
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: February 6, 2024

I have the following observations and information to share from the last update on January 23, 2024:

Baldwin Township

Staff (Attorneys Bourgeois and Toven, City Clerk Tadych, City Engineer Edison, Community Development Planner Marquardt and I) are meeting weekly to prepare the City's testimony at the upcoming hearing regarding Baldwin Township's incorporation. Attorney Bourgeois has been communicating with Township Attorney Couri regarding the process. To date, we have mutually agreed through the attorneys, to draft an orderly annexation agreement relating to past annexations that had incorrect or fuzzy legal descriptions.

We have provided the Township with the area that the City would desire to annex – it is the same area identified in the Comprehensive Sewer Plan. We have not heard back from Attorney Couri as to the Township's response.

Building Inspections

MNSPECT staff were in the office on Monday, February 5 to work on the inspection program transition. They are still working on getting our logins for the software to track information, but current permit holders were called and informed of the new number to call for inspections and a direct scan to email was set up on the copier for sending permit applications directly to MNSPECT. Kudos to Community Development Planner Marquardt and Community Development Specialist DeWitt on the work they are putting in to make the transition as smooth as possible.

Development

There were no new advances on the development front.

We have, however, received a verbal offer for 40 acres that the City owns on the west side of the airport. The offer is roughly \$60,000 over the assessor's estimated market value. If there are no objections to the sale, I will have Attorney Toven draft a purchase agreement for the sale.

Elections

As a result of Representative Daudt retiring, there will be an additional special election, one that was not anticipated. Election dates in the first quarter of 2024 are as follows:

- February 29 Special Primary for House District 27B
- March 5 Presidential Primary
- March 19 Special Election for House District 27B

City Clerk Tadych has procured the necessary election judges. Voting will occur at the Depot as usual.

Finance

I would like to acknowledge Senior Accountant/HR Specialist Hodge on the effort and work she has done to move the payroll direct deposit from 1st Bank and Trust to Bremer Bank. As a result, there will

no longer need to be a payroll transfer check signed and numerous steps in the payroll process were eliminated. Employees should see no change on their end.

Legislature

I attended an LMC webinar previewing the upcoming legislative session. The power point and LMC's legislative priorities are attached for your information. The takeaway was that since the legislature doesn't have a budget to work on (other than a bonding bill), to expect the focus to be on policy changes. There will be a "structural imbalance" aka a deficit in the 2026-2027 biennium. Legislative topics of interest include housing (leading to preemption of local zoning authority), corrections to the legislation impacting school resource officers, Earned Safe and Sick Time and adult use cannabis. Let's hope that they let local governments take a breath and get the changes from the 2023 session implemented before adding more to the local plate.

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
- February 29 – Special Primary for House District 27B
- March 5 – Presidential Primary
- 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.
- March 19 – Special Election for House District 27B