

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

FROM: Sharon Hanson, City Administrator

DATE: February 8, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for January are as follows:

January:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	1		4		3	6	3	17	17
Dismissed									
Non-Prosecution	1	1			2		3	7	1
Refer to County			1					1	1

Administration

- This past month's work including many meetings regarding the aquatic center and preparing for the sales tax resolution that was adopted by the Council on January 25th. The adopted resolution was submitted to the Tax Committee Chairs on Friday of last week and the following cities are embarking on trying to achieve sales tax authority in addition to Marshall:

1	Aitkin	9	Marshall
2	Blackduck	10	Park Rapids
3	Bloomington	11	Proctor
4	Brooklyn Center	12	Rochester
5	East Grand Forks	13	Roseville
6	Edina	14	Winona County
7	Golden Valley	15	Rice County
8	Henderson	16	Grand Rapids

- CGMC Lobbyist Marty Seifert has begun discussing with Rep Swedzinski and Senator Dahms. As more develops on language written in proposed legislation, I will ensure you are updated.

- Several meetings occurred this past month regarding the city's 150th celebration and upcoming events. The city has started to post historical photos each Monday in honor of the 150th, a press release was also issued announcing the upcoming 150th and hopeful event planning.
- HR Director Dubs and I have been discussing the updated comparable worth plan and readying it for February 8th Council mtg. Director Dubs has been doing a tremendous amount of analysis and thought process on the changes. We hope to have formal action taken by the Council on February 22nd with the adoption of the study. Soon thereafter, we will begin to negotiate with the bargaining units.
- The remainder of the month included various meetings with staff, phone calls/meeting with council and the public, a presentation on city and SMSU topics to the SMSU Foundation Board, monthly newspaper article, monthly radio interview.

Economic Development

- **Market Street Mall:** Staff was notified that an LOI has been signed on the mall property and the selling agent is currently working on a Purchase Agreement for the sale. We are not able to share at this time who the new ownership is until the Purchase Agreement has been signed and due diligence begins. A rezoning and conditional use permit has been requested by the new owner which would be completed prior to the sale of the building.
- **Comprehensive Plan:** Staff continues to assist with the Comprehensive Plan update being conducted by SRF. An open house was scheduled for January 13th but was rescheduled to February 16th due to the current spike in COVID cases. As of Feb. 2nd, we have received 434 responses to our community survey (with a goal of 300). We will keep the survey open but will begin work on the next phase of the project.
- **Super 8:** The new owner of the Super 8 says there is a plan to open in early February. Staff is scheduling a time to tour the facility and meet the new ownership team.
- **Façade Improvement:** At the January EDA meeting, four façade improvement applications were reviewed and approved. Staff has received three additional applications that will be brought forth to the February meeting. Pending approval of new applications, approximately \$38,000 of the \$100,000 in total funds will be allocated to projects.

Human Resources

- **Staffing update:** the city welcomed Zachary Jacoby in the position of Plant Operator I with our wastewater facility in January, Peter Vue as Police Officer (starting 02/07/22), and E.J. Moberg as our Director of Administrative Services (starting 02/28/22). Jeff Wenker, Police Captain, has notified the city of his upcoming retirement in April; letters of interest are accepted to fill his position through an internal promotional process. Hiring for a variety of temporary and seasonal positions for Community Services and Public Works is on-going.
- **Safety Program:** in January, the City was notified that our MMUA Safety Consultant, Jordan St. Clair, resigned from MMUA to pursue another career opportunity effective January 21st. MMUA is actively recruiting to fill that position. We hope to have a new Safety Consultant by mid-March.
- **Annual Employee Recognition Event:** the annual Employee Recognition Event is rescheduled for March 11, 2022. An invitation, with opportunity to RSVP, will be coming soon.
- **Classification/Compensation Study:** staff are working closely with Gallagher in the final phases of this project. Gallagher has prepared a draft final report for staff review that, when finalized, will communicate the results of each phase of this project and recommendations to the Council.

We anticipate completion of the project by late February/early March. Gallagher will also conduct employee presentations, communicating the results of the study with employees.

Clerk

- Meeting with Staff to collect data and create a new formula for Township Fire Contracts.
- Created a draft ordinance for the City Council to consider redistricting. In keeping with Census efforts, the Count Question Resolution process is still being rolled out by the Bureau. This will provide the City an opportunity to formally challenge the results it received in the 2020 Census. The Census Bureau will also be launching a group quarter recount program this spring – more information to be released in the future.

COMMUNITY SERVICES

- The Adult Community Center recently completed their annual membership drive for 2022. To date, there are 556 members, down about 30 from the previous year.
- Cultures on the Prairie Conference returns in 2022 on Tuesday, February 15th on the campus of SMSU. Assistant Professor of Management and Director of the Center of Innovation and Entrepreneurship, Dr. George Taylor, will be the keynote speaker as you will experience the stories, history, and cultures throughout southwest Minnesota by listening and interacting with three select panels which will discuss the views from employers/workforce personnel, students, and adults. These panels will highlight challenges, successes, and opportunities as they relate to their specific culture.
- Winter 'Rock on Ice' returns to the Red Baron Arena & Expo on Saturday, February 19th. Students in 8th grade and under can enjoy ice skating and door prizes in an afternoon of fun-filled enjoyment.
- City Band is planning to return this summer after a two-year pandemic hiatus. New and returning members should be receiving rehearsal/performance information by early April.
- MCS Staff recently secured over \$20,000 in grant funds for 'Pathfinders', an after-school enrichment program for 2nd - 4th graders.
- Staff has begun preliminary work on plans for restroom upgrades at Independence Park for 2022. The City follows a 10-year maintenance schedule on each of the parks' restrooms and shelters. With the anticipated completion of the trail reconstruction by July, Independence Park will have a significant facelift to celebrate the City's 150th birthday this summer.
- Winter/Spring recreation registrations went over the 500 mark in mid-January for twelve (12) different offerings. That number is outstanding factoring the challenges of a pandemic and cancellations/postponements due to weather.
- MCS received a generous donation from the local American Legion to help offset expenses in our summer 2022 T-Ball & Junior Baseball programs. This is the second consecutive year the Legion has provided financial assistance for these participants.
- Check out these two great public informational videos that Studio 1 TV staff produced recently. Marshall Aquatic Center Project Update <https://www.youtube.com/watch?v=h8lYrPicqoU>
Marshall Parks & Recreation Community Survey Results <https://www.youtube.com/watch?v=gwDGYTNInnY>

Finance

No Report

Assessing

No Report

Liquor Store

- January Financials: Sales \$440,194.21 (9.4%), Customer Count 13,681 (8.25%), Ticket Average \$32.18 (1.05%). Sales and Customer Counts were down for the month compared to 2021. Ticket Average was still hanging strong. Weather may have some impact on the sales/customer count. January/February are traditionally a slower time frame after the Holidays. Comparing to 2020 Sales and Customer Counts were up significantly.
- Staff is working on several commemorative pieces for the 150th City Anniversary. Items included: Jack Daniels Single Barrel boxed set with logo rocks glasses, 2 varietals of Tribute wine with logo stemless wine glasses, logo wine bottle cork stoppers, logo bottle openers and logo freeze wine cups. We are shooting for a March release for most items.
- Work has started with Visit Marshall on the Made in Minnesota Craft Brewery Festival at the Red Barron Arena. Mark your calendars for May 14th from 3-6pm. Our goal is to have close to 30 breweries on site for this event. Tickets available soon.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Just under 300 open permits.
- The third Unique apartment building and Border State Electric building are the largest projects under construction. Ralco project permit has been approved.
- New permit software development implementation will begin this month.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z83: James/Camden – Minor punchlist items remain before completion.
- 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 14th, 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.
- Project ST-001-2022: 2022 Chip Seal Project – This project is currently advertising. Bids for this project will be opened on Wednesday, February 16th. An award recommendation is expected to be brought to the Council at their 2/22 meeting.
- Project ST-002-2022: 2022 Overlay Project – Bids for this project were opened on Wednesday, February 2nd. An award recommendation is expected to be brought to the Council at their 2/8 meeting.

- Project ST-004: Halbur Road Reconstruction – This project is currently advertising. Bids for this project will be opened on Wednesday, February 16th. An award recommendation is expected to be brought to the Council at their 2/22 meeting.
- 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 is intending to request authorization for advertisement from the Council at their 2/8 meeting.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are currently being developed. Staff will recommend advertisement once plans are complete.

Wastewater

- Assisting the street dept. with snow removal.
- Working on control room flooring now that the plant project is done.
- Working on lift station and vehicle maintenance and cleaning.
- Staff has completed 323 preventative maintenance work orders in the last 30 days.
- Our 2005 influent screen machine has been rehabilitated to factory specs.
- Valve repairs to our ATAD standby generator has been completed.
- Cleaning and repairs to our west traveling bridge effluent filter have been completed.
- Manufactured and installed a safety railing for the long-term building's roof top access.
- Snow removal in the facility.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to Nineteen (19) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (9)
 - Fire; Structure (6)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 721 calls for the month of January. Sixty-Nine (69) criminal offenses were reported with a total number of twenty (20) adults arrested.

OFFICER'S REPORT

- Alarms (15)
- Accidents (33)
- Alcohol involved incidents (2)
- Assaults (4)
- Domestic Assaults (9)
- Burglaries (5)

- Criminal Sexual Conduct (3)
- Damage to Property (2)
- Keys Locked in Vehicles (33)
- Loud Party (4)/ Public Disturbances (10)
- Thefts (15)
- Traffic Related Complaints (130)
- Vandalism (0)
- Warrant Pickups (9)
- Welfare Checks (24)

After several months of listing a vacant police officer position, a conditional offer was made and accepted by Peter Vue. Peter will begin the Field Training program on February 11th. The Field Training program is an intensive 16 week program that prepares the candidate for solo patrol.

Captain Jeff Wenker has submitted his resignation and intends on retiring from the Marshall Police Department in April, 2022. Captain Wenker has served our community for over 30 years and will be missed. Captain Wenker's resignation has allowed us to make a conditional offer to another candidate on the eligibility list. The conditional offer indicates employment would start in June, 2022. The promotional process will begin immediately to fill the Captain position once Captain Wenker retires. The Police Advisory Board will be included in the process. This process may create other movement within the police organization structure.

Three Ford Explorers (squad cars) ordered through Enterprise have been delivered and are being upfitted by Guardian. Repairs to the Community Service Vehicle were needed to be done and required 16 hours of labor to complete the engine work.

DETECTIVE REPORT

- A 23-year old Marshall man was arrested for Burglary, Indecent Exposure, and Disorderly Conduct at the conclusion of a burglary investigation.
- A 55-year old Marshall woman was arrested for possession of stolen property in Hennepin County after committing an auto theft in Marshall. The case has also been referred to the Lyon County Attorney's Office for consideration of auto theft charges.
- Two related cases of the theft of coins from laundry machines in apartment buildings are under investigation.
- A theft by a former employee at a Marshall business is under investigation.
- Two separate cases of financial transaction card fraud and two cases of check fraud are under investigation.
- Three cases of criminal sexual conduct were investigated in the month.
- Six additional theft cases and two additional burglary cases were investigated in the month of January.
- Three theft by swindle (Scam) cases and two identity theft cases were investigated.
- Thirteen child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Pre-employment background investigations were completed on Police Officer candidates.

MERIT CENTER

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 14 exams completed on the track in January.
- In January, MN West conducted an industrial safety course, pilot car course and CDL training at the MERIT Center.
- On January 8-9, the National Fire Academy held a Fire Leadership course at the MERIT Center for 19 local firefighters. These individuals will return in February and March for the remainder of the 3 course series.
- Blue Fire Training, LLC conducted regional fire training utilizing the rescue tower and the pond on Jan 15-16. 17 firefighters participated in this training.
- On January 26 the Regional Communication Board conducted their board meeting at the MERIT Center with 28 people in attendance.
- Ag Country hosted their annual Winter Farm Forum at the MERIT Center on January 27. 51 participants attended this event.
- The MERIT Center was utilized 22 out of 31 days in January with 209 participants attending these events/trainings.