

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

FROM: Sharon Hanson, City Administrator

DATE: February 14, 2023

SUBJECT: Administrative Brief

CITY ATTORNEY

January was the first month of our contract as City Attorney, and, as a result, I spent time meeting with staff and working on getting up to speed. Some main issues focused on in January included:

- Identification of properties with outstanding code violations and reaching out to the property owners to resolve issues.
 - 14 properties in violation
 - Attorney reached owners for six (6) of the properties and has obtained commitment to resolution. These owners now working with staff on compliance and meeting deadlines set by attorney.
 - Attorney sent one (1) property, who is a landlord, a letter directing Landlord to remedy issues pursuant to statutory process.
 - Two (2) properties not responded to date; deadline in place before statutory letter gets sent.
 - One (1) matter violation already resolved so closed.
 - Three (3) properties are pursuing rezoning which will address the violations.
- Attorney attended council meetings, and provided guidance on process, especially with respect to proposed rental ordinance.
- Attorney provided Open Meeting Law and basic Data Law training.
- Attorney requested staff to pull Sign Ordinance from Council agenda for additional work. Currently working on revisions to sign ordinance.
- Attorney advised staff on various incidental legal questions posed to attorney throughout the month.
- Firm advised on Centerpointe deal and reviewed documents with comments.
- Attorney updated staff on legislation passed and signed by the Governor, including:
 - Crown Act, prohibiting racial discrimination based on natural hair texture and hair styles such as braids, locs, and twists.
 - Juneteenth as official state holiday (enactment date August 2023, so this for all practical purposes goes into effect 2024).
<https://www.revisor.mn.gov/bills/bill.php?f=SF13&y=2023&ssn=0&b=senate>
 - Carbon free 2040 <https://www.house.mn.gov/sessiondaily/Story/17575> (Minnesota will require its electricity to be carbon-free by the year 2040)
 - IRC conformity - The bill updates Minnesota's conformity to the Internal Revenue Code (Code) as of Dec. 15, 2022. Minnesota previously conformed to the Code in effect on Dec. 31, 2018.
- This Legislative session continues to be active. Several additional bills that have been introduced would impact cities. Just a few include the THC bill, parental leave bill and some data law bills.

CITY PROSECUTOR

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2023	2022 Comparison
Prosecution	2		2		6	6	1	17	17
Dismissed									
Non-Prosecution	1					1	1	3	7
Refer to County						1		1	1

ADMINISTRATION

- This past month met with EDA Director and Southwest Initiative Foundation regarding a future grant that will help businesses located on East College Drive. A future press release on this grant will be forthcoming soon.
- Met with Community Services staff regarding various Division items, work future events. Attended trails event that included tour of trail connection needs and also work group where needs were identified on map in small groups. Preston Stensrud led the tour and also assisted with presentation. An on-line survey will be available for the public to further comment.
- Met with Sports Commission Chair Jacob Fahl, CVB and Councilmember Schafer on possible revisions to by-laws to be more inclusive of additional sports groups and clearly define membership.
- Last week Councilmembers Schafer and Lozinski along with MERIT Center Coordinator Jasmine DeSmet and I attended the Coalition of Greater MN Cities (CGMC) Legislative Conference-we were able to visit with Rep Swedzinski and Sen Dahms regarding our aquatic center and request for sales tax authorization. In addition, we heard, during the CGMC Conference from a panel of legislators as well as a short presentation by Governor Walz.
- The Mayor, EDA Director and I toured NorthStar Mutual in Cottonwood for a general meet and greet. NorthStar has a large workforce coming from Marshall and it was good to connect with their leaders who support Marshall.
- Met with Stockwell Engineering and Preston regarding the aquatic center and also visited with Baker Tilley regarding aquatic center financing.
- Will continue to work with EDA Board on discussing future goals/work plan for the EDA in the year(s) ahead as part of a goal planning and setting process.
- Met with many staff and responding to various items related to current and upcoming city topics.

Economic Development Authority

- Two RFI proposals for industrial projects submitted to DEED.
- Work continues on Shopko building, one tenant announced with two additional pending.
- Grant development for the funds received through DEED for Main Street Economic Revitalization grant.
- Planning for Provider Appreciation event to be held in March in partnership with SWIF.
- Submitted land proposal for commercial/industrial project.
- Held roundtable discussion with business leaders and SMSU business department professors and administrators on workforce development.
- Continuing work on EDA strategic plan.
- Work and site tours for CTE center development.

Human Resources

- No report.

Clerk

- Work on various permits.
- Reviewed upcoming vacancies on various authorities, boards, and commissions and sent out letters to individuals. An updated list of openings will be available on the city website and in the clerk's office.
- Starting the fire protection agreement process with surrounding townships
- Met with Ways & Means Committee to authorize advertisement of the fire department scholarship.

Finance

- Bonding: Staff continues to update project estimates for items in the Capital Improvement Plan that may be included with 2023 bonding. Additional information will be coming to committee and Council in the near future.
- Insurance: Workers' compensation insurance options will be discussed with the Personnel Committee and is expected to be brought to Council on 2/28.
- Budget: Staff have been viewing software options to streamline some of the manual work done in Excel and hard copy, allow for multi-year budgeting scenarios, and save time with data entry and building the budget book.

Assessing

- Staff is working on finalizing values and classifications for the 2023 pay 2024 assessment.

Liquor Store

- January Financials: Sales \$467,084 +6%, Customer Count 13,974 +2%, Ticket Average \$33.43 +4%. With all the 'Dry' January news during the month, It was good to see that our Financials were positive-a good start for 2023.
- Attended MMBA day at Capitol where I met with our local legislators about the issues surrounding Municipal Liquor Stores.
- Staff is working on a complete dusting of all shelves and bottles on the sales floor along with organizing the warehouse.

COMMUNITY SERVICES

Parks & Recreation

- Met with Marshall Baseball Association and Marshall Area Youth Baseball Association to review newest concepts of Legion Field
- Working with Marshall United Soccer Association on field space at Softball Complex on Channel Parkway as newly seeded soccer fields fill in
- Finalizing plans for flowers for 2023
- Receiving and reviewing seasonal staff applications for all positions including recreation, parks, and Aquatic Center
- Since October we have had 2,272 open skate attendees
- Met with and continue to work with Widseth on MN/DNR Outdoor Recreation Grant for replacement restroom and shelter facilities at Independence Park – resolution likely to come to Council on March 14th for grant request submittal
- Working on classes/leagues/info for Summer Brochure with all Community Services staff
- Held Parks and Trails workshop as part of MN/DOT Active Transportation grant – website is now active to receive feedback from public on improvements. [Marshall Parks and Trails Master Plan | Let's Talk Transportation - MnDOT \(state.mn.us\)](#)
- Private skate rental groups continue to grow at the Red Baron Arena. SMSU clubs, 4H groups, private Marshall schools, and schools outside are district to name a few this past month.
- Program highlight – Youth gymnastics – 164 youth boys and girls ages 4-12 are currently participating in group and private gymnastics lessons hosted by the MHS Tiger coaching staff and athletes at the Middle School.

Community Education

- Completed Driver Education Annual report and renewed the program approval for 2023. In 2022, 215 youth completed Driver Education Classroom, 134 successfully completed Behind-the-Wheel training, and 208 families attended one of the eight Parent-Teen Point of Impact meetings offered throughout the year. 22 Adults completed Behind-the-Wheel.
- Working with local partners on Cultures on the Prairie – partners received \$2,000 in grant funding through SWIF and \$6,020 through a Health Equity Network grant in partnership with SWHHS. This funding enabled the planning committee to extend this to a two-day event and add a simulation experience for attendees.
- Planning summer Community Education offerings and securing instructors.
- Staff are working to secure a community sponsorship program through Avangrid Renewable Energy to launch a Senior Garden at the Adult Community Center. The project goals include installing durabeds to provide program opportunities involving both physical and mental health for years to come.
- ACC members toured the Runnings warehouse, Well Suite, and had presentations from Marshall PD, DEI Assistant – Addy Wolbaum, and Librarian – Michele Leininger.
- During the month of January, the ACC offered 132 events totaling just under 200 hours of event opportunities.
- Staff hosted a Safe Driver refresher course with 20 attendees.

Studio 1

- Studio 1 is in the process of installing indoor security cameras at the Red Baron Arena & Expo.
- We also recently assisted in the decommissioning of the old driver's education simulators at the MERIT Center. We will be adding additional audio and video equipment to make Classroom C a useable meeting space that matches the capabilities of other classrooms in the facility.
- We will be partnering with MMU to create an educational video which helps residents determine if they have lead water pipes in their home.
- We have recorded and edited a few interview videos that will be shown during the "Cultures on the Prairie" event held at SMSU.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 200 open permits.
- Two Avera projects and Block 11 apartment building are the largest projects under construction.
- Ralco and Dollar General have temporary certificate of occupancy.
- Several projects are in the Plan Review status.

PUBLIC WORKS DIVISION

Engineering

- Project ST-001-2023: Chip Seal Project – Authorized advertise for bids on 01/24/2023. Project currently posted with bids to be received 02/21/2023 with anticipated award on 02/28/2023.
- Project ST-002-2023: Bituminous Overlay Project - Authorized advertise for bids on 01/10/2023.
- Project ST-004: Halbur Road reconstruction – Project is substantially complete.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Final change order and pay request submitted to Duinick, Inc. on 01/06/2023.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are being redrafted. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-008: Channel Parkway Resurfacing – Authorized advertise for bids on 01/24/2023.

- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Public Hearing on Improvement and Resolution Ordering Preparation of Plans on 01/24/2023.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Authorized advertise for bids on 01/24/2023. Project currently posted with bids to be received 02/22/2023 with anticipated award on 02/28/2023.
- Project MMU-001: TH 23 Watermain Crossing Project – Authorized advertise for bids on 01/24/2023. Project currently posted with bids to be received 02/22/2023 and potential award by MMU on 02/28/2022.

Building Maintenance

- No report.

Street Department

- No report.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Staff has completed 264 preventative maintenance work orders in the last 30 days.
- Visiting with local businesses to promote the water softener rebate program. Working on creating a promotional article that highlights the success stories of local businesses that have optimized their water softeners. Reworking radio & Facebook ads to promote the program.
- We have completed and submitted various year end state and federal reports.
- Working on the scope of work for the Highway 23 Lift Station renovation.
- We have completed one Significant Industrial User meeting and two more are scheduled.
- We will be meeting with the MPCA concerning our NPDES permit renewal on February 21st.
- Assisting the Street Department with snow removal.
- Tiger Lake motor starter replacement has been completed.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-eight (28) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (15)
 - Fire; Structure (11)
 - Medical Assist (0)
 - Vehicle Accident (1)
 - Other – Assist (1)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 743 calls for the month of January. Fifty-seven (57) criminal offenses were reported with a total number of thirty-three (33) adults arrested.

OFFICER'S REPORT

- Alarms (11)
- Accidents (25)
- Alcohol involved incidents (0)
- Assaults (6)
- Domestic Assaults (10)
- Burglaries (0)
- Criminal Sexual Conduct (2)
- Damage to Property (2)

- Keys Locked in Vehicles (27)
- Loud Party (1)/ Public Disturbances (5)
- Thefts (17)
- Traffic Related Complaints (190)
- Vandalism (0)
- Warrant Pickups (11)
- Welfare Checks/Mental Health (29)

Police Department staff has met with two companies that provide equipment for body worn camera programs. Staff has identified several options and will seek input from other city leadership as we move forward in replacing our current equipment.

DETECTIVE REPORT

- Detectives assisted the Brown-Lyon-Redwood-Renville Drug Task Force with a search warrant at a Marshall residence. Nearly 254 grams of marijuana and 29 grams of THC wax were recovered during the search. Charges are pending against a 19-year-old Marshall man.
- A Detective assisted with forensic interviews on children in a malicious punishment of children and domestic assault case.
- A case involving the electronic solicitation of a minor is under investigation. A separate case of the dissemination of child pornography is also under investigation.
- A financial transaction card fraud case was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges against a Marshall woman for the unauthorized use of a credit card.
- A Threats of Violence case is under investigation.
- Three cases of criminal sexual conduct were investigated. One case was referred for charges, one case was referred to another agency for further investigation, and the other case was unfounded.
- Five cases of theft by swindle involving scams and two cases of identity theft were investigated during the month.
- A pre-employment background investigation was completed on a potential part-time Police Officer candidate.
- Twenty-one child protection reports and three reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.

MERIT CENTER

- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing. There were 12 exams completed on the track in January.
- In January MN West conducted Steam and Hot Water Boiler Class and CDL training utilizing the driving track at the MERIT Center.
- On January 5th the Marshall Leadership Academy hosted their group at the MERIT Center for a presentation and a tour. 32 people attended this event.
- Blue Fire Training, LLC conducted Firefighter I & II classes at the MERIT Center on Jan 6-8. 14 firefighters attended this training.
- The Marshall Fire Department conducted Rope Rescue training at the MERIT Center on January 10th.
- The Southwest Human Resource Association held a training seminar at the MERIT Center on January 19th. 58 people attended this event.
- Minnwest Bank held a Livestock Marketing Meeting at the MERIT Center on January 19th. 50 people attending this meeting.
- The SW Healthcare Preparedness Coalition conducted its quarterly meeting on January 25th at the MERIT Center. 39 people attended.
- On January 25th the Regional Communications Board conducted their quarterly meeting with 33 people attending.
- Driver's Education was held at the MERIT Center January 9-31st. They had 22 students in this session.
- The MERIT Center was utilized 26 out of 31 days in January with 298 people attending these training/events.