

TO: Honorable Mayor and Members of the City Council; City Staff

FROM: Sharon Hanson, City Administrator

DATE: April 9, 2024

SUBJECT: Administrative Brief

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### **CITY ATTORNEY**

Some highlights from the office of City Attorney for the month of March:

- Attended meetings.
- Discussed questions related to graffiti.
- Reviewed contracts for Staff.
  - Red Baron Arena Contract
  - ACC Code of Conduct
  - Waiver agreements for Park & Rec
- Work with staff and Attorney Sathe on draft of zoning for Cannabis/THC and attended L&O Committee
- Attended additional L&O meeting; provided definition of “religious institution”
- Answered questions regarding waivers on park and rec forms.
- Answered questions related to conflict of interest and contracting with council member.
- Worked on Broadmoor Valley issues that arose related to:
  - Data production to Schierholz attorneys
  - Letter from Schierholz
  - Internal meetings regarding same
- Provided advice and legal analysis for Planning Commission related to a variance.
- Advised ACC about complaint of patron.
- Assisted with questions related to cooperative purchasing.
- Assisted with Youth commission Application and Waiver/Tennessee Warning.
- Assisted with various data questions arising out of police department.
- Attended internal meeting with update from Police Department.
- Responded to questions about waivers.

Work of other K&G Attorneys:

- Attorney Sonsalla assisted with neighborhood park questions and meeting.
- Attorney Gilchrist assisted with contract reviews and providing certificate of attorney.
- Attorney Gilchrist taking lead on SIU agreements.
- Attorney Gilchrist took lead on ditch discussion.

### **ADMINISTRATION**

- This past month’s activities included working with Public Works Director on airport lease agreements, review, and updates.
- Staff have received 60% design set for Aquatic center. This past week a review of those plans by staff.

- Spent time this past month preparing and assisting with the upcoming Diversity, Equity, and Inclusion strategic planning session. The first session was held on Thursday, April 4<sup>th</sup>.
- Participated with Director of Administrative Services in bond rating call. Director will present information on this bond rating at the April 9<sup>th</sup> Council meeting.
- Attending League of MN Cities legislative update as well as Zoom meeting with other administrators in southern MN.
- Discussed North Memorial for part-time advanced life support (ALS) application with Avera and state regulatory board. As of this writing, a public hearing on this application will be held in Marshall, presided by an Administrative Law Judge. Will inform once scheduled.
- Other work included Adult Community Center presentation with Mayor on State of the City. Met with various staff on personnel, and other project related discussions.

### **Economic Development Authority**

- Kwik Trip Site 2: Staff has sent the platting application to KT to help prepare for June construction. Below is the schedule:
  - 04/10/2024 - Planning Commission meeting (hearing on preliminary plat)
  - 04/23/2024 - City Council meeting (introduction of preliminary plat)
  - 05/14/2024 - City Council meeting (adoption of final plat)
- Daycare: Staff has submitted an application to participate in First Children's Finance Daycare program which to assist with strategic planning for daycare shortages.
- Housing Project: Working on connecting Tapestry Companies with local businesses to seek support for the project. Waiting for TIF review from Municipal Advisor.
- East College: Work has started on Dairy Queen remodel and demolition of the State Farm building will occur in April.

### **Human Resources**

- Staffing: interviews for a part-time CSO position will be completed the 1<sup>st</sup> week of April. HR will work with the hiring manager on candidate selection, offer, and pre-screening. Many temporary and seasonal employees are being hired for a variety of positions for the spring/summer season in Community Services and Public Works. Applications continue to be accepted for a Police Officer position, which will be used to establish a new eligibility roster.
- Safety program: our MMUA consultant provided training on chainsaw safety, tree trimming, and hearing protection.
- Pay Equity Report: the State has accepted our Pay Equity Report and deemed the City to be in compliance with the MN Pay Equity law.

### **Clerk**

- Conducted a successful Presidential Primary Election on March 5<sup>th</sup>.
- Attended the Lyon County Mitigation Plan meeting with various agencies participating in the discussion.
- Attended the annual conference of the Minnesota Municipal Clerks and Financial Officers Association in St. Cloud.
- Worked with staff and the city attorney on amendments to the mobile food truck ordinance.
- Worked on data request information from issued related to Broadmoor Valley

## **Finance**

- 2024 Bonding – The sale of bonds and the sale of a grant anticipation note (for the state and federal grants for the SRE building) are planned for April 9<sup>th</sup>. Proceeds would be received on or about May 9<sup>th</sup>. Staff participated in a bond rating call on March 20<sup>th</sup>. Please reach out to E.J. if you have any questions about the issuance.
- 2023 Audit – Our auditors plan to be on site for audit fieldwork the week of May 13<sup>th</sup>.

## **Liquor Store**

- March Financials: Sales \$603,406 +14.6%, Customer Count 16,980 + 9.7%, Ticket Average \$35.50 +4.25%. Overall, a solid month for all financials. We saw a sales increase from the Easter week holiday traffic in March this year compared to Easter falling in April of 2023.
- Staff is working on ‘change of season’ floor merchandising and product placement for Spring.

## **COMMUNITY SERVICES**

### **Community Education**

- Community Education has been closing out the Winter/Spring programming. A new class, Spanish for Beginners, extended into eight more sessions, we held a record high babysitting training with 26 students, learn to quilt class and a canvas painting class in the last few weeks.
- We are focusing on finalizing classes for the Summer brochure and learning the new registration software that has been released and will be used for the summer registration.
- Jasmine is working on event planning for Juneteenth, 4<sup>th</sup> of July and City Band.
- We are working on some modifications to increase the convenience and efficiency of the driver’s education program.

### **Studio 1**

- We participated in a drone-based search and rescue/recovery training exercise in early March to test out a new software package designed for public safety entities. It was determined further testing in a different location will be necessary to work out the best way to shoot a scene and use the software to its fullest potential.
- Ryne and Nick covered the *2024 State of the City* event with a live broadcast and a fully edited program available to view on-demand.
- Recently, there was a bill introduced in the legislature to allow franchising of broadband internet providers the same way we currently franchise cable TV subscription services. This bill would allow municipalities to collect up to a 5% fee on wired internet service providers that have infrastructure in the City right-of-way. These new funds would be used to fund continued operations of community access television stations across Minnesota.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk, Community Connect, and Senior Compass.

## **COMMUNITY PLANNING**

### **Building Services / Planning & Zoning**

- About 200 open permits.
- A new airport hangar are the largest projects under construction. Several large projects are in a plan review stage.
- Rental Ordinance is approved and people have been applying for registration.
- Sign ordinance is being reviewed.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project ST-001-2024: Chip Sealing on Various City Streets – Council awarded to Pearson Bros., Inc. of Hanover, Minnesota, at 03/26/2024 City Council.
- Project ST-002-2024: Bituminous Overlay Project - Council awarded to Central Specialties, Inc. of Alexandria, Minnesota, at 03/26/2024 City Council.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction (R&G Construction Co.) –The Addison Parking lot will be reconstructed in the spring.
- Project ST-010: Lyon Circle Reconstruction Project – Lyon Circle Reconstruction Project - Bids to be received 04/16/2024 with anticipated award at 04/09/2024 City Council.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – Pre-Construction meeting held 03/26/2024, with a proposed starting date of 04/15/2024.
- Project PK-015: Independence Park Parking Lot Project: Council authorized advertisement for bids at 03/26/2024. Bids to be received 04/16/2024 with anticipated award of bids at 04/23/2024 Council.

### **Wastewater**

- All five Significant Industrial User agreements have been updated and submitted to the City Attorney for approval.
- Finished writing the Chloride, Mercury, and PFAS pollutant management plans and have submitted them to Bolton & Menk for review.
- Staff have completed 276 preventative maintenance work orders in the last 30 days.
- The collection crew completed repairs and painting on our flatbed trailer.
- The collection crew is working on lift station maintenance and getting ready for sanitary line cleaning once the weather permits.
- Plant operators continue to work on the west traveling bridge effluent filter.
- Plant operators have started spring maintenance tasks on outdoor equipment.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to fifteen (15) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (5)
  - Fire; Structure (9)
  - Medical Assist (0)
  - Vehicle Accident (1)
  - Other – Assist (0)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 1061 calls for the month of March. 66 criminal offenses were reported with a total number of 33 adults arrested.

## **OFFICER'S REPORT**

- Alarms (10)
- Accidents (34)
- Alcohol involved incidents (1)
- Assaults (6)
- Domestic Assaults (12)
- Burglaries (1)
- Criminal Sexual Conduct (6)
- Damage to Property (3)
- Keys Locked in Vehicles (23)
- Loud Party (7)/ Public Disturbances (15)
- Thefts (16)
- Traffic Related Complaints (289)
- Vandalism (5)
- Warrant Pickups (14)
- Welfare Checks/Mental Health (33)

## **DETECTIVE REPORT**

- A report of a missing person was investigated. The person was located and found to be safe.
- Five separate cases involving possession and distribution of child pornography are under investigation. Multiple search warrants have been executed.
- Five deaths were investigated during the month of March.
- Ten thefts by swindle cases involving scams and two identity theft cases were investigated.
- A case involving an assault with a stun gun was investigated and referred to the Lyon County Attorney's Office for consideration of charges against a juvenile.
- A suspicious fire was investigated. The case was referred to the Lyon County Attorney's Office for consideration of charges against a juvenile.
- Five cases of criminal sexual conduct are under investigation.
- Twenty-one child protection reports and eight reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.

## **MERIT CENTER**

- In March, MN West held Moped Training and is continuing CDL training utilizing the driving track at the MERIT Center.
- From March 3<sup>rd</sup> to March 4<sup>th</sup> ADM held Confined Space Training with 30 attendees each day.
- From March 5<sup>th</sup> to March 6<sup>th</sup> Ziegler Cat held a Tractor Training course with 12 attendees each day.
- From March 7<sup>th</sup> to March 8<sup>th</sup> Bisbee held an OSHA course with 26 attendees each day.
- On March 7<sup>th</sup>, the USDA/FSA D4 held Orientation with 12 attendees.
- On March 13<sup>th</sup> Southwest Emergency Communication Board held an 8-hour Mental Health Awareness Course through Minnesota Crisis Intervention Team (MN CIT) with 26 attendees.
- On March 14<sup>th</sup> D & G Excavating held a Safety Training with 40 attendees.
- On March 15<sup>th</sup> R & G Construction held their Annual Safety Training with 40 attendees.
- From March 15<sup>th</sup> to March 17<sup>th</sup> North Star Training held EMR Initial Training with 8 attendees each day.
- On March 19<sup>th</sup>, the Natural Resources Conservation Service held a meeting with 60 attendees.
- On March 20<sup>th</sup>, the American Red Cross held the Marshall Area Health Care Workers Red Cross Blood Drive.
- On March 21<sup>st</sup> ADM held their monthly Contractor Safety Training with 40 attendees.
- On March 21<sup>st</sup>, the MERIT Center held their quarterly Commission meeting with 7 attendees.

- From March 25<sup>th</sup> to March 27<sup>th</sup> ARMOR Training held GWO Training for ENGIE with 3 attendees each day.
- On March 26<sup>th</sup>, the Southwest Utility Coordinating Committee held a Utility Safety Meeting with 50 attendees.
- On March 27<sup>th</sup>, the Radio Board held their bi-monthly meeting.
- On March 27<sup>th</sup> North Memorial held First Responder Training with 6 attendees.
- The MERIT Center was utilized 16 out of 31 days with 28 reservations in March. There was a total of 460+ attendees.

#### **EMERGENCY MANGEMENT**

- City personnel participated in a Lyon County Mitigation Plan meeting on March 7<sup>th</sup>, 2024.