
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: September 21, 2021

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

Airport

The final flight inspection for the runway project has been completed and the work passed inspection. There are monies left over from the inspection, so staff has processed the paperwork needed to receive \$1,698.52. A final walk-through of the project has been scheduled for September 22. Once all work on the punch list is completed, we can request the final reimbursement and close the project.

Knife River was to have started on September 23 on the rehabilitation of the taxiways, but the recent rain has pushed the start date into the week of September 27. The attached notice was mailed to the hangar owners; it includes information regarding the 21st Avenue project as well since too is scheduled to start soon.

Staff has scheduled a meeting with MNDOT to discuss the airport CIP for 5:30 pm on October 4 which is the date and time of the regularly scheduled Airport Advisory Board. I would like to invite the Council to participate either in person or by Zoom – a link will be sent closer to the date of the meeting.

Barry Ramage Jr will not be seeking reappointment to the Airport Advisory Board as he is moving to Wyoming at the end of the year.

Budgeting

Staff met with the vendor who provides cleaning services for the city's buildings. The conversation was very productive and several changes to the contract were identified which will lead to cost savings going forward. A new contract will be drafted which will be effective January 1, 2022.

Development Projects

The various residential projects are still in a holding pattern. Staff is still awaiting information from the developers in order to return information back to them.

Personnel

Either Finance Director Peters or I have been participating in interviews to hire additional staff at the liquor store. Several clerks have resigned, so there is a need for additional staff.

MCMA Conference

I attended the MCMA Conference in Duluth last week. There were several good sessions – the one on Employment Hot Topics was particularly interesting, especially as it relates to social media. Ev-

idently, social media posts by employees detrimental to their employer is not protected speech. In addition, employee handbooks are considered a form of a contract as it relates specifically to compensation and payout of paid time off.

Former Brooklyn Center City Manager Curt Boganey spoke regarding his experience and ethical integrity after the Officer Potter shooting incident; he was relieved of his position along with the Police Chief.

There was a very interesting session by former Ramsey County Sheriff Matt Bostrom on increasing trust through shared values.

Waste Water Treatment Plant Study

The MN Pollution Control Agency reached out looking for volunteers of the WWTP variety to participate in a research project regarding PFAS. The research is a LCCMR/legislature approved endeavor that will be conducted by the MPCA and University of Minnesota. The project will develop strategies to manage PFAS in land-applied substances such as biosolids and compost. They hope to analyze treatment methods and disposal costs as well as attempt to identify how PFAS move from land applied substances into soils, water, and crops.

They are looking for 8 to 10 WWTPs to partner with in order to complete the research. There is no cost to the city and the facility name will remain confidential. Staff has indicated a willingness to participate as a partner.

Upcoming Meeting/Event Reminders

- October 2 – Chamber of Commerce's OctoberFEAST, Mille Lacs County Fairgrounds 11 am to 3 pm
- October 4 – CIP Meeting with MNDOT, 5:30 pm Airport Advisory Board
- October 7 – Council Study Session, review of department budgets, part 1
- October 8 & 9 – Trucker Fest Music Festival, Mille Lacs County Fairgrounds (tickets at HappyProductions.com)