
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: July 9, 2024

I have the following observations and information to share from the last update on June 27, 2024:

Airport

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

Baldwin Township

We are in a holding pattern with the Administrative Law Judge regarding Baldwin's request to incorporate. The estimated date for the ALJ to issue an order is June 19, 2024. Staff has been fielding questions regarding when a decision will be made and there have been recent Facebook posts regarding the same.

We continue to work with the Township's Attorney on the ancillary Orderly Annexation Agreements.

Development

Development projects that are in discussion:

- Pontius property
- A replat by Nate Cook at 5th and Old County Road 18

The developer of the Pontius property has secured a purchase agreement with the School District for its property and staff anticipates that there will be two projects moving forward in tandem. More information will be forthcoming.

The CSAH 4/7th Avenue improvement project is progressing well. The contractor is a day or so behind on the sewer due to some of the issues that arose in the first week or two of the project. It is anticipated that there will be gravel on the roundabout at the end of the week.

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

East Central Regional Development Commission

The ECRDC is seeking a candidate from Mille Lacs County to serve on the Revolving Loan Fund Board. Direct letters of application should be submitted directly to ECRDC. The application deadline is August 5, 2024 at 1:00pm.

Finance

The audit is complete and was submitted on time. Our only "deficiency" was a comment relating to the separation of duties; their letter is attached. A presentation on the audit results is scheduled for the July 25 meeting.

Work on the 2024 budget will begin soon.

Fire

The remaining item for the Chief hiring is the background check which has been submitted to Cardinal Investigations for completion. I anticipate that it will be completed shortly and a start date can be confirmed.

The transition team is now meeting bi-weekly.

Great Northern Trail (GNT)

Members of the GNT met today to review the components of the grant application that will be submitted for a July 31 deadline. Attached is the Power Point that provides a high-level overview of the components of the grant. The Elk River Park Commission requested that more community input be provided into the logo design, so branding of the GNT will be delayed until that process is complete. The community input is included as a task within the grant application.

Upcoming Meetings and Reminders:

- July 10 – Fire Advisory Board 7 pm, City Hall
- July 11 – Regular City Council Meeting
- July 15 – Fire Executive Board 7 pm, Public Safety Building
- July 19 to August 2 – I will be working remotely (tentatively) assisting my dad with recovery after spine surgery
- August 1 – Council Study session; as of now I do not have any topics for discussion; if there are none, it will be cancelled at the July 25 meeting
- August 7 to 11 – Mille Lacs County Fair