



MARSHALL

CULTIVATING THE BEST IN US

MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: April 12, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for March are as follows:

March:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution		1	4		6	5	2	18	26
Dismissed									
Non-Prosecution	3					1		4	4
Refer to County									

ADMINISTRATION

- The aquatic center sales tax provision has made into the House Tax language and now we await Senate action. Likely, the Senate Tax Committee will hear our legislative request near the end of April. The Aquatic Center Committee has met twice, and a future meeting is planned for next week—general updates on legislation and siting locations have been the discussion, but we also want to talk about forming a citizen support group in anticipation of the referendum being held in November. We have to date not formally solidified the site location as we are awaiting response.
- The last several weeks I have been coordinating and presenting City information to the SMSU Gold College which is a 2-hour class from March 16 through April 20th.
- We have had our first union negotiation with LELS and AFSCME unions. We have reached a tentative agreement with LELS—hope to bring this to the April 12 Council meeting for approval. We will have our labor attorney provide assistance during this agenda item.
- Began to work on city attorney RFP, reviewed recreation and facility studies.
- Met with Loren Stomberg regarding library past and future discussions.

- Attended rental code informational meetings, will likely schedule a Legislative Ordinance Committee meeting for next steps in the process.
- Met with Public Safety Director, Fire Chief regarding fire service contracts, there is a possibility that Fairview Township will contract some of their sections with Ghent Fire Dept. This means an \$8,000 loss, but most importantly it debases the current SW Mutual Aid agreement which stipulates when we provide mutual aid (which we will undoubtedly still be asked to do for these same sections). Future discussion with Council will occur once we know more on options for continued collaboration.
- Had various meetings with staff to discuss current and future projects as well as general updates: Block 11, Plaza, 3rd Street, Aquatic Center.

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**
 - As of April 1st we have received 13 applications, 11 of which have been approved by the EDA board for a total of \$71,524.18 in awarded grants. The projects submitted in the 11 approved grant awards equate to \$311,353.99 in total improvements including signage, lighting, windows, siding and a new awning.
- **Block 11**
 - Staff is preparing final documentation for the TIF request submitted by CBC Fischer Group. Public hearing and review will be done at April 12th.
- **Parkway**
 - Staff received an offer for 414 Berlin and on 503 Brussels. Offer will be brought to EDA Board at April meeting.

Human Resources

- **Staffing:** staff are reviewing applications and/or interviewing candidates for the following positions: Building Custodian, Office Assistant/Receptionist-CS, and Maintenance Technician (Arena). The testing process for the Sergeant position has been completed, the position was offered to and accepted by Corporal Ben Rieke; this promotion will be effective 04/22/2022. Staff has initiated the hiring process to fill the Corporal position. Hiring for a variety of temporary and seasonal employees continues year-round.
- **Safety:** our former MMUA safety consultant (Jordan St. Clair) resigned from MMUA to pursue another career opportunity in January. MMUA has now hired Rustin (Rusty) Kaderabek to fill the position. Rusty will complete an orientation, traveling and shadowing other safety consultants on the MMUA safety team, and once that is completed, he will begin working with the SW Region cities. The City's safety training requirements are currently being met by providing links to videos that Jordan had prepared for his communities. The Safety Committee continues to meet monthly.
- **Union negotiations for AFSCME and LELS-190 (Patrol)** began on March 29th. A tentative agreement was reached with LELS-190. If the union ratifies the agreement, Staff will review the tentative agreement with the Council. A future meeting to continue negotiations with AFSCME will be scheduled.

Clerk

- The DEI Commission held its monthly meeting and heard a presentation from the State of Minnesota Demographer's Office on diverse populations.
- Working with the City Administrator, Director of Public Safety and Fire Chief on Township Fire Contracts
- Staff met with the Mayor and representatives from the US Census Bureau on Marshall's undercounted populations located in Ward 1. Staff will work with representatives from the Census Bureau on options for the City of Marshall to pursue two different programs to amend our population numbers.

Finance

- 2021 Audit – Auditors from BerganKDV will be at City Hall the week of April 25th for audit testing.
- 2022 Bonding – The sale of bonds (for 2022A & B issuances) is scheduled for April 26th. Staff will participate in a bond rating call on Friday (April 15th). Please reach out to E.J. if you have interest in the Preliminary Official Statement or have any questions about the issuances.

Assessing

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Liquor Store

- March Financials: Sales \$500,640.16 (2%), Customer Count 15,277(2.47%), Ticket Average \$32.77 (+.67%). A pretty good month overall. Sales and customer count were down slightly. Ticket average was up slightly. We are seeing a 'leveling off' of sales post-pandemic.
- Floor project with dying and sealing is completed. It looks good!
- Commemorative 150th Anniversary box sets of sweet red/white wine and Jack Daniels single barrel bourbon are now available! 150th logo glassware and other accessories are also available for purchase.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 250 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 14, 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 29, 2022.
- Project ST-003: South 1st, Greely, and Williams Street reconstruction – Staff will send out Notice to Proceed. Contractor plans to do some minor work (tree removal, utility relocation) early, with the major work to begin at the end of June.
- Project ST-004: Halbur Road reconstruction – Staff is reviewing material submittals and the notice to proceed will be sent out at a later date no start date has been set.
- 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 95% 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 29, 2022.

Building Maintenance

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Street Department

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Airport/Public Ways Maintenance

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Wastewater

- Working on lift station and vehicle maintenance and cleaning.
- Staff has completed 297 preventative maintenance work orders in the last 30 days.
- Working on contacting businesses to follow up on water softener settings.
- Working on our NPDES permit reissuance.

- Bio-solids mixing pump smart starter has been installed.
- Starting on spring clarifier maintenance inspections.
- Ultraviolet system has been serviced and is up and running for the summer disinfection season.
- Working on dragline injector toolbar transport trailer.
- Working on 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 sixteen (16) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (6)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other (0)
- Fourteen selected members of the Marshall Fire Department have started training for the MFD Technical Rescue Team. Once the initial training class is completed, members will be required to complete 20 hours of confined space training this fall and an additional 40 hours of advanced rope rescue in the spring of 2023. Once all training requirements are completed, continued monthly training will be required.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 812 calls for the month of March. Eighty-five (85) criminal offenses were reported with a total number of twenty-nine (29) adults arrested.

OFFICER'S REPORT

- Alarms (24)
- Accidents (29)
- Alcohol involved incidents (4)
- Assaults (1)
- Domestic Assaults (7)
- Burglaries (3)
- Criminal Sexual Conduct (7)
- Damage to Property (9)
- Keys Locked in Vehicles (29)
- Loud Party (6)/ Public Disturbances (12)
- Thefts (19)
- Traffic Related Complaints (200)
- Vandalism (0)
- Warrant Pickups (15)
- Welfare Checks/Mental Health (43)

Five DWI arrests were made during March. One incident resulted in the suspect testing 4 times over the legal limit to operate a vehicle. A theft case involved \$10,000 dollars being removed from a local bank account.

The Police Advisory Board has continued with the promotional process started after Captain Wenker's announcement to retire on April 22nd, 2022. Sergeant Ryan Hoffmann has accepted the promotion to Captain. Corporal Ben Rieke has accepted the promotion to the Patrol Sergeant. Both will begin those duties on April 22nd. This creates an open Corporal position. The process to fill this supervisor position will again include the participation and oversight of the Police Advisory Board. The goal is to have all supervisory positions filled as close to April 22nd as possible.

Officer Peter Vue will begin phase 3 of the Field Training Program with the goal of completing his training and ready for "solo" patrol in May.

DETECTIVE REPORT

- The death of a 2-month-old child is under investigation. There is no foul play suspected.
- Eight separate cases of criminal sexual conduct were investigated during the month of March. Four of those cases remain under investigation.
- A case of financial transaction card fraud and welfare fraud involving a 61-year-old Marshall woman was investigated and forwarded to the Marshall City Attorney's Office for charges.
- A predatory offender registration violation case was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges.
- Three separate financial exploitation of a vulnerable adult cases are under investigation.
- Two cases of financial transaction card fraud are under investigation.
- Two burglaries and ten theft cases are under investigation.
- Twenty-nine child protection reports and three reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Detective Kaylynn Sandgren did a presentation for the Marshall Leadership Academy on March 3rd.
- Sgt. Jason Buysse did a presentation for the SMSU Gold College on March 30th.

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 March.
- In March, MN West conducted an industrial safety course, two first aid courses, a blueprint course for welding and CDL training at the MERIT Center.
- On March 3rd MERIT hosted the Leadership Academy group from Visit Marshall. Jasmine & Quentin presented to the group about the MERIT Center and the fire department. The group received a tour and demonstrations of the law enforcement simulators. 31 people attended this event.
- MERIT hosted Brilliant in the Basics Leadership training for 36 professionals in the fire service on Mar 5-6. With help from a grant from the MBFTE we were able to bring in nationally known instructors from Texas for this training.
- The Renville County Sheriff's Office utilized the Use of Force simulator on Mar 9th and Mar 16th to conduct firearms certification.
- R&G conducted their annual safety meeting/training on Mar 11th with 67 people in attendance.
- D&G conducted their annual safety meeting/training on Mar 14th with 73 people in attendance.

- On Mar 23 the Regional Communications Board held their meeting at the MERIT Center.
- Marshall Fire utilized the Rescue Tower on Mar 26th for Technical Rescue Training.
- On Mar 30th SMSU Gold College held their class at the MERIT Center. Various positions in Public Safety gave presentations and they were given a tour and law enforcement simulator demonstrations.
- The MERIT Center was utilized 30 out of 31 days in March with 361 participants attending these events/trainings.