

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

FROM: Sharon Hanson, City Administrator

DATE: March 14, 2023

SUBJECT: Administrative Brief

CITY ATTORNEY

In February, the City of Marshall experienced the benefit of our team of lawyers. Some highlights include:

- Continued outreach to residents helping address and resolve outstanding code violations.
- Collaboration with staff on several ordinances including revising sign ordinance and drafting administrative enforcement process.
- Preparation of working draft of rental ordinance to assist with additional discussions.
- Helping with various data question(s).
- Advising staff on various incidental legal questions posed to attorney throughout the month.

Work of other K&G Attorneys:

- Attorney Sonsalla worked with staff on parking lot questions.
- Attorney Gilchrist provided general overview and resources for MMU.

General Updates:

- Second Opioid Settlement in the works and Cities just started to receive letters to opt in to the second settlement.
- New legislation passed and signed by the Governor. These are informational only as cities do not have direct impact from these:
 - License for all – just an fyi: <https://www.cbsnews.com/minnesota/news/gov-walz-signs-drivers-licenses-for-all-bill-into-law/>
 - [Chapter 10, House File 35](#): This bill allows the Minnesota Department of Management and Budget to include inflation in future state budget forecasts, providing transparency and a clear picture about Minnesota's finances. The bill aligns Minnesota with the rest of the country in terms of economic forecasting.
 - [Chapter 9, House File 50](#): This bill authorizes the DNR to make changes to improve Minnesota's state park and recreation area boundaries and properly transfer Minnesota county and state lands.
 - [Chapter 11, House File 213](#) provides \$5 million in emergency funding to the Department of Human Services for food shelf programs through Hunger Solutions. As demand for food shelf services rises, this funding will be distributed as quickly as possible.

CITY PROSECUTOR:

- Criminal prosecution numbers for February are as follows:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2023	2022 Comparison
Prosecution		1	7	1	11	1	3	24	19
Dismissed									
Non-Prosecution	4	1			3		2	10	4
Refer to County									

ADMINISTRATION

- This past month spent time with Director of Administrative Services to review bonding and other finance related matters to upcoming bonding schedule and equipment purchases.
- Updated and continued work on State of the City PowerPoint presentation.
- Mayor and I visited with Klobuchar’s Outreach Director Chuck Ackman to discuss federal funding and other city matters.
- Continue to meet with Community Services staff regularly on Departmental activities and projects. Staff are working on the Summer brochure and we will be sending the printed brochure to all Marshall residents.
- Helped organize and provide direction for Council Orientation bus tour that was held on Tuesday Feb 28th.
- We hope to finalize the Indoor Recreation Study third week in March.
- Worked with HR Manager on Community Services job description reviews for both Parks and Rec Director and Community Ed Coordinator as well as other personnel matters.
- Assisted the EDA Director on EDA Board goals and strategies and hope to finalize with the Board in the upcoming couple of months.
- MMU and Public Works staff along with myself reviewed Xcel Energy plans for interconnection routes for a proposed construction of two 120- to 140-mile 345 kilovolt (kV) transmission lines between Xcel Energy’s existing Sherburne County Substation at the Sherburne County Generating Station Substation (Sherco Substation) in Becker, Minnesota, and a new substation in Lyon County. Xcel Energy is pursuing this plan in order to reduce carbon emissions by over 85% from 2005 levels by 2030 and to achieve 100% carbon-free electricity by 2050. Xcel will achieve these goals by retiring coal plants in the Upper Midwest, including the Sherco plant in Becker, totaling approximately 1,300 megawatts of coal-fired generation, and adding significant amounts of renewable energy-largely from SW MN. Although the acreage and right of way needed means that their lines/substation will not be within the boundaries of Marshall city limits- it could come close and might be a visual disruption. At this time, line and substation locations are not known.

Economic Development Authority

- The building permit for Harbor Freight has been approved and work will begin shortly on the building. Staff continues to work with Woodcrest Capital on securing additional tenants for the remaining 52,000 sq ft.
- Staff is working with SWIF on a daycare provider appreciation event being hosted on March 24th.
- Staff is finalizing Main Street Economic Revitalization Grant with draft terms of 30% grant match of total project up to \$75,000 with project boundaries of East College Drive from Highway 23 to Main St. We will be hosting two public input session on March 20th and 27th to provide more detail and answer questions.
- Block 100 is working on site plans for Phase II and III with construction on Phase I set to complete in June.

- Staff is working on a new marketing plan which includes a joint partnership with the CVB and a video series developed by Studio 1.

Human Resources

- Staffing update: The City will welcome Nathan Holden as a part-time Police Officer in March (start date to be determined). Staff are interviewing candidates for Building Custodian, and reviewing applications for a Maintenance Worker position supporting our Street Department. The application deadline for the part-time Office Assistant/Receptionist position is 03/15/2023. Recruitment efforts continue for either a Civil Engineer or an Assistant City Engineer. Staffing also continues for a variety of temporary and seasonal positions.
- Safety program: employees were trained in our Respiratory Protection and Hearing Conservation Programs, both of which are OSHA mandated programs.

Clerk

- Finished preparing Fire Service Protection Agreements and have submitted them to the applicable township for their approval.
- Recently sent out an advertisement for open citizen led boards & commissions, 10 applications have been received with 9 scheduled for interviews.
- Reviewing Enterprise Fleet Management vehicle timelines

Finance

- No report.

Assessing

- No report.

Liquor Store

- February Financials: Sales \$478,545 +3%, Customer Count 14,112 +.75%, Ticket Average \$33.91 +2.4%. Overall numbers held steady (compared to last year)- trending slightly up. Inclement weather caused some slower days.
- Detailed dusting and cleaning have been completed. Staff is getting the store ready for “March Madness” with several in-store specials and tastings.

COMMUNITY SERVICES

Parks & Recreation

- Received final concepts for Legion Field improvements – going through last review the Marshall Baseball Association, MAYBA, and SMSU.
- Working on bidding documents for construction of new shelter/storage facility at Amateur Sports Complex
- Met with SMSU Athletic Director and Wrestling Coaches to tour Red Baron Arena – looking to host week long camp in June – this will be first wrestling event held at arena.
- Reviewing MN/DNR Outdoor Recreation Grant – resolution to be brought to Council on March 14th for approval and grant submittal.
- Reviewing applications and hiring staff for summer in Recreation, Parks, and Aquatic Center
- Putting together information for Summer Brochure
- Working on 18-hole disc golf course with Jordan Schroeder for at Independence Park via donations and City staff assistance on installation
- Ice, dasher boards and glass will be taken out of Action Arena on March 20th as season wraps up and Expo season begins March 25th-26th with Home Show.

- Working with SMSU Students on constructing basketball/pickleball/skating area with community support and partnerships.

Community Education

- Cultures on the Prairie took place on Monday, February 13th and Tuesday, February 14th at SMSU with 120 attendees.
- Attended the MCEA Leadership Days Conference on February 16th & 17th in St. Cloud.
- Hosted Session 9 Parent-Teen Point of Impact meeting on Monday February 20th and Session 9 classroom for Driver Education began on Tuesday, February 21st.
- Continuing to work on programming for summer including hiring of staff and finalizing brochure content.
- Working on summer planning for the Municipal Band and 4th of July.
- John Sterner, a local artist, presented on the topic of “Connections in Art” at the Adult Community Center on Tuesday, March 7th.
- The Adult Community Center implemented a new process in which members can check out iPads for connecting with friends and family, do research, or play games.

Studio 1

- We have completed two videos to be shown at the “State of the City” event and we broadcast the event live on our Studio 1 channel as well as the City of Marshall Facebook page.
- Work on the A/V install at MERIT Classroom C continues now that the flooring fixes in the room have been completed.
- We have covered the last two hockey tournaments of the season and will be preparing for expo season in the arena.
- Work continues on the MMU Lead Water Service Line video.
- 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 160 open permits.
- Two Avera projects and Block 11 apartment building are the largest projects under construction.
- Harbor Freight tools permit has been issued.
- Several projects are in the Plan Review status.

PUBLIC WORKS DIVISION

Engineering

- Project ST-001-2023: Chip Seal Project –
- Project ST-002-2023: Bituminous Overlay Project - Bids received 03/07/2023 with anticipated award on 03/14/2023.
- 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 Duininck, 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 – Bids received 03/07/2023 with anticipated award on 03/14/2023.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Bids received 03/09/2023 with anticipated award on 03/14/2023.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Bids received 03/08/2023 with anticipated award on 03/14/2023.
- Project MMU-001: TH 23 Watermain Crossing Project – Project awarded to TE Underground of Tyler, MN by MMU Board of Commissioners on 02/28/2023.

Building Maintenance

- No report.

Street Department

- Hauling snow from cul-de-sacs.
- Clearing intersections for better visual.
- Doing equipment repair and maintenance.
- Clearing catch basins of snow/ice.

Airport/Public Ways Maintenance

- Hauling snow piles out to snow dump site.
- Widening runways, taxiways, and apron areas.
- Doing Nav-aid repairs (Runway lights, Taxiway lights and signs)
- Getting equipment ready for spring.

Wastewater

- Staff has completed 324 preventative maintenance work orders in the last 30 days.
- Visited with all local restaurants and dropped off water softener optimization/rebate information.
- Wrote a promotional article highlighting the success of local businesses that have participated in the program and had it published in the Chamber newsletter. Radio ads are running 30 days on/30 days off for the rest of the year. Facebook ads running for the next 12 months, advertising in the Hy-Vee Trader monthly for the next 12 months, and an article was published on Marshall Radio.net. Hotels, schools, and apartment properties have been contacted. Letters have been sent to most commercial property owners.
- Working on the scope of work for the Highway 23 Lift Station renovation and permit renewal with Bolton & Menk.
- We have completed one two Significant Industrial User meeting and two more are scheduled.
- Assisting the Street Department with snow removal.
- Working on rebuilding the grinder from the main lift station.
- Snow removal work is ongoing in the plant.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to thirteen (13) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (6)
 - Fire; Structure (4)
 - Medical Assist (0)
 - Vehicle Accident (3)

- Other – Assist (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 757 calls for the month of February. Eighty-nine (89) criminal offenses were reported with a total number of thirty-seven (37) adults arrested.

OFFICER'S REPORT

- Alarms (11)
- Accidents (34)
- Alcohol involved incidents (3)
- Assaults (4)
- Domestic Assaults (15)
- Burglaries (3)
- Criminal Sexual Conduct (3)
- Damage to Property (2)
- Keys Locked in Vehicles (21)
- Loud Party (3)/ Public Disturbances (7)
- Thefts (18)
- Traffic Related Complaints (224)
- Vandalism (6)
- Warrant Pickups (5)
- Welfare Checks/Mental Health (36)

Regular maintenance continues on the 7 squad cars for the police department. We have been informed the squad car damaged in an accident last spring that was sent to Willmar for repairs, should return to operation in March.

Police department administration has been working with company officials from two leading body camera companies. Proposals were brought before the Equipment Review Committee for their recommendation and will soon be brought to City Council for review and consideration.

A conditional offer has been made to a candidate for a part-time officer position. The candidate will have to complete all the position requirements before moving forward with the City of Marshall

DETECTIVE REPORT

- The theft of property from a Marshall business was investigated. Some of the stolen property was recovered. The case was forwarded to the City Attorney's Office for formal charges.
- A burglary from a Marshall storage facility is being investigated. Some of the stolen property has been recovered during the investigation. The case remains under investigation.
- Arrests were made in four separate thefts by shoplifting cases from a Marshall business.
- A report of possible sex trafficking was investigated and found to be a financial scam. Five additional thefts by swindle cases involving financial scams were investigated during the month.
- A case of sexual criminal conduct is under investigation.
- A report of state lottery fraud and theft from a Marshall business is under investigation.
- Three separate cases of financial transaction card fraud are under investigation. A fourth case was investigated and referred to an agency in another state for additional investigation.
- Two predatory offender registration violation cases were investigated. One case was closed, and the other was referred to the Lyon County Attorney's Office for consideration of charges.

- An issuance of dishonored check case was investigated and submitted to the Lyon County Attorney's Office for formal charges.
- Seventeen child protection reports and two reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Sgt. Buysse gave a presentation on financial scams at the Adult Community Center on February 7th.

MERIT CENTER

- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing. There were 11 exams completed on the track in February.
- In February MN West conducted Steam and Hot Water Boiler Class and CDL training utilizing the driving track at the MERIT Center.
- On February 1-2 ADM conducted Confined Space Training at the MERIT Center utilizing classroom space as well as the confined space tank and the rescue tower. 34 participants attended this training over the two days.
- Blue Fire Training, LLC conducted Firefighter Officer I classes at the MERIT Center on Feb 4-5. 12 firefighters attended this training.
- The U of Minnesota Extension office conducted Private Pesticide Applicator training at the MERIT Center on Feb 6 with 68 people attending.
- On Feb 7 the Mankato Police Department conducted EVOC training for 5 officers.
- UCAP conducted Community Connection Volunteer Training at the MERIT Center on Feb 10 with 11 people attending the training.
- On Feb 11-12 the MERIT Center hosted a Fire & Rescue Chaplain training for 13 fire fighters.
- MN USDA held their District 5 Manager's Meeting at the MERIT Center on Feb 14.
- MN Farm Bureau held a meeting on Feb 16 at the MERIT Center. There were 59 participants at this event.
- SW Health and Human Services held an Opioid Settlement Funding Meeting at MERIT on Feb 27 for 39 participants.
- The MERIT Center was utilized 19 out of 28 days in February with 348 people attending these training/events.