

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

FROM: Sharon Hanson, City Administrator

DATE: August 10, 2021

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Continuing to meet with Scott VanDerMillen regarding the renewal of the Red Baron Arena & Expo Sponsorship Agreements.
- Continuing ongoing work regarding Broadmoor Valley enforcement actions.
- Continuing to work towards acquisitions of property to be used for storage facilities for the public works and Marshall City police department.
- Sale of city property to BEST TOPSOIL LLC and Border States Industries, Inc. have concluded, and I look forward to purchasers beginning construction on these properties soon.
- Continuing discussions concerning Suit Liv'n TIF plan and documents.
- Criminal prosecution numbers for July are as follows:

**July:**

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	4		10	1	2	1	6	24	14
Dismissed									
Non-Prosecution	1							1	9
Refer to County									

**ADMINISTRATION**

- A draft purchase agreement has been drafted by Dennis Simpson regarding the HWY 59 North property and will be forwarded to realtor for consideration by the owner.
- City Hall remaining items have been submitted to contractor. Back and front steps that are employee only access are being painted August 5th and 6th. We are still waiting for backing for signage, hardware and parts for completed security. Agreement on resolution on some remaining unfinished items. City Hall Committee now on a monthly meeting cycle.
- Aquatic center initial design concepts will be provided to the city early next week and if arrived on time, staff could present to City Council at the Budget work session on Tuesday August 10th.
- Preston Stensrud and City Administrator will review the concept plan for the City Hall Plaza following the Sounds of Summer events as Park staff will be preparing and readying for that event. We will continue to refine and consider all feedback. We do need to consider funding as part of the 2022 budget.

- Annette Storm continues to input budget numbers with personnel costs being the final work needing completion. Staff are presenting the General Fund Budget at August 25th Work Session.
- Staff and City Attorney have begun some preliminary work on next steps with Broadmoor Valley and potential Council action could occur either at the August 10th or August 24th City Council meeting.
- Community survey work includes formulation of survey questions, consideration of actual tax impacts and presentation to varying groups. This past month-Young Professionals, Chamber Board heard about the potential to extend the sales tax. Senior Citizen members will be provided information next week. Emails requesting a meeting with legislators have been sent out, still awaiting a response. The YMCA would like to be farther along in their capital campaign and believe that in September, they plan to do more general public awareness. For the community survey we may now conduct the first week in October, not August or September as originally mentioned.
- Preliminary review and research have been conducted on American Rescue Plan funds and a plan will need to be developed, communicated and hopefully implemented soon as we did receive half the funds recently, totaling just over \$700,000.
- Staff have continued to work on Suite Liv'n Tax Increment Financing with a likely proposal to include TIF payments contingent on meeting maintenance requirements.
- Many meetings covering a variety of topics this past month-with staff and others. Use of City Hall for these meetings have been absolutely terrific and overall, the first few weeks in City Hall has been great.

### **Economic Development Authority**

- BSE land sale to close 7/21. Staff is working with the County on additional Abatement.
- Staff is working on TIF for a new housing development.
- Staff is in discussion with new mall owner and current tenants.
- Staff is in discussion with new Shopko owner.
- Staff is in discussion with six new developers/businesses.
- Staff is working with four local businesses on an expansion project.
- Staff is working with Studio 1 and CVB on video marketing series.
- Staff is completing Hotel Needs Assessment.
- Staff is finalizing the new Housing Study completed by Maxfield.
- Staff is assisting with Comprehensive Study update.
- Staff working with Habitat for Humanity on home relocation.

### **Human Resources**

- Staffing: applications are being accepted for the part-time positions of Program Specialist at the Adult Community Center and Liquor Checkout Clerk. Applications for a variety of temporary/seasonal positions are accepted on a continuous basis.
- Safety: Employees will be trained in Bloodborne Pathogens and Personal Protective Equipment in August—both of these topics are required on an annual basis by OSHA. Our LMCIT Loss Control Consultant conducted an annual visit in July with the HR Manager. We discussed the City's safety program, ergonomics, training, hiring protocols, job hazard identification/controls, incident investigations, and safety committee. The City is meeting and/or exceeding the LMCIT recommendations for these areas. There were no suggested action items from LMCIT.
- 2021 Classification/Compensation study: staff have been working during the last several weeks with Gallagher on identifying our market comparator listing, the survey instrument, classifications, and benchmark positions (positions to survey for wage data). The survey was launched on August 3<sup>rd</sup>, which will collect compensation and pay administration information for 33 total classifications from the City, Library, and Public Housing. Survey data will be collected by Gallagher consultants, who will analyze the data received. The survey responses are due within 2 weeks and follow up communications will be sent to organizations that have not yet responded, if applicable. Gallagher will now begin discussing job evaluation (i.e., pointing) methodologies available, with their recommendations. The City, Library, and

Public Housing currently use the Hay Point Factor method of pointing positions. We will transition to a new pointing method, as Gallagher does not utilize Hay Point Factor Method. There are several job evaluation methodologies that comply with MN Pay Equity requirements; Gallagher will ensure that the method recommended and selected for our study complies with state law.

### **Clerk**

- Working with Enterprise to bring a Fleet Management Program proposal to the City Council.
- Diversity, Equity, and Inclusion Commission met on August 4<sup>th</sup> and reports from two subcommittees were given regarding an upcoming World Café event as well as ‘Welcome Week’, an event that will be held on September 18.
- Tierney was able to complete their work in the Council Chambers. The last remaining items to be completed are delayed due to supply issues.
- Staff have started working on a Room Rental Policy for outside organizations using the available rooms at City Hall for meetings.

### **Finance**

- 2022 Budget: Finance staff continue to input all information into the system. Council had a capital work session on 8/4/21 and the next work session will be 8/10/21 for community request presentations.
- TIF District 6-1 Creation: The planning commission reviewed the proposed TIF District 6-1. The public hearing was on 7/27/21 and for council tabled the creation of the district until the development agreement is brought to council (tentative date is August 24<sup>th</sup>).
- Policy Work: Purchasing policy changes was approved at the July 27<sup>th</sup> council. Next policy work will be on grants. Staff will begin work on the grant policy this fall.
- Ordinance Work: Staff are reviewing ordinance section 2-74 – Supervision of purchases and contracts. Introduction of the ordinance will be at the August 10<sup>th</sup> council and considered at the August 24<sup>th</sup> council meeting.

### **Assessing**

#### **Liquor Store**

- July Financials: Sales 650,036 (0%), Ticket average \$33.60 +2%, Customer Count 19,345 (2%). Overall, a strong month for sales and all financials compared to 2020.
- Staff continues to organize and tighten the floor for a better shopping experience for the customers.

### **COMMUNITY SERVICES**

- The Minnesota Department of Education (MDE) has selected our ABE program to receive a grant award from the Adult Education Supplemental Services Racial Equity in Adult Education Competitive Grant Opportunity State Fiscal Year 2022. The initial award amount is \$80,000. See Moua-Leske, our ABE Coordinator was paramount in writing and securing this funding. A portion of this funding will be used to secure a Diversity, Equity & Inclusion Assistant who will assist with various functions to help shape and support efforts to advance the mission of this newly created commission.
- The Adult Community Center remains open for in-person activities. Interviews have been completed for the PT Program Specialist position to replace Heather Radke. The position has been reopened for applications as two candidates declined an employment offer.
- The Restroom/Shelter project at Patriot Park located on Windstar Street has been completed.
- Staff continues work towards implementing some inclusive playground amenities surrounding the new playground at Independence Park. Look for some significant progress by early October.

- All 13 local parks were adopted this summer in our new Adopt-a-Park program that Preston Stensrud, Parks Superintendent, implemented this spring/summer.
- The Junior T-Ball & Baseball Family Night was held at the Amateur Sports Complex in late June. Over 650 hamburgers were sold and the top two ticket selling teams were awarded with a trip to a Twins game in late July.
- With the consistent heat this summer our Aquatic Center has welcomed steady attendance. As of July 27<sup>th</sup>, the MAC had been open for 50 days this summer averaging 316 users per day. A high mark of 626 users was recorded on June 24<sup>th</sup>.
- Stockwell Engineers, Inc., who is working with the City on Phase I of the Aquatic Center project, is scheduled to provide the City some preliminary facility concepts during the week of August 9<sup>th</sup>.

## **COMMUNITY PLANNING**

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

- Almost 350 open job files.
- Drawings are being reviewed for the third Unique apartment building and for Border State Electric building.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project Z51-2021: 2021 City Overlay – Duinick has completed work on this project. Currently, waiting for seed establishment for completion.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Final seeding on pond changes is expected to take place in August.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – D&G is expected to perform this work starting early August.
- Project Z82: N. 1<sup>st</sup>/Redwood/Marshall – D&G has completed underground utility construction on the project. Curb, sidewalk and driveway is expected to be completed during the first week of August. Paving is potentially planned for mid-August.
- Project Z83: James/Camden – Kuechle has completed the underground utility construction on the project. Curb is complete on James/Camden with sidewalk & driveway work to begin during the first week of August.
- Project Z84: Legion Field Park Stabilization Project – This project is advertising currently and bids open on Wednesday, August 4<sup>th</sup>. Award recommendation is anticipated for the 8/10 Council Meeting.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – This project is advertising currently and bids open on Wednesday, August 18<sup>th</sup>. Award recommendation is anticipated for the 8/24 Council Meeting.
- Project Z88: 2021 State Aid Overlay – Duinick is currently replacing pedestrian ramp and curb replacements on Southview Drive and 4<sup>th</sup> Street. After pedestrian ramps are completed, mill and overlay work is expected to occur shortly afterwards.

### **Building Maintenance**

- No report.

#### **Street Department**

- No report.

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

- No report.

#### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney Construction is working final punch list items on projects that have been completed so far. The last Aeration Basin replacement has started. Started using long term storage tanks. Replacement of the Trickling Filter pump station is complete.
- First Blue Storage Tank resealing has been completed. Second tank is complete.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, PFAS, Lake Pepin TMDL.

### **PUBLIC SAFETY DIVISION**

#### **FIRE DEPARTMENT**

- The Fire Department responded to eighteen (18) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (7)
  - Fire; Structure (10)
  - Medical Assist (0)
  - Vehicle Accident (1)
  - Other (0)

#### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 667 calls for the month of July. Ninety-eight (98) criminal offenses were reported with a total number of forty-five (45) adults arrested.

#### **OFFICER'S REPORT**

- Alarms (6)
- Accidents (22)
- Alcohol involved incidents (5)
- Assaults (4)
- Domestic Assaults (14)
- Burglaries (4)
- Criminal Sexual Conduct (3)
- Damage to Property (10)
- Keys Locked in Vehicles (30)
- Loud Party (1)/ Public Disturbances (6)

- Thefts (19)
- Traffic Related Complaints (99)
- Vandalism (2)
- Warrant Pickups (20)
- Welfare Checks (22)

The Marshall Police Department is continuing to work close with the Lyon County Sheriff's Office and Western Mental Health regarding the implementation of a CO-Responder Program. This program will pair law enforcement and behavioral health specialists to respond to behavioral health-related calls for service. Western Mental Health is identifying personnel who will best serve our community in this new role. Efforts to have a therapist in place working close with our law enforcement personnel by the end of August is our goal.

## **DETECTIVE REPORT**

- A Marshall man was arrested for 1<sup>st</sup> Degree Criminal Sexual Conduct following the investigation of a sex assault on a minor.
- A Granite Falls man was arrested for 5<sup>th</sup> Degree Controlled Substance Crime and Ineligible Possession of a Firearm. The firearm was submitted to the BCA Laboratory for a serial number restoration.
- Two Marshall women were arrested for 5<sup>th</sup> Degree Controlled Substance Crime following the execution of a search warrant on a Marshall hotel room. The Brown-Lyon-Redwood-Renville Drug Task Force assisted.
- A Marshall man was arrested for gross misdemeanor possession of stolen property at the completion of a bike theft investigation.
- Three separate cases of auto theft were investigated in the month of July. The stolen vehicles were recovered in all three cases. An arrest was made in one case, and a report was sent to the Lyon County Attorney's Office for charges in another case.
- Three separate cases of check forgery where fraudulent checks were passed at Marshall businesses are under investigation. The cases appear to be related.
- Two cases of Predatory Offender Registration Violations were investigated and forwarded to the Lyon County Attorney's Office for formal charges.
- Ten cases of theft, eight cases of criminal damage to property, and one burglary were investigated.
- Two deaths were investigated.
- Twelve child protection reports and two reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Sgt. Buysse joined Heath Radke on KMHL Radio on July 9<sup>th</sup> for the monthly public safety update.

## **MERIT CENTER**

- The MERIT Center Commission held a meeting on July 15<sup>th</sup>, 2021. Introductions of new members and MN West liaison, Paul Verly was introduced. Long term plans, charging fees and use of the facility by MN West were discussed.