
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: October 10, 2023

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

Airport

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

Budgeting

The budget review schedule is proposed as follows:

- October 26 – Public Works Budget
- November 2 Study Session – I propose that this meeting be cancelled; the Mayor will be out of town and this is the night of the Civic Betterment Club's Tasting event at Christ Our Light Church (see flyer)
- November 9 – Public Safety Budgets
- November 21 (Tuesday) – Enterprise Budgets; Airport, Liquor, Wastewater

In addition to the above budget reviews, the December 7 Study Session will be devoted to Council review of the Personnel Manual and PTO conversion for non-union staff.

Cannabis Regulation

Staff continues to monitor the regulatory environment surrounding this subject. Our next jurisdictional meeting on the topic with Sherburne County is scheduled for November 2, 2024.

Development

There are a number of projects moving through the planning/permitting process:

- The parking lot subdivisions,
- Maytag Laundromat on a lot by Walmart,
- Spire Credit Union on the Frontier Steakhouse lot,
- Subdivision of the lot that formerly housed Mille Lacs County's maintenance building, and
- Subdivision of a lot adjacent to Christ Our Light Church.

We also continue to forward development contacts to Superintendent Barton in the hopes that something will stick.

Infrastructure

The CSAH 4/7th Avenue Cooperative Agreement with Mille Lacs County is scheduled to be on the October 26 City Council agenda. It will then be placed on the November 7 County Board agenda for their consideration and approval.

Annual Fire Billing

Wyanett and Spencer Brook were notified of the bill calculation error and return of the overage. Their checks are included in the bill list.

Mille Lacs County

Staff discovered unpaid invoices from 2019 for snow removal services. They were sent to the County Administrator in the hopes of receiving payment and to possibly open the door for discussions regarding snow removal services by the City. County Administrator Hayes is looking into the past due invoices. He did note that at this time the County will continue to do snow removal on Rum River Drive and 1st Street but they are willing to keep the discussion door open.

Upcoming Meetings and Reminders:

- October 13, 14 – Trucker Fest at the Mille Lacs County Fairgrounds. I will be out of the office Friday to assist with the event.
- Week of October 16 – there will be short duration outages as PUC completes breaker tests at the plant. They are working with large users in their service territory to plan for these outages.
- October 28 – Pumpkin Chuckin' at the Mille Lacs County Fairgrounds from 1 to 4 pm.