



MARSHALL

CULTIVATING THE BEST IN US

MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: November 7, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- The annexation of N 7th St. property documents have been recorded with the Lyon County Recorder. Original recorded documents have been handed to the City Clerk for City files. This matter is now concluded.
- Helena property is under the review of the Minnesota Department of Agriculture.
- I have been working towards the closing on the sale of HRA owned property to Jim Brock Trucking Real Estate, LLC.
- Criminal prosecution numbers for October are as follows:

October:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution									
Dismissed									
Non-Prosecution									
Refer to County									

ADMINISTRATION

- This past month work on the Indoor Recreation study continued. We visited with Senior Center and YMCA as well as compiled budget/financial data and recreation programming registrations and reviewed demographics for Marshall and the surrounding region.
- Attended Diversity Equity and Inclusion (DEI) Committee and met with staff to include DEI relatable election information which was placed on our website and on social media. In addition, this past week we heard a presentation from MN Dept of Health on health equity topics.
- The Charter Commission met on October 19th and discussed revisions to Charter regarding Councilmember terms of office and city attorney language. Both language changes provide clarity and aligns with MN Statute and is customary language found in most cities.
- Met with staff on regular basis to discuss 2023 Budget/levy, EDA related matters, general finance matters.

- Met with several key community members this past month on aquatic center, Community Foundation and general economic items within the City of Marshall.
- Attended Rental Code ordinance input sessions with landlords/rental property owners.
- Attended local candidate forum sponsored by the Marshall Chamber.
- Several meetings occurred to finalize city attorney recommendation from the Mayor and subsequent contracts for Council consideration.
- Similar to last year, I was able to participate in on an interview panel for Military Academy Service applicants. This panel was assembled by Congresswoman Fischbach's office and included interviews with four high school seniors.
- Attended annual Marshall Municipal Utilities Partnership Agreement meeting.

Economic Development Authority

- **Shopko** - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest is finalizing lease agreements for two tenants and seeking a third to complete the space (32,000 sq. ft).
- **Market Street Mall** - ISG hosted four community stakeholder focus groups as part of their feasibility study for redevelopment of the property. Approximately 30 people participated in the discussion providing a good framework for the community's needs. The developer has one month remaining in due diligence and is evaluating redevelopment options.
- **Project Horizon** – Staff continues to work with industrial development interested in locating in Marshall.
- **Workforce Development**– Staff met with local business to discuss workforce challenges and is seeking programs to assist in recruitment.

Human Resources

- Staffing update: we are currently accepting applications for an Assistant City Engineer and a variety of temporary/seasonal positions.
- Safety: our MMUA safety consultant will provide training on Slips/Trips/Falls and Ladder Safety in November. He is also performing routine site visits and follow up consultations.
- The Personnel Committee is scheduled to review recommendations for the 2023 Temporary and Seasonal Employee Wage Schedule and a reorganization proposal for the Community Planning and Engineering departments.
- The 2023 Employee Open Enrollment for benefits began Tuesday, November 1 and will continue until November 14th.
- Planning is underway for the 2022 Annual Employee Recognition Event. This event is scheduled for 01/06/2023.

Clerk

- Finalizing details for the General Election on November 8th
- Various license renewals are coming in for 2023 and being processed
- Census group quarters request has been submitted
- Charter Commission met and recommended some amendments to the city charter
- Reviewed liquor license fees to be brought forward to the Ways and Means Committee

Finance

- 2023 budget: staff continues to update the 2023 proposed budget. A Council work session has been scheduled for after the 11/22 regular council meeting. The truth-in-taxation meeting is set for 6:00 PM on 12/06. Final adoption of the 2023 budget will be recommended at the 12/13 Council meeting.
- 2023 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 2023 projects.

Assessing

- No report

Liquor Store

- October Financials: Sales 571,197.15 +6.68%, Ticket Average \$33.14 +5.23%, Customer Count 17,234 +1.37%. A good October for all financial indicators.
- The annual Festive Wines of Fall tasting event is scheduled for Wednesday (Winesday), November 9th from 5-7pm. 40 wines will be sampled at this event held at Tall Grass. 20% discount will be given on all wines tasted that evening.
- Liquor store manager attended MMBA Regional meeting at Round Lake Vineyards. Area legislators were on hand to talk about issues facing the Municipal Association that included: Alcohol everywhere, THC and other liquor issues.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 200 open permits.
- Ralco, two Avera projects, Block 11 apartment building, and Dollar General are the largest projects under construction.
- Sign Ordinance is going to L&O Committee for the second review.

PUBLIC WORKS DIVISION

Engineering

- PK-001 Independence Park Trail Replacement Project – Project is substantially complete; awaiting contractor approval of final project paperwork.
- Project ST-002-2022: Overlays and ADA Improvements –Project is complete. awaiting contractor approval of final project paperwork.
- Project ST-003: South 1st, Greeley, and Williams Street Reconstruction – Project is substantially complete.
- Project ST-004: Halbur Road reconstruction – Project is substantially complete; Concrete joint sealing to be completed.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – All concrete work is complete and the sign bases have been installed. Duinick Inc. is currently installing RRFB and speed limit signs
- 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 have been received and staff will be bringing a recommendation forward at the November 7th City Council meeting.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction –Plans are being designed.

- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – Project is substantially complete; awaiting contractor approval of final project paperwork.
- Project ST-024: Baldwin Parking Lot Reconstruction – Project is substantially complete; awaiting contractor approval of final project paperwork.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Staff is working with BNSF to obtain permitting for this project. Project plans are at the 99% stage currently.

Building Maintenance

- No report

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- Staff has completed 265 preventative maintenance work orders in the last 30 days.
- Working on contacting local businesses to promote the water softener rebate program.
- Assisting our local water softening companies with chloride grant requirements.
- Working on our NPDES permit reissuance.
- Talking with our Significant Industrial Users about future chloride and sulfate-limits.
- Working on unlocking sump pump valves under our sump pump program.
- Weather stripping repairs completed on the collection shop doors.
- Continuing with jetting of sanitary lines.
- Completed land application of 2,900,000 gallons of biosolids.
- Waiting on testing results for an additional 600,000 gallons of biosolids in preparation for application.
- The MPCA has given us a written response to our new limits letter. Working with Bolton & Menk to address their response.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to nineteen (19) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (8)
 - Fire; Structure (8)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other (0)

The Marshall Fire Department was awarded the state contract to provide HAZMAT services to our 14 -county area. The current contract is in effect through June 2024. During Fire Prevention Week in October the MFD hosted its annual open house and conducted operation EDITH.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 1080 calls for the month of October. One hundred and nine (109) criminal offenses were reported with a total number of forty-six (46) adults arrested and one juvenile.

OFFICER'S REPORT

- Alarms (24)
- Accidents (31)
- Alcohol involved incidents (5)
- Assaults (6)
- Domestic Assaults (10)
- Burglaries (1)
- Criminal Sexual Conduct (2)
- Damage to Property (10)
- Keys Locked in Vehicles (27)
- Loud Party (15)/ Public Disturbances (14)
- Thefts (17)
- Traffic Related Complaints (360)
- Vandalism (9)
- Warrant Pickups (13)
- Welfare Checks/Mental Health (35)

DETECTIVE REPORT

- A 41-year-old Marshall man was arrested for Terroristic Threats, Criminal Sexual Conduct, Assault, and Giving a False Name and Date of Birth to a Police Officer at the completion of an investigation that was initiated during a traffic stop for a traffic violation. Both the suspect and victim were in the vehicle.
- The death of a 51-year-old Marshall man is under investigation. The Brown-Lyon-Redwood-Renville Drug Task Force and Minnesota Bureau of Criminal Apprehension are assisting.
- Two separate cases of predatory offender registration violations were investigated and forwarded to the Lyon County Attorney's Office for charges.
- Six cases of criminal sexual conduct were investigated during the month of October.
- A check forgery case and two cases of the issuance of dishonored checks are under investigation.
- Five cases of theft by swindle involving scams and three cases of identity theft were investigated during the month.
- Twenty-six child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction 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 16 exams completed on the track in October.
- In October MN West conducted an EVOC course for law enforcement, an OSHA 10 safety training for Schwan's, dental continuing education class, and continues to use the driving track for CDL training.
- In October, Emergency Management for Lyon and Lincoln counties held communications truck training as well as Region Five Emergency Operation Center training.
- On Oct 7th the MN DOT conducted an ATP meeting at the MERIT Center.
- The Marshall Fire Department conducted Technical Rescue Training and the bay for a simulated fire drill/scene in October.
- The SW MN Private Industry Council held two groups of their Business Tour Day at the MERIT Center on Oct 11th. 154 high school students attended these two sessions.
- RALCO held their Leadercast event at the MERIT Center on Oct 12-13. 91 business leaders attended this two-day event.

- On Oct 25th the USDS Natural Resources Association conducted their quarterly training at the MERIT Center. 39 employees attended this training.
- The SW Healthcare Preparedness Coalition held their quarterly board meeting at the MERIT Center on Oct 26th. 28 attended this meeting.
- ADM utilized classroom space as well as the Rescue Tower and Confined Space tank for their Industrial Safety course on Oct 27th for 25 employees.
- Marshall Community Services held the Haunted Tower event on Oct 28 and 29th. 296 people went through the tower during the two-day event.
- The MERIT Center was utilized 21 out of 30 days in October with 763 people attending these training/events.