
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: May 10, 2022

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

Development

I sent the counter-offer to the interested purchaser after the May 5 study session; we should hear back this week.

Community Development Manager Brooks and I met with the Smiths (Sunken Ship Brewery) and the LeBruns (Power Sports) on the possible use of tax abatement for their respective developments. One of the tasks included scheduling a meet and greet between the LeBruns and the owner of the property they are interested in purchasing near Walmart. That meeting is scheduled for next Friday.

We have a meeting scheduled with Steve Hage next week regarding the potential to partner to develop the lots east of 21st Avenue. The City owns the bulk of the old hangar lots on that side of the street.

Work is progressing on the residential development north of the school. The developer is making adjustments to the sewer layout and will be providing information to staff so that we can start to analyze the tax abatement potential. No grading/drainage or infrastructure design has been completed at this time, so I expect a plat application later this summer/fall with a spring construction.

Douglas-Kerr expects to have 21st Avenue complete by the end of the month. Curb and gutter are in place and the base was going in May 9 until the rains came. I expect that significant work will occur this week. Community Development Manager Brooks is working with WSB on some type of celebration/ribbon cutting/drive-through at a future date.

Finance

Audit preparation is going well. Abdo will be addressing most of the tasks on BerganKDV's list. Representatives from Abdo will be on site May 11 to review various documents.

Anna Suiter, Finance Intern started on May 9. She is currently working on reworking the budget workbook and will be assisting in preparing the reimbursement requests for the airport projects. A third project will be sending out the final notices for past due fire calls before we go to assessing the costs.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. I sent another inquiry on May 10 to Mr. Fleener to see if there was any update or possibly a schedule.

Legislation

We are nearing the end of the legislative session. Work is occurring on all of the various omnibus bills. The revised LGA formula and an additional \$34 million is still in play.

Front-line worker pay for COVID was approved. Information has been shared with those departments whose employees likely qualify. Once the application has been developed by the State and the application period officially opened, the City will have notification responsibilities.

Personnel

Paige Johansen, Community Development Marketing Intern also started May 9. Hayley Payment, Community Development Splash Park Intern starts May 23. All of the interns will be present at the May 26 City Council meeting to introduce themselves.

Miscellaneous

I attended the Princeton Chamber of Commerce's Lunch and Learn on May 3 and presented the "State of the City" address. Attached is my presentation for the Council's information.

Upcoming Meeting/Event Reminders

- Council Study Session - June 2, at this time I do not have a topic for discussion
- CGMC Summer Conference – July 27 to 29, Red Wing
- CGMC Fall Conference – November 17-18, Alexandria