



MARSHALL
CULTIVATING THE BEST IN US

MEMORANDUM

TO: Honorable Mayor and Members of the City Council; City Staff
FROM: Sharon Hanson, City Administrator
DATE: March 8, 2022
SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for January are as follows:

February:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	2	1	6	1	4		5	19	17
Dismissed									
Non-Prosecution	3						1	4	6
Refer to County									

ADMINISTRATION

- Attended this past week with the Mayor, Councilmember Lozinski Coalition of Greater MN Cities (CGMC) conference where key visits with legislators occurred on the topic of our request to extend the sales tax. Upcoming on this work will be legislative committee testimony, yet to be officially scheduled. Other communication and presentations on the aquatic center continue to occur regularly.
- This past week, met with Director of Administrative Services EJ Moberg to go over expectations for his work and the position.
- John DeCramer and I presented on a State Auditor panel regarding local government finances. Cost of services, rising property taxes in terms of total revenue and city debt that in comparison to county debt statewide higher—were topics of discussion.
- Attended a meeting of SW Administrators in Worthington last week and it was good to hear of other city work, personnel issues and upcoming projects.
- The Mayor and I continue to prepare for State of the City March 9th.

- Continue to meet with EDA Director on several EDA items, attended EDA Board mtg, met with Baker Tilly regarding EDA items.
- Continued work on comparable worth study, misc staff mtgs/responding to emails, write monthly newspaper column/radio interview.

Economic Development Authority

- **Shopko – Woodcrest**
Staff met with the development team from Woodcrest Capital out of Texas. We discussed potential tenant options and they provided an update on construction plans including one larger anchor tenant and 4 to 6 smaller storefronts. There is also an option for two larger tenants with a 50/50 split of the building. They are currently waiting for the anchor tenant to sign a lease agreement in order to start construction.
- **Façade Improvement**
As of March 1st the EDA board has approved ten façade improvement grant applications totaling \$71,524.18 in grant awards. Staff has received two additional applications and expects the \$100,000 in dedicated funds to be expended.
- **Block 11**
We are preparing the TIF Development Agreement and Purchase Agreement in preparation for Spring construction. Notice has been provided to stakeholders and a Public Hearing will be scheduled for April 12th.
- **Comprehensive Plan**
Staff continues to assist with the Comprehensive Plan update being conducted by SRF. The community survey provided 609 responses which far exceeded the initial goal of 300. SRF also held five focus groups which included 58 community stakeholders in total.
- **Main Street Economic Revitalization Program**
The Southwest Initiative Foundation has applied for DEED's Main Street Economic Revitalization Program on behalf of the City of Marshall. The application requested \$1.3 million in grant funds for two main corridors in Marshall including Main Street and East College Drive. Grant awards will be announced later this Spring.

Human Resources

- **Staffing:** The City welcomed two new employees in February---Peter Vue began as a Police Officer and E.J. Moberg began as Director of Administrative Services. The City is accepting applications for an Office Assistant/Receptionist position to support the Community Services department. Danielle Wilts has resigned for another opportunity. Applications are also being accepted to fill a Building Custodian position. The testing process for a Police Captain is completed; the position has been offered and accepted by Ryan Hoffmann (formerly a Sergeant). Ryan will start working in this new capacity on April 22, 2022. The City will initiate the recruitment process to fill the Sergeant position immediately. Hiring for a variety of temporary and seasonal employees continues year-round.
- **Safety:** our MMUA safety consultant (Jordan St. Clair) resigned from MMUA to pursue another career opportunity in January. MMUA is working on filling the position as soon as possible. The City's safety training requirements are being met by providing links to videos that Jordan had prepared for his communities. The Safety Committee continues to meet monthly.
- Staff are busy with final preparations for the Annual Employee Service Award Program and Recognition Event that will occur on Friday, March 11th.

- Gallagher presented the Classification and Compensation Report presentation to all employees on Thursday, February 24th. Sheila is working with supervisors and employees to answer questions.
- Union negotiations for AFSCME and LELS-190 (Patrol) will begin on March 29th.

Clerk

- Attended Cultures on the Prairie and participated in the World Café Event with the Diversity, Equity, and Inclusion Commission. A follow up community World Café will be held at the end of April.
- We have transitioned our online codification book to a new self-publishing software with Municode. This service is with our original provide but provides staff the tools to keep our code book more up to date.
- Township Fire Contracts have been delivered to each township the City currently has agreements with.

Finance

- 2021 Audit – Auditors will be on site for testing in late April.
- 2022 Bonding – The process is ongoing to complete the necessary steps to consider the award of bonds in late April and receive bond proceeds in late May.

Assessing

- Staff is finalizing values for the 2022 pay 2023 assessment. Valuation Notices are tentatively scheduled to go out the third week of March.
- We are near finalization of settlements with one of our Big Box stores for pay 2020 and pay 2021 Tax Court cases.
- Staff has begun preparation for Local Board of Appeal and Equalization meetings. Council should or have seen some calendar invites for the pre-LBAE workshop on March 22nd.
- I have been following some legislative bills that pertain to Property Taxes. HF2985 has been receiving some attention, this bill would phase out and eliminated the State General Property Tax that only Commercial/Industrial properties and Seasonal Recreation type properties pay. Support of this bill is strongly encouraged.

Liquor Store

- February Financial: Sales \$466,679.83 + 5%, Customer Count 14101 +1.46%, Ticket Average \$33.10 +3.34%. Over all a good month considering the weather and the trend of a new year tends to be a little on the slow side.
- We just started our floor project that includes buffing/cleaning the original finish, re-dying the cement to a new color-“Mustang”, and reapplying a satin sealer coat to protect from heavy foot traffic. Hopefully, getting 5+ years of life on this process.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Just under 300 open permits.

- The third Unique apartment building and Border State Electric building are the largest projects under construction. Ralco and Avera projects have started.
- New permit software development implementation will begin this month.
- 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 14th, 2022.
- Project Z88: 2021 State Aid Overlay – Replacement of pedestrian ramps on N. 4th Street adjacent to Walnut and Elm Streets is planned to be completed in Spring 2022.
- 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 29th, 2022.
- Project ST-005: Rose and Addison Parking Lot Reconstruction – Project plans are currently being developed.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Staff is coordinating final requirements from MnDOT to receive authorization to bid. Staff intends to advertise the project as soon as clearance is received from MnDOT.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Sidewalk/Bus Shelter easements are currently being reviewed by Dennis Simpson. Once reviewed, they will be sent out to property owners for signatures. Staff will recommend advertisement once easements are signed.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Staff will be receiving proposals from consulting firms for the RFP regarding the ICE Study and Streetscaping scoping and design. Staff, PI/T Committee and Brad Gruhot will be reviewing and rating proposals. Ratings will be brought to PI/T Committee to determine a recommendation of award to the Council.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – Project plans are being finished up. Staff has coordinated with the Block 11 developers to determine driveway and utility needs of that side of the street. Staff intends to call for a Public Hearing, according to the assessment process, in March. Staff is recommending that the project continue to plan for construction in 2022, in coordination with the Block 11 development.
- 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. Project plans are roughly at the 30% stage currently.
- Project SWM-007: Independence Park Pond Forebay Expansion – Towne & Country Excavating is anticipating working on this project during the early 2022 construction season. Contract end date is July 29th, 2022.

Building Maintenance

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Street Department

- Tree removal and trimming. This spring we will replace some of the trees with new ones depending on location.
- Snow removal in cull-d-sacs.
- Sign installation on East Lyon St.
- Sign installation on Southview Dr.
- Repairing guard rail on North Bruce St. due to accident. Getting cost to repair for the Police Department.
- Filling potholes.
- Clearing catch basins of snow and ice.

Airport/Public Ways Maintenance

- Painting and sealing walls in the Enterprise wash bay.
- Doing electrical in Enterprise wash bay. Changing lights and plugins to waterproof fixtures.
- Fixing and changing Nav-aid light bulbs.
- Repairing A/D building lights.
- Repairing A/D entrance automatic door on parking lot side.
- Clearing culverts of ice and snow.
- Getting cost for the police department to replace metal siding on the Malsr building due to graffiti. The individuals were caught.

Wastewater

- Assisting the Street Department with snow removal.
- Assisted the Street Department with frozen/blocked storm water catch basins.
- The control room flooring has been completed, working on painting walls.
- Working on lift station and vehicle maintenance and cleaning.
- Staff has completed 323 285 preventative maintenance work orders in the last 30 days.
- Working on setting up the Significant Industrial User annual meetings.
- PLC installed at Tiger Lake, so we now have SCADA control and monitoring of the station.
- Snow removal in the facility.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to sixteen (16) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (9)
 - Fire; Structure (4)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 630 calls for the month of February. One-Hundred and Nine (109) criminal offenses were reported with a total number of thirty-five (35) adults arrested.

OFFICER'S REPORT

- Alarms (17)
- Accidents (33)
- Alcohol involved incidents (2)
- Assaults (8)
- Domestic Assaults (10)
- Burglaries (1)
- Criminal Sexual Conduct (2)
- Damage to Property (1)
- Keys Locked in Vehicles (26)
- Loud Party (0)/ Public Disturbances (16)
- Thefts (17)
- Traffic Related Complaints (68)
- Vandalism (11)
- Warrant Pickups (8)
- Welfare Checks (23)

Officer Peter Vue has completed three weeks of our Field Training Program. The FTO program typically can last 14 weeks before the officer is ready for solo patrol.

The promotional process to fill the up-coming Captain position has begun. The Police Advisory Board has conducted interviews for two applicants. A recommendation will be made to the City Administrator to consider for the captain position.

DETECTIVE REPORT

- A 37-year-old Lakeville man was arrested for financial transaction card fraud and felony-controlled substance crime stemming from an investigation of a theft of a debit card from a work site in Marshall that was then used for unauthorized transactions at Marshall businesses. Nearly all the merchandise purchased with the stolen card was recovered during the execution of search warrants, as well as methamphetamines and suspected LSD.
- A 25-year-old Marshall woman was arrested for 2nd Degree assault after an investigation of an assault involving a knife. A knife was recovered during the execution of a search warrant.
- A 28-year-old Marshall man was arrested for 2nd Degree assault after an investigation of an assault with a frying pan.
- A State Lottery Fraud case was investigated and forwarded to the Lyon County Attorney's Office for charges.
- A case involving an accidental discharge of a firearm was investigated and forwarded to the City Attorney's Office for consideration of charges.

- A case of stolen, forged checks being passed at a Marshall business was investigated and the case has been forwarded to the Lyon County Attorney's Office for charges.
- Two cases of threats of violence at Marshall Public Schools are under investigation.
- Four deaths were investigated in the month of February.
- Three cases of graffiti on City property were investigated and the cases will be forwarded to the Lyon County Attorney's Office for charges.
- Three cases of predatory offender registration violations were investigated. Two of the cases were forwarded to the Lyon County Attorney's Office for consideration of charges.
- Five cases of theft by swindle involving scams are under investigation.
- Eighteen child protection reports and three 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 19 exams completed on the track in February.
- In February, MN West conducted an industrial safety course, a Hazwoper course, pilot car course and CDL training at the MERIT Center.
- On Feb 12th, the Law Enforcement Patch Fair was held at the MERIT Center. 51 people attended this event.
- The Young Professionals Network held their event at the MERIT Center on February 15th with 29 attendees.
- Avera Marshall held their leadership meeting at the MERIT Center on February 15th. There were 54 attendees.
- On Feb 16th Blue Fire Training, LLC held fire officer training at the MERIT Center. 39 local firefighters attended this training. Blue Fire Training also conducted Fire Fighter I and II class on February 19-20.
- The MN State Patrol conducted Standard Field Sobriety Testing (SFST) for 14 local police officers on Feb 16-18th.
- University of MN Extension conducted Private Pesticide Applicator Training on February 18th with 57 attendees.
- On Feb 19th, the National Fire Academy held a Fire Leadership course at the MERIT Center for 19 local firefighters. These individuals will return in March for the last session of the 3-course series.
- The MERIT Center was utilized 22 out of 28 days in February with 282 participants attending these events/trainings.