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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: August 21, 2024

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I would like to thank the staff and say how grateful I am to everyone for keeping the City running smoothly in my absence in late July and early August.

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

### **Airport**

Work continues on the AWOS project as well as the ALP update.

Andrew Zielike, Planner for KLJ has taken a position with the FAA. KLJ has other planners that will complete the ALP update on the City's behalf.

I continue to contact the FAA monthly in order to ascertain whether they intend to vacate the Flight Service Station, continue with a short-term lease at a higher rate or if they have some other plans. So far, the July and August inquiries have gone unanswered.

### **Baldwin, City of**

The Orderly Annexation Agreements for the Schwartz and legal description clean up have been completed.

There have been inquiries from abutting businesses regarding detachment from the City of Baldwin. Nothing can be considered until after the City holds its elections for Mayor and Council and organizes itself, so any formal requests cannot occur until the end of the year.

### **Budget**

The budget schedule is sliding a bit. At the September 5 Study Session, we will review health insurance options, the 2025 Capital Expenditures and the General Government budgets. I will schedule the remaining Departments for the September 12 and 19 meetings.

### **Development**

We have the following "large" projects under discussion:

- Palmer Bus new facility in the Business Park
- Pontious Property
- School District Property
- Charlie-Bravo site
- Chrystal Cabinets expansion
- Nate Cook plat; 5<sup>th</sup> Street and Old Highway 18

The CSAH 4/7<sup>th</sup> Avenue Project is progressing nicely. The first lift of asphalt has been placed in the roundabout and WSB/Public Safety/School District are working collaboratively on information to parents regarding traffic in the area near the schools.

If Councilors wish to receive weekly updates regarding the CSAH 4/7<sup>th</sup> Avenue project, please email: [Princeton2024@wsbeng.com](mailto:Princeton2024@wsbeng.com) and request to be placed on the update list.

### **Finance**

Work has begun on the 2025 budget. Budget worksheets have been distributed to all Department Heads and meetings to review needs have been scheduled.

A small committee comprised of staff and Councilor Gerold will be meeting next week to review the health insurance information that is being compiled by NFP, our benefits broker. That information is due to Senior Accountant Hodge and me on Friday, August 23. We hope that the committee members will be able to bring a variety of analytical perspectives to the discussion as we review the information. Dental and life insurance premiums will hold steady for 2025 from 2024.

I closed a CD at First Bank and Trust and moved the money to Bremer Bank. The interest rate was significantly better at Bremer Bank. You will see a resolution on the next agenda to authorize closing the checking and savings accounts at First Bank and Trust; the monies will be moved into an investment vehicle at either Bremer Bank or Moreton Capital Investments LLC.

Senior Accountant Hodge has started the process to move vendor payments to an ACH process; the bill list will begin to reflect more ACH payments. She is working on adding small batches of vendors at a time as she creates, documents and refines the process. Ultimately, this will reduce our need for check stock, stamps (currently at \$0.73 each) and envelopes.

### **Fire**

The transition team is meeting bi-weekly.

The new Chief has been on board for a month now. We have established a relatively set schedule for his office hours; the goal is to have regular hours so that I and the membership know when he is available. To date, he has brought several new ideas to the table from a technology standpoint that will be included in the 2025 budget.

### **Great Northern Trail (GNT)**

The Greater Minnesota Regional Parks and Trails Commission toured the area of the Great Northern Trail included in the recently submitted grant application. Gina Hugo, Sherburne County Parks, indicated that the tour went very well.

### **Upcoming Meetings and Reminders:**

- August 28 – PUC Meeting, 1pm Historic Depot
- September 2 – Labor Day, City offices closed
- September 4 – Fire Advisory Board meeting, 7pm City Hall
- September 5 – Council Study Session, 4:30pm
- September 6 – Public Safety Day, 10am to 2pm Public Safety Building