
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: May 25, 2021

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

Airport

Most of the airport related activities are occurring behind the scenes at this time. The taxiway project is out for bid and the award is scheduled for the June 24 Council meeting.

We have had a number of inquiries regarding hangars. One looking for space to rent and two on constructing new hangars.

Public Works Director Gerold and I attended a virtual seminar on wildlife hazard control on May 18 for airport management. It was an all-day seminar that we feel could have been reduced to about three hours.

Development Projects

Industrial Park

There has been little activity by staff on the industrial park as we are awaiting completion of the title work so that WSB can begin its work on the survey and plat.

We are scheduled to meet this week with two more prospective tenants of the industrial park.

Residential Development

We continue to compile information and meet with the local residential developer. Of interest is determining the means to pay for infrastructure extensions.

Staff also met to prepare a recommendation to the Park Board regarding calculating park dedication fees. The goal is to make the calculation simpler and based on the number of units being developed. The current formula is complicated and based on market value which tends to fluctuate, well, with the market.

Finance

Staff continues to monitor the offerings in the ARPA legislation. At this time, states are waiting for guidance from the Federal government on the various programs and direct payments. Staff attended the webinar provided by the League of MN Cities and Coalition of Greater MN Cities on May 18 regarding the ARPA legislation. Here is where the money can be spent:

1. Responding to the Public Health emergency
2. Addressing negative economic impacts (includes replacing lost revenue)
3. Serving the hardest hit, and

4. Improving access to infrastructure (limited to water & sewer, broadband)

It looks like the funding will come in two parts, half in 2021 and the second half in 2022. Based on early estimates, the City should receive about \$540,000.

The audit has been rescheduled to June 7 to 11 in order to grant staff more time to prepare the necessary information for the Auditors.

Public Safety

Staff met with Mille Lacs County representatives on May 19 to discuss the grant for the simulcast equipment due July 1. Those present discussed funding source, including ARPA funds and bringing Sherburne County to the table to participate financially. We will be compiling sample agreements from other similar relationships in order to craft an agreement between the City and Mille Lacs County outlining the roles, responsibilities and financial commitments of both parties.

Upcoming Meeting/Event Reminders

- June 3 – Study Session, Annexation
- June 10 – Rum River Festival Parade
- July 1 – Study Session, Joint Meeting with the Airport Advisory Board