
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: December 12, 2023

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

Airport

We are still seeking applicants to fill the vacancy on the Airport Advisory Board.

Baldwin Township

We received the attached notice of an informational meeting regarding the Township's request to incorporate. Staff has been researching past requests posted to the State's Boundary Commission website in preparation for the January study session. Attorney Toven has also made contact with an attorney recommended by the League who specializes in this topic.

Public Works Director Gerold and I met December 12 with representatives from HR Green, the Township's engineering firm regarding the possible reconstruction of 136th Street west of the airport. This street connects Sherburne County Roads 3 and 42. The Township is getting pressured to do something about the road, but the engineering firm has done very little preliminary work and the meeting appeared to be investigative in nature to determine what role the City would be willing to fulfill.

Building Inspections

Staff is working through a variety of issues relating to the transition from one service provider to the next. Each have opposite opinions regarding permits issued and completion of inspections. Prior to execution of the contract with the new service provider staff will have the solution in place.

Development

Staff met with Scott Moller November 27 regarding the potential expansion of utilities to land he owns east of the river. Annexation would need to occur first, so the ball is in his side of the court.

Staff has a meeting scheduled December 18 with Todd Olin (Land Resources) and Billy Webber (Workhorse Land Development LLC) regarding a potential mixed-use (residential and industrial) project on the Pontius property. Again, annexation would be required as well as the extension of utilities.

Finance

Senior Account Hodge has been meeting with staff to assist with benefit selections. We will be meeting next week to make sure that the payroll system is updated to reflect all of the 2024 changes.

Accountant Hoheisel and I met November 28 with Julie McMackins of Abdo to start the audit prep and training schedule. The Liquor Store inventory audit has been scheduled for January 1.

IT Services to PUC Update

Per the agreement with PUC for the provision of IT services, this is the quarterly update. Staff is please to report that things are going very well. Technology Services Manager Yost has been well received by the PUC staff and improvements are being made based on PUC's priority list of projects. The hours are

the right amount for the work being done, and both sides are flexible if there is an emergency or adjustments need to be made. There have been one or two off-schedule emergencies to address since the inception of the agreement.

LMC Loss Control Visit

Senior Accountant Hodge and I met with Garrett Johnson of LMC December 11. The purpose of the visit was to review the City's claim history (attached) and discuss the City's wellness program. It was a short meeting and Mr. Johnson provided a variety of resources for us to consider as we attempt to restart the wellness program.

Upcoming Meetings and Reminders:

- December 14 – Truth In Taxation meeting
- December 20 – Baldwin Township Informational Meeting regarding incorporation, 7:00 pm at Baldwin Town Hall
- December 25 – Christmas, City offices and facilities are closed
- December 28 – Last Council meeting of the year, 2024 budget approved
- January 1 – New Year's Day, City offices and facilities are closed
- January 4 – Study Session, Baldwin Township incorporation discussion