
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: June 5, 2023

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

Airport

There is no update regarding the AWOS relocation. Per KLJ, there has been limited movement from MnDOT regarding the City's position. MnDOT is evidently considering our position that the west side is only an option if the City's costs are no greater than if the east side option were selected. This places more funding responsibility on MnDOT and the FAA.

There is a vacancy on the Airport Advisory Board, so any assistance in recruitment would be fantastic.

Development

A preconstruction meeting for Fountain Place (14th Avenue South and Meadowview Drive) was held on May 31. Silt fence has been installed, so it appears that work is imminent.

The school is seeking a new developer for the property north of the Intermediate School. One developer called to see if "rural" lots without sewer and water would be allowed; they will not.

Finance

Staff continue to work with Abdo and Smith Schafer on compiling information for completion of the audit.

Infrastructure

The Business Park infrastructure preconstruction meeting was held on June 1. Work is scheduled to start June 26 and will last to the end of September. There may be some long workdays while they are installing the sewer which is very deep.

Personnel

Work continues on the Personnel Manual. It should be given to the Department Managers soon for their review; I have prepared a discussion checklist to assist with the review.

Legislative Monitoring

The Legislature adjourned May 22. LMC conducted a webinar on June 1 to review all of the significant bills impacting cities; the webinar slides are attached. This was a high-level review; there will be additional webinars on specific topics. LMC has already issued a FAQ on the Paid Family and Medical Leave law.

Upcoming Meeting/Event Reminders

- June 8 – 10 Rum River Festival; schedule attached.
- June 9 – I will be out of the office on a vacation day.