

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

FROM: Sharon Hanson, City Administrator

DATE: January 10, 2023

SUBJECT: Administrative Brief

CITY ATTORNEY

- City Attorney Pam Whitmore has begun to review Council packet items as well as Planning and Zoning Packet and any related ordinances changes. Attorney Whitmore has also been preparing for future Councilmember Open Meeting Law training to be held January 10, 2023, following Council meeting.
- The first on-site meeting with staff and the Mayor will be prior to the January 10, 2023 Council meeting to review pending legal items, discuss on-going regular meeting schedules, and get the opportunity to meet City Staff.

CITY PROSECUTOR:

Criminal prosecution numbers for December are as follows:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	1	1	6	1	3	1	3	16	24
Dismissed									
Non-Prosecution	3				1			4	0
Refer to County									

Criminal prosecution numbers for the year of 2022 are as follows:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	22	9	72	5	58	24	27	217	230
Dismissed									
Non-Prosecution	29	6			10	4	13	62	39
Refer to County	1		2				2	5	7

ADMINISTRATION

- This past month's activities have concentrated on Community Services Division reorganization, its work, and the staff. Individual meetings with key leadership positions have taken place and a regular meeting has been scheduled as part of team building within the Division. Continued communication internally and with key external stakeholders will take place in the month of January.

- Participated in several discussion with EDA staff regarding mall development, plans for Southwest West Central Service Cooperative office space, other related developments.
- Begun to revise sales tax authorization resolution to be considered at the January 24, 2023, Council meeting. We had previously considered presenting the resolution at the January 10, 2023, Council meeting, but we want to have better projections on sales tax revenue as well as anticipated increase construction and interest costs.
- Discussed with City Attorney next steps in the City Attorney transition and discussed pending legal items.
- Remainder of work has been meeting with various staff to discuss staffing, organizational items and upcoming 2023 projects and work.

Economic Development Authority

- Continuing to work with interested developer on Market Street Mall redevelopment project.
- Working with the development team for hotel project located near Red Baron Arena.
- Program research on workforce initiatives and daycare opportunities.
- Working with housing and commercial/industrial developer on site selection for potential projects.
- Completing RFI's for industrial projects.

Human Resources

- Staffing update: a conditional offer has been accepted for the Plant Operator I position at the WWTF, we are now in the final stages of pre-employment screening. Recruitment continues for either a Civil Engineer or Assistant City Engineer candidate. Background screening has also been initiated for a part-time Police Officer. Applications are also being accepted for a variety of temporary and seasonal positions.
- Planning continues for the Employee Recognition Event.
- Safety: our new MMUA Safety Coordinator, Dan Nath, provided training on AWAIR and Employee Right to Know topics, both of which are required for all employees by OSHA on an annual basis.

Clerk

- 17 Governmental Units have submitted Post-Census Group Quarters Review cases to the Census Bureau. As of December 27, 2022, the City of Marshall is still under review.
- Starting the process for Fire State Aid and Police State Aid with Minnesota Department of Revenue.
- Compiling a list of technology assets that need to be updated
- Starting the process for the fire department scholarship

Finance

- 2023 Budget – The 2023 budget was adopted in December 2022. The Finance Director has generated electronic copies of the budget book and sent the document to Council and staff.
- 2022 Audit – Staff is working to close out 2022 and to prepare information for our auditors.
- 2023 Bonding – The process will begin in coming weeks to ensure funding is secured for 2023 projects.

Assessing

- Staff is currently finishing up building permit inspections.
- We will be working on setting values for the 2023 assessment pay 2024, preliminary numbers show on average about a 10 % increase will be needed on Residential properties. Some Commercial/Industrial areas will see some increase, self- mini storages may see significant increases.
- An email regarding LBAE training was sent out, please stop in, or contact Dave for further information.

Liquor Store

- December Financials: Sales \$785,507 + 3%, Customer Count 19,467 -1.87, Ticket Average \$40.35 +5%. The traditional holiday shopping trend was disrupted by the weather on Christmas week and New Year's week. For the month we did finish up though with a strong finish on New Year's eve.
- Comparing sales for 2022 with 2021, the store recorded record sales for 2022 of \$7,079,020 compared to 2021 of \$6,725,425. This is about a 5.25% increase.

COMMUNITY SERVICES

Parks & Recreation

- Light Up the Night concluded at Independence Park on January 2nd – foot traffic and donations were very similar to last year despite several weekends of bad weather.
- Parks staff continues to work on clearing of trails and sidewalks of snow.
- Preston is working on budget numbers for outdoor court area near SMSU.
- Work continues on Active Transportation Action Plan with Sambatek – mini charette to take place on February 1st with interactive activities for public to provide input on Trail Plan.
- Discussions are ongoing with Confluence on conceptual for Legion Field improvements – mutual interest amongst numerous baseball associations on enhancements needed.
- Staff will be meeting with DNR Representative January 6th to review 2021 Preparing for EAB Grant that has been successfully completed, once reviewing with DNR, City will receive reimbursement in the amount of \$93,390.00 for the grant.
- Red Baron usage for 2022 was up from 2021 by about 3% for hours rented, approximate total hours of rental use is 3,911.
- Upcoming youth/adult program opportunities include gymnastics, curling, pickleball, indoor soccer, basketball, baseball and learn to skate lessons.

Community Education

- In 2022, the Adult Community Center offered 1,858 events including speakers, presentations, games, classes, and many other opportunities for members to gather and socialize. There were over 2,800 hours of program opportunities available for members and guests to participate in throughout the year.
- The current Adult Community Center member count for 2023 is 470.
- Community Services had 1,442 participants enroll in programming for the Fall 2022 season. This includes both the Community Education and Recreation activities.
- Finalizing end of year reporting for Community Education, Driver Education, and GreenStep Cities.
- Planning continues for the annual Cultures on the Prairie Event which will be held on February 13th & February 14th at SMSU in the Upper Ballroom. Funding has been secured through a Health Equity Network Grant in partnership with SWHHS to cover the costs for Day 1 of this event as well as provide scholarship opportunities for interested/eligible community members.

Studio 1

- Studio 1 has been very active over the last month. We covered hockey tournaments, created an informational video with Marshall PD about the RRFB crosswalks, partnered with the library to promote one of our locally produced shows called "Popcorn Bucket List", produced a Marshall Area Chamber of Commerce Community Connect episode, a Marshall Public Schools Tiger Talk episode, had many snow/weather emergency social media postings, council meetings, school board meetings, several MHS sporting events, school concerts, the Southwest Minnesota Orchestra Holiday Cheer performance, and the Tony Hoffman speaker presentation at MHS. We also spent several days rewiring failing video cabling at Red Baron Arena & Expo.

- Over the last year, we have aired a total of 1,139 unique shows on our Studio 1, Tiger TV and SMSU Media channels. Those shows ran a total of 6,804 times with a total broadcast time of 6,604 hours.
- The online views of our programming over the last year totaled 5,163 views on our website, 104,900 views on Facebook, and 113,600 views on YouTube for a total of 223,663 views.

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.
- Sign Ordinance is going to the Council.

PUBLIC WORKS DIVISION

Engineering

- Project ST-004: Halbur Road reconstruction – Project is substantially complete.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Final change order and pay request anticipated on 01/24/2023 City Council.
- 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 – Bids rejected 11/07/2022 Council meeting. Plans are being redesigned.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Plans are being designed.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Staff is working with BNSF to obtain permitting for this project. Project plans are at the 99% stage currently.

Building Maintenance

- No report.

Street Department

- No report.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Staff has completed 251 preventative maintenance work orders in the last 30 days.
- Continuing to send letters to local businesses to promote the water softener rebate program. Newspaper, Chamber newsletter, Facebook, and radio ads have been done to promote the program.
- Application equipment has been cleaned, serviced, and put back into storage.
- Working on various year end MPCA & EPA reports.
- Working with local industries concerning their Significant Industrial User agreements.
- Our draft MPCA response letter to the MPCA concerning our permit renewal is in the process of being reviewed.
- Completed work on a clarifier beach heater shroud to contain heat and prevent the needing to chisel ice which has been a safety hazard.
- Continuing to clean up after the frequent snow events.

- Assisting the Street Department with snow removal.
- Tiger Lake motor starter replacement scheduled for this week.
- Working on building seasonal wind breaks for the generator louvers at the lift stations.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-six (26) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (13)
 - Fire; Structure (11)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other – Assist (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 781 calls for the month of December. Ninety-five (95) criminal offenses were reported with a total number of thirty-three (33) adults arrested.

OFFICER'S REPORT

- Alarms (15)
- Accidents (38)
- Alcohol involved incidents (0)
- Assaults (3)
- Domestic Assaults (11)
- Burglaries (2)
- Criminal Sexual Conduct (10)
- Damage to Property (3)
- Keys Locked in Vehicles (36)
- Loud Party (7)/ Public Disturbances (5)
- Thefts (21)
- Traffic Related Complaints (148)
- Vandalism (2)
- Warrant Pickups (10)
- Welfare Checks/Mental Health (30)

The police department received notification that our current body worn cameras and squad car cameras company (Watchguard) has been purchased by Motorola. We have been informed that the current equipment and operating system would no longer be serviced by Motorola. Along with the Lyon County Sheriff's Office, we have both started to review options with different companies and work with our IT departments to determine how best to proceed. Regardless, we know that changes will be required in terms of cameras and software to both body cameras and squad car cameras. Once more information is received, the options will be brought before city council for approval.

DETECTIVE REPORT

- The death of a 51year old Marshall woman is under investigation. The Minnesota Bureau of Criminal Apprehension is assisting.
- Two unrelated cases of criminal sexual conduct were investigated and forwarded to the Lyon County Attorney's Office for charges.

- Seventeen theft cases were investigated during the month of December.
- Unrelated cases of financial transaction card fraud, check forgery, and the issuance of dishonored checks are under investigation.
- Two burglaries are under investigation.
- Twenty-eight child protection reports and seven 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 14 exams completed on the track in December.
- In December MN West conducted CDL training utilizing the driving track at the MERIT Center.
- On Dec 1st Ralco held their annual employee meeting at the MERIT Center with 42 employees attending this event.
- The MERIT Center held Basic Pump Operations training for 38 fire fighters on Dec 3rd.
- The MN State Patrol conducted SFST/ARIDE Training on Dec 7-9. 20 officers attended this training.
- Visit Marshall held their Women's Connect event at the MERIT Center on Dec 8th. 29 participants attended.
- On Dec 8th Plumbology Inc conducted a plumbing continuing education course for 40 participants.
- MN West held Industrial Safety Training for 25 Schwan's employees on Dec 14th and Dec 21st.
- The NRCS held their SW Area Manager's Meeting on Dec 20th. There were 40 employees at this meeting.
- The MERIT Center was utilized 21 out of 31 days in December with 322 people attending these training/events.