



MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: November 14, 2023

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of October:

- Attended meetings.
- Reviewed contracts for Staff.
 - Lyon County Landfill Agreement
 - Parking Lot Agreement
 - Professional Service Agreement re ICE Susan Drive
- Drafted documents
 - Started working on Template for renting facilities/Red Baron Center
 - Insurance renewal and nonwaiver of statutory limits
- Attended charter commission meeting.
 - Drafted Bylaws for consideration
 - Drafted proposed Charter amendments for Commission's consideration.
 - Elected officers.
- Participated in final Rental Ordinance Review Committee and prepared final revision for L&O and Weighs & Means, based on Committee feedback.
- Worked collaboratively with staff on Planning Commission items.
- Engaged in PFAS discussions with City staff and with MMU.
- Worked with staff on responding to questions from residents regarding Alley improvements.
- Continued discussions about Cannabis Use in Public. Met with Parks Advisory Board. Met with L&O. Finalized revisions to existing ordinances for consideration.
- Looked into best practices for youth advisory committee and sent to staff.

Work of other K&G Attorneys:

- Attorney Gilchrist reviewed contract documents, including Snow Removal, Airport Agreement and Gravel Storage at Airport
- Attorney Gilchrist provided insight on city hall project and question that arose regarding same.
- Attorney Lykke drafted documents in anticipation of sales tax.

CITY PROSECUTOR:

- Criminal prosecution numbers for October are as follows:

October:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2023	2022 Comparison
Prosecution	2	1	3		5	7	5	23	12
Dismissed									
Non-Prosecution	6				1		3	10	3
Refer to County	1							1	

ADMINISTRATION

- This past month there was enhanced focus on the aquatic center-messaging, responding, newspaper article preparation and just general conversations with many staff and individuals. Everyone from staff leadership and Council made an impact. Following the election results, we have immediately been in contact with our engineers-Stockwell on next steps, discussing next steps with fundraising and connecting with our staff on key project work.
- The Charter Commission met this past month and reviewed language revisions as recommended by the City Attorney. The Commission will meet again following review and once they approve, their recommendations will come forward to Council.
- Met with staff and Convention Visitors Bureau (CVB) to discuss Sports Commission membership and organization. Anticipate recommended changes to make it more effective. Staff also discussed the renewal of the annual CVB/Red Baron contract which will be coming forward to Council for renewal.
- Met with Adult Community Center (ACC) Director and Community Ed Director to discuss the ACC Commission membership, by-laws, and ways to make it effective with the Marshall Area Senior Board. Will attend their January meeting to discuss the importance of the city and its facilities/programs along with Commission.
- Been working on DEI potential for strategic planning. We currently have 4 vacancies on the Commission. So, we have some work to do to keep momentum and hopefully accomplish some valuable community goals. It remains important work for the city.
- Other meetings included: meeting with staff on budget items—there will be little to no room to lower the preliminary levy due to more firm numbers in revenue in expenditures.
- EDA Director and I met with new Ralco CEO Glenn Bader, attended L&O Committee, attended YMCA 20th Anniversary event, met with Councilmember Shroeder and staff regarding EDA cooperative group to connect us with possible developers, attended EDA Bus tour, Coalition of Greater MN Cities Board meeting via Zoom and League of MN Cities November Board meeting.

Economic Development Authority

- EDA Bus Tour was held on Friday, November 3rd. Four total tours were held with approximately 160 total participants.
- The Marshall Leadership Academy hosted EDA Day on November 2nd. Presentations included a workforce panel with representation from DEED, SWIF, and MN Extension and City of Marshall EDA, Assessing, and Pool Referendum.
- Staff continues to work with Woodcrest Capital to complete leases for remaining tenants in former Shopko.
- Solugen has announced their strategic partnership with ADM and upcoming development in Marshall. Solugen along with the Department of Energy were onsite November 7th to meet with staff and key stakeholders.
- Staff has submitted a proposal for MNDEED's Project Green Wave RFI.

Human Resources

- Annual open enrollment for employee benefits is Nov 1-13th.
- Staffing:
 - Police Officer: 2 full-time conditional offers and 1 part-time conditional offer have been accepted by candidates. All candidates are currently in the pre-employment screening process.
 - Mechanic: our current mechanic will be retiring effective 12/29/2023. Interviews to fill this position are being held on Nov 8.
 - Temporary/seasonal: a variety of temporary and seasonal positions are being recruited and filled by the Community Services department.
- Staff will be convening the Personnel Committee to review two items: the 2024 temporary and seasonal employee wage schedule and a draft policy on sick leave to comply with a new MN law—Earned Sick and Safe Time leave. This new law becomes effective 01/01/2024.
- Staff are also preparing to complete the City’s Pay Equity report, which is due by January 31, 2024. Per the Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules Chapter 3920, local government jurisdictions are required to submit a Pay Equity Report to the State of Minnesota every three years.
- Safety: employees were trained on the following topics in November: slips, trips, and falls; back and lifting safety; and drug and alcohol Awareness with cannabis law changes.

Clerk

- Attended the Rental Ordinance Committee meeting on October 10th and October 31st. Recommendations were made that will be reviewed at a later date with the Legislative & Ordinance Committee.
- Attended the annual Charter Commission meeting, and recommendations were made by City Attorney Whitmore. The commission members will be meeting once more before a recommendation will be made to city council for revisions to the City Charter.
- 86 voters voted absentee in the month of October with a total of 186 voting absentee from September 22 – November 6.

Finance

- 2024 budget: staff continues to update the 2024 proposed budget. A Council work session has been scheduled for after the 11/28 regular council meeting. The truth-in-taxation meeting is set for 6:00 PM on 12/05. Final adoption of the 2024 budget will be recommended at the 12/12 Council meeting.
- 2024 proposed bonding: staff have been working to firm up estimated project costs and bonding needs as we work to ensure funding can be secured for 2024 projects.

Assessing

- No Report

Liquor Store

- No Report.

COMMUNITY SERVICES

Adult Community Center

- 35-year anniversary celebration- over 100 people participated in the day’s events.
- Volunteers have helped refinish benches, backyard feeders, and various other projects.
- Currently updating annual rental contracts with Senior Dining and MASC, Inc
- In October we logged 241 unique attendees to programs at the ACC (this does NOT include Senior Dining) including people from Lyon, Redwood, and Yellow Medicine Counties.

- Year to date we have offered 1718 events for guests to participate in, with a total year to date attendance of over 11,500.
- We received a \$2500 grant from Marshall Community Foundation to contribute towards facility updates in 2024.

Parks & Recreation

- Youth gymnastics, learn to skate, mini junior volleyball, intro to wrestling camp and tiger basketball camp are the current youth program offerings you can choose from as we get through the late Fall season.
- Adult curling leagues, men's basketball and co-rec, women's and men's volleyball leagues will all start their respective season in mid-November and run through March.

Community Education

- We had good attendance in Fall Community Education classes including two quilting classes, youth theatre, robotics, archery, pioneer camp and woodcarving. There is a Robot Adventures 2 class taking place in late November/December.
- Driver's Education is full for October and mid-session.
- Jasmine attended two Finance classes put on by Minnesota Community Education Association as well as the Fall Conference. Over 500 CE Directors attended this conference.
- The Adult Community Center celebrated its 35th year with a celebration that was extremely well attended.
- Details for Winter/Spring class offerings are coming together with a few new opportunities that will be in the brochure.

Studio 1

- In the month of October, we wrapped up installation of four additional security cameras located at the police department vehicle impound lot.
- Alex attended a public safety drone training event in Granite Falls on October 4th.
- We have been preparing for the upcoming hockey broadcast season by repairing inoperable equipment and updating sponsorship media on the video board system.
- The full winter sports live broadcast schedule has been finalized and is posted to the calendar on the Studio 1 website.
- Alex attended the National Weather Service Integrated Warning Team meeting in Sioux Falls on October 26th to learn about the latest changes and updates from the NWS Sioux Falls office.
- 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 200 open permits.
- Family Dollar, a dental clinic, and Kwik Trip (E College Dr) are the largest projects under construction.
- Sign ordinance is being reviewed.

PUBLIC WORKS DIVISION

Engineering

- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. 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 (Duininck, Inc.) – Staff is currently working on the Final Change Order and Payment on the project.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction (R&G Construction Co.) –The project is substantially complete, Staff is working on the final quantities for the roadway portion of the project. The Addison Parking lot will be reconstructed in the spring.
- Project SWM-002: Legion Field Stormwater Project –Staff is currently working on the Final Change Order and Payment on the project.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) -Public Informational meeting November 9th, Public Hearing on Improvement/Resolution Ordering Improvement and Preparation of Plans & Specifications November 28th.
- Project MMU-001: TH 23 Watermain Crossing Project (TE Underground LLC) – Anticipated final change order and payment by MMU to TE this month.

Building Maintenance

- No report

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- Staff have completed 267 preventative maintenance work orders in the last 30 days.
- Running a trial with using both sodium aluminate instead of and ferric chloride for phosphorus removal.
- Completing various maintenance work ahead of the winter season in the facility and at the lift stations.
- Fall sump pump program work is 90% completed.
- 2.8 million gallons of Biosolids have been applied so far. Waiting for the second sample to complete this year's application.
- Fall cleaning of the sanitary lift stations is 80% completed.
- All three ATAD reactors have been cleaned and inspected.
- Interest in the water softening rebate program has been slow but steady. Around \$45,000 of funding is still available.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-seven (27) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (11)
 - Fire; Structure (12)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other – Assist (0)
- The Southwest Chemical Assessment Team responded to a semi-tanker roll-over in Lyon County. The tanker was filled with diesel fuel.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 959 calls for the month of October. 96 criminal offenses were reported with a total number of 45 adults arrested.

OFFICER'S REPORT

- Alarms (13)
 - Accidents (33)
 - Alcohol involved incidents (0)
 - Assaults (5)
 - Domestic Assaults (18)
 - Burglaries (1)
 - Criminal Sexual Conduct (1)
 - Damage to Property (4)
 - Keys Locked in Vehicles (26)
 - Loud Party (16)/ Public Disturbances (8)
 - Thefts (39)
 - Traffic Related Complaints (138)
 - Vandalism (4)
 - Warrant Pickups (14)
 - Welfare Checks/Mental Health (44)
- The police department made two conditional job offers to police officer students in school. Both conditional offers were accepted and the new hires are anticipated to begin in May 2024.

DETECTIVE REPORT

- A 44-year-old Marshall man was arrested from Criminal Sexual Conduct after the completion of an investigation of a sexual assault on a child.
- Four additional cases of criminal sexual conduct were investigated in October.
- Detectives assisted with the arrest of a 40-year-old Marshall man after a report that the male had assaulted multiple people. The man was charged with multiple counts of assault, terroristic threats, and obstructing legal process.
- Three death investigations were conducted during the month.
- An auto theft is under investigation. The stolen vehicle was recovered in Minneapolis.
- Twenty-five theft cases were investigated in October.
- Separate check forgery and issuance of dishonored check cases are under investigation.
- A pre-employment background investigation for a part-time Police Officer position is being completed.
- Thirty-one child protection reports and seven reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Sgt. Buysse attended a financial exploitation of vulnerable adult investigation training in Willmar on October 4th.
- Det. Kopitski did a presentation on financial scams for a community group at the Law Enforcement Center on October 9th.
- Det. Kopitski presented on business safety and security at the Marshall Area Chamber's Lunch & Learn event on October 25th at the MERIT Center.

MERIT CENTER

- In October, MN West conducted an EVOC course, SPLT team meeting, First Aid/CPR/AED, and CDL training utilizing the driving track at the MERIT Center.

- Comprehensive Advance Life Support – CALS training was held September 3rd to September 5th for 42 people.
- Ralco held Leadercast from October 10th to October 12th with 60 employees attending each day.
- The Marshall Police Department conducted interviews on October 13th for a police officer position.
- On October 18th Southwest Healthcare Preparedness Coalition Coalition/SWRTAC held their meeting with 9 attendees.
- SW Emergency Communication Board held NG 9-1-1 Committee meeting 2023 on October 18th.
- On October 19th ADM held Contractor Safety Training for 40 employees.
- Marshall Area Chamber of Commerce held their lunch and learn on October 25th with 20 people attending.
- Southwest Human Resources Association held Interviewing and Unconscious Bias training on October 26th for 36 people.
- On October 28th, Chaplain's International held Fire Chaplain Training with 6 people attending.
- The MERIT Center was utilized 15 out of 31 days in October with 381 people attending these training/events.