



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

**FROM:** Sharon Hanson, City Administrator

**DATE:** May 10, 2022

**SUBJECT:** Administrative Brief

**CITY ATTORNEY**

- I am working towards the closing of HRA owned property to the Minnesota State Amory Building Commission.
- I am continuing working with City staff regarding the sale of Block 11 Property.
- Continue to work with Staff and legal counsel and Paul Schierholz regarding Broadmoor Valley legal matters.
- Awaiting status update from Minnesota Department of Agriculture regarding the purchase of Helena.
- I am working on contract review regarding the various road construction projects.
- Criminal prosecution numbers for April are as follows:

**April:**

	<b>ASSAULT</b>	<b>OPF VIOL.</b>	<b>DWI</b>	<b>OTHER ALCOHOL</b>	<b>TRAFFIC</b>	<b>THEFT</b>	<b>OTHER</b>	<b>TOTAL 2022</b>	<b>2021 Comparison</b>
Prosecution	1	1	6	1	2	3	1	15	12
Dismissed									
Non-Prosecution	1				3	1	2	7	4
Refer to County									

**ADMINISTRATION**

- This past month completed coordinating a six-week course for SMSU Gold College. We had various city, county and State of MN staff present on government related topics. Great feedback from the participants!
- Met with Broadmoor Mobile Home Park owner Paul Schierholz and City Attorney Dennis Simpson regarding MN Housing Finance Agency grant award. Questions on scope of work, MN Housing requirements for 25-year period.
- Met with HR Director regarding City Clerk position. Position was posted with current job description; various staff will fill the role of City Clerk.

- Met with Mayor and selected staff to review City Attorney RFP. Expect to present for Council consideration at last mtg in May.
- The indoor recreation facility and YMCA collaboration feasibility study has been drafted, planning a presentation to YMCA Executive Committee May 11<sup>th</sup> to discuss cost participation.
- At this time, still awaiting next steps from House and Senate on possible tax bill and inclusion of city's request for sales tax extension.
- Met with Director of Administrative Services to discuss 2023 budget schedule, expect a presentation at May meeting to finalize budget meeting dates with Council.
- Attended World Fest at Red Baron—A VERY successful event for SMSU and Red Baron!
- Mayor and I this past month were invited to tour AURI with Congresswoman Fischbach. Very successful program that is helping small food businesses with getting their food products to further production.
- Mayor and I attended Marshall Leadership Academy graduation event. CJ CJ Food Americas CEO Dimitrios Smyrnios presented on the topic of leadership to the group.

### **Economic Development Authority**

- **Shopko - Woodcrest**
  - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest has two confirmed tenants and is finalizing terms with a third. Construction is expected to begin in the coming months to accommodate future tenants.
- **Façade Improvement**
  - We have closed the Façade Improvement Grant funding period for 2022. We awarded 14 grants for a total of \$105,645.05. The projects submitted in the 14 approved grant awards equate to \$525,720.44 in total improvements including total store fronts, signage, lighting, windows, siding and a new awning.
- **Block 11**
  - HRA approved the Development Agreement between the City and CBC Fischer Group, completing the TIF application process. CBC Fischer Group has started the building permit.
- **Market Street Mall**
  - The interested party has ended their due diligence period and ended their contract for the sale of the mall. Staff is discussing alternative options for the property.
- **Parkway**
  - The Board approved two land sales in the Parkway addition and will hold public hearings at the May Board meeting.

### **Human Resources**

- Staffing update: The City welcomes the following new employees: Ryan Chapa—Building Custodian, Amanda Stattelmann—Office Assistant/Receptionist in Community Services, and Benjamin Powers—Maintenance Technician at the arena (will start 05/16/22). The following employees recently accepted promotions: Ryan Hoffmann—Police Captain, Ben Rieke—Police Sergeant, and Nathan St. Aubin—Police Corporal. These promotions in our police department became effective 04/22/22. The City is currently accepting applications for the following positions: City Clerk, Firefighter (paid-on-call), and a variety of temporary and seasonal

positions. Staff are also currently reviewing applications and interviewing candidates for our part-time Liquor Checkout Clerk positions.

- Safety program: MMUA has hired Rusty Kaderabek to be our new Safety Consultant. Rusty began an orientation and tours of our facilities in April. His first training presentation with City staff will occur on May 17<sup>th</sup>. We welcome Rusty and are excited to have a Safety Consultant on-board again with the City.
- Union negotiations: City staff will meet with the Police Supervisors LELS unit on May 12<sup>th</sup> to begin negotiations on a 2022 contract. Staff met in negotiations with the AFSCME unit in March. We are working on scheduling a second meeting to continue negotiations.
- Classification/Compensation Study: We are in the final phase of the project with a representative from Gallagher reviewing the appeals submitted by employees. Once the review is complete, staff will communicate the results to the employees who appealed. Staff are hoping to be able to close this project by May 31, 2022.

#### **Clerk**

- Meeting with various staff on transition items.

#### **Finance**

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#### **Assessing**

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#### **Liquor Store**

- April Financials: Sales \$552,183 +6.42%, Customer Count 16,478 +3.48%, Ticket Average \$33.51 +3.04%. A solid month for all financials compared to 2021. With Summer around the corner, our busy season will begin.
- This Spring there will be plenty of new beer, seltzer, and liquor offerings for our store-always a challenge to find beer cooler and floor space-check out all that is new.
- Made in Minnesota Beer Festival (some wineries will also attend) will be May 14 from 3pm-6pm. At the Red Barron Arena. There will close to 20 breweries and wineries sampling. Be sure to get your tickets before it sells out.

#### **COMMUNITY SERVICES**

We welcomed Amanda Stattelmann in our office this week as an Office Assistant/Receptionist. Amanda joins the City after spending 17 years at American Engineering & Testing, Inc., (AET).

The Red Baron Arena & Expo will also welcome a new employee on May 16<sup>th</sup>. Ben Powers joins the City from Flint Hills Resources. Ben fills our hybrid position in which he works in the Parks Department for six months during the spring/summer.

Summer 2022 Community Education & Recreation offerings will be available for registration on Wednesday, May 18<sup>th</sup>.

Marshall Aquatic Center is scheduled to open to the public on Saturday, June 4<sup>th</sup>.

City Band returns this summer after a two-year pandemic hiatus with an opening concert scheduled at Liberty Park on Wednesday, June 8<sup>th</sup> at 7:00pm.

## **COMMUNITY PLANNING**

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

- About 250 open permits.
- Ralco, three Avera projects, the third Unique apartment building, and Border State Electric building are the largest projects under construction.
- New permit software is open for applicants in starting in May.
- Sign Ordinance is under review.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project Z83: James/Camden – Reviewing Final Change Order and Pay Request
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G intends to complete this work in Spring 2022. Contract end date is October 14, 2022.
- Project Z88: 2021 State Aid Overlay – Pedestrian ramps on N. 4<sup>th</sup> Street adjacent to Walnut and Elm Streets has been completed. Staff will proceed with final review towards contract close out.
- Project PK-001: Independence Park Trail Replacement Project – A&C has completed trail replacement in the east portion of the park nearby the baseball fields and basketball court. Remaining trail will be replaced in Spring/Summer 2022. Contract end date is July 29, 2022.
- Project ST-003: South 1<sup>st</sup>, Greely, and Williams Street reconstruction – Tree removals have been completed on the project. Further construction is not expected until early July, weather dependent.
- Project ST-004: Halbur Road reconstruction – Staff is coordinating with Duininck to determine a schedule for construction.
- Project ST-005: Rose and Baldwin Parking Lot Reconstruction – Project is being advertised and bids will be opened on May 18<sup>th</sup>.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Bids will be opened on May 4<sup>th</sup> with an award recommendation brought before the Council at the May 10<sup>th</sup> Council Meeting.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on Sidewalk/Bus Shelter easements to be signed and returned. Staff is also waiting on final contract requirements from UCAP for their MnDOT grant. Once both are received, staff will recommend advertisement.
- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction – Staff and Bolton & Menk are hosting a stakeholder engagement meeting with the Downtown Business District on the morning of May 4<sup>th</sup>. Comments received from that discussion will be used in development of the streetscaping scope of work. Staff has also prepared a web page on the City's website with information regarding the project.
- Project ST-023: W. Lyon St. (College to 1<sup>st</sup>) Reconstruction – Project is currently being advertised. Bids will be opened on May 19<sup>th</sup> with an award recommendation brought before the Council at the May 24<sup>th</sup> Council Meeting.

- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Staff is working with Bolton & Menk to develop project plans for construction in 2022. Included in this work is permitting with BNSF. Project plans are roughly at the 95% stage currently.
- Project SWM-007: Independence Park Pond Forebay Expansion – Towne & Country Excavating is continuing excavation of the new pond expansion and is anticipating completion within the upcoming couple weeks, weather permitting.

### **Building Maintenance**

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### **Street Department**

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### **Airport/Public Ways Maintenance**

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### **Wastewater**

- Staff has completed 307 preventative maintenance work orders in the last 30 days.
- Spring cleaning of all sanitary lift stations has been completed.
- Working on televising parts of East College Dr. for future rehab project.
- Started summer jetting of sanitary lines.
- Working on spring oil changes in the clarifiers.
- Yard work & exterior building maintenance at the wastewater facility.
- Working on our NPDES permit reissuance.
- Almost finished locking out sump pump discharges for residents who are in our sump pump permit program.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to twenty-five (25) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (11)
  - Fire; Structure (10)
  - Medical Assist (0)
  - Vehicle Accident (3)
  - Other (1)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 675 calls for the month of April. Sixty-seven (67) criminal offenses were reported with a total number of twenty-one (21) adults arrested.

### **OFFICER'S REPORT**

- Alarms (11)
- Accidents (26)
- Alcohol involved incidents (2)

- Assaults (10)
- Domestic Assaults (10)
- Burglaries (1)
- Criminal Sexual Conduct (3)
- Damage to Property (6)
- Keys Locked in Vehicles (27)
- Loud Party (3)/ Public Disturbances (12)
- Thefts (12)
- Traffic Related Complaints (153)
- Vandalism (3)
- Warrant Pickups (6)
- Welfare Checks/Mental Health (46)

Two years ago, the police department began the implementation of the Body Worn Camera Program. The initial investment of \$50,000 for cameras for all officers and server equipment has been well received from officers and community members. In recent months we have started to experience more technical issues with the cameras that need to be addressed. Supplies and availability of body cameras is an issue. We have placed orders for 8 refurbished cameras to replace those that need repairs. The refurbished cameras cost half the price of new cameras and are more available. We are currently sharing the functioning cameras between all the officers.

In April, Captain Jeff Wenker retired after 32 years of service to the City of Marshall. The promotional process to fill all the supervisory movement within the police department was completed with the promotion of Nathan St. Aubin to corporal.

## **DETECTIVE REPORT**

- A 28-year-old Marshall man was arrested on a warrant for violating release conditions on a criminal sexual conduct case. The man was also charged with violating an Order for Protection.
- Four separate cases of criminal sexual conduct reported during the month of April were investigated. One case was referred for charges while two cases remain under investigation.
- A case of the dissemination of child pornography is under investigation.
- A financial exploitation of a vulnerable adult case was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges.
- Separate cases of Financial Transaction Card Fraud, Check Forgery, Issuance of Dishonored Check, and Wrongfully Obtaining Assistance are under investigation.
- Ten theft cases, eight assault cases, and one burglary were investigated during the month.
- Twenty-two child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were investigated jointly 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 20 exams completed on the track in April.
- In April, MN West conducted a Pilot car certification course, Moped Safety, two Motorcycle safety courses, two EVOG for law enforcement classes, Steam & Hot Water Boiler training and CDL training at the MERIT Center.
- On April 4-6 MERIT hosted a Field Training Officer (FTO) course for 26 law enforcement officers. This is the 2<sup>nd</sup> time this training company from Duluth has held this class at MERIT.
- MERIT hosted a Criminal Interdiction course hosted by the MN State Patrol on April 7-8. 38 officers attended this hands-on training along with six K-9 units.
- On April 12-19 the Marshall district of MN State Patrol conducted AXON training for all their officers and utilized the bay to install the updated equipment in all their squads.
- On April 12<sup>th</sup> the Southwest Healthcare Preparedness Coalition conducted emergency planning training at the MERIT Center. 41 people attended this event.
- The Regional Radio Board met on April 20<sup>th</sup> to conduct their strategic planning meeting.
- The MERIT Center was utilized 28 out of 30 days in April with 381 participants attending these events/trainings.