
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: January 23, 2024

I have the following observations and information to share from the last update on January 9, 2024:

Baldwin Township

Attorneys Bourgeois and Toven, Mayor Walker, Community Development Planner and I attended the Baldwin Township pre-hearing phone conference on January 19. Administrative Law Judge Jessica Palmer-Denig presided over the meeting. Representing the Township were attorneys Couri and Ruppe. No Township supervisors were in attendance.

The hearing was scheduled for March 7, 2024 with a secondary date of March 8 in the event testimony and public comment runs long. The hearing will be held in person at the Baldwin Townhall and will start at 9:30 am, with the Township presenting its information and witnesses first. All preliminary evidence and witness list(s) must be submitted to the ALJ by February 29 (electronically) with hard copies provided at the meeting. Public comment will take place the evening of March 7, starting at approximately 5:30 pm. The City and Township are to cross-share it information in addition to providing it to the ALJ; the ALJ set the expectation that the counsels will be talking to each other up to the hearing date as needed.

Development

Staff met with Scott Moeller regarding the potential development of a parcel currently located in the Township that he will be closing on at the end of the month. Utilities will need to be extended. We also discussed the possibility of reviving the School District project.

Staff also met with the new owner of Trinity Crossing regarding possible financial assistance with interior upgrades and signage. The City still has some Small Cities Development funding that could be used for this purpose.

Finance

Accountant Hoheisel, Senior Accountant Hodge and I met with Lynn Cornwell regarding investments. We have another meeting scheduled for early April after we complete our cash flow analysis.

Fire Executive Board

I, along with Mayor Walker and Councilor Reynolds attended the January 15 Fire Executive Board meeting. The agenda was long, but topics of interest included the sale of Engine 1, development of a 5-year plan relating to personnel, identification and preparation of policies/procedures relating to safety, and preliminary fire billing.

Engine 1 was successfully sold and left the City on January 20, 2024. The sale price was \$16,000, \$1,000 over the purchase price.

Mille Lacs County

Public Works Director Gerold and I met with David Enblom, County Engineer; Kyle Lau, County Public Works Director and Ryan Newland County Highway Maintenance Superintendent on January 23, 2024

to discuss the City taking on maintenance (plowing, sanding, sweeping) of County Roads located within the City's jurisdictional boundaries. The meeting went very well, and they will be meeting with the County Board regarding establishing an agreement between the two jurisdictions. We found other possible areas we could collaborate on relating to roads as well, and the details will need to be ironed out in the noted agreement. Unless the Council has objections, I will be writing a letter to County Administrator Hayes indicating our willingness to move forward with a cooperative maintenance agreement; if all goes well, the agreement could be in place in time for fall sweeping season.

Upcoming Meetings and Reminders:

- February 7 – Fire Advisory Board meets at 7:00 pm, City Council Chambers
- February 12 – Fire Executive Board meets at 7:00 pm, Public Safety Building
- March 6 – Fire Advisory Board meets at 7:00 pm, City Council Chambers
- March 7 & 8 – Hearing for Baldwin Township Incorporation to be held at Baldwin Town Hall starting roughly between 9:30 and 10:00 am; March 8 is a secondary day in the event that there is significant testimony.
- March 12 – Annual Township Elections and Meetings
- March 12 – Distinguished Service Awards Dinner at 6:00pm (Social Hour) and 7:00pm (Dinner). Please let me know if you plan to attend so that we can RSVP on the Council's behalf. RSVPs are due March 1st. See attached invitation.