority
- Fire Advisory Board (Bogus Brook)
- Park and Recreation Advisory Board
- Housing and Redevelopment Authority

It may be helpful for the Council to personally invite residents to serve on a board or commission. Appointments will be scheduled for after the first of the new year.

### **Development**

Community Development Planner Marquardt and I met with Brad Brzenski of DEED on October 31 to discuss the Glen Metalcraft project. To date, DEED has not received any applications for state assistance. Mr. Brzenski was going to reach out to them to see where things were at.

### **Finance**

Utilization of the new finance software continues to move forward. Next week's timecards will be completed entirely online. We have training on the electronic submittal and approval of invoices on Wednesday November 9 with the Department Heads and Managers.

On a sour note, I have been informed by Bergan KDV that, after a review of their client list and ability to service clients, Princeton did not make the cut and they will not be doing our fiscal year 2022 audit. That will require us to go out for Requests for Proposals or obtain quotes from firms to find a new audit firm. As PUC recently changed audit firms, I plan to reach out the General Manager Butcher for assistance.

### **Grants**

There may be movement on the Small Cities Grant; I was contacted for a minor piece of information on November 7. Given that it was our Federal tax number, I am hoping that will be good news for us.

### **Lodging Tax**

City Attorney Toven, Community Development Planner Marquardt, and PACC Executive Director Young and I met on November 3 to discuss implementation of the lodging tax. A cooperative agreement has been drafted and work is progressing on the ordinance. The adoption schedule is proposed as follows:

- November 22 – 1<sup>st</sup> Reading of the Ordinance
- December 8 – 2<sup>nd</sup> Reading of the Ordinance
- December 14 – Publication

We propose that the lodging owners receive the ordinance and the forms in time for the November 22 meeting.

### **Miscellaneous**

On November 1, I participated in Just Desserts, a collaboration between the Princeton Area Chamber of Commerce and School District. It was somewhat like speed dating where students were able to have casual conversations with local professionals for four (4) minutes and then they would move onto the next table. They were encouraged to practice their handshake skills and their good-bye. It was quite fun and all of the students volunteered to participate.

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

- CGMC Fall Conference – November 17 to 18, Alexandria, registration is now open; Councilor Hallin is attending