



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

FROM: Sharon Hanson, City Administrator

DATE: September 13, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am continuing to work with Staff and legal counsel and Paul Schierholz regarding Broadmoor Valley legal matters.
- The Development Agreement regarding a 15-foot access easement with Century Link has been recorded in the Lyon County Recorder’s office and the original located at City Hall.
- I am working with Staff and legal counsel regarding Fairview Township objecting to the annexation of N 7th St. property.
- I am continuing to work with Staff and legal counsel regarding the purchase of Helena property.
- Criminal prosecution numbers for August are as follows:

August:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	3		4		5	1	2	15	25
Dismissed									
Non-Prosecution	3				1			4	2
Refer to County			1					1	1

ADMINISTRATION

- City Attorney RFP review has begun with Chair Pro Tem John DeCramer serving as the liaison to the Council and Division Directors and myself providing input as well. Three firms have been selected to be interviewed and that process has begun. A formal recommendation to the Mayor will be coming first part of October.
- September 26th has been set for the next step in the indoor recreation study-an on-site visit and discussions with stakeholders.
- I have had weekly meetings with Director of Administrative Services on the 2023 Levy and Budget. Preparing for the budget work sessions and upcoming discussions on 2023 budget impacts.
- This past month visiting with League of MN Cities Insurance Trust and various staff on the city’s property, liability and workers compensation insurance. Very informative on claims reporting, broker arrangements in comparison to other cities, and overall resources available to the city.
- This past month attended 150th events, various Council committee meetings, staff meetings, open house for North Central International and Kruse Motors, participated in Eagle Scout review committee for first designation of a female scout in SW Minnesota and numerous discussions on city operations with staff, businesses and the community.

Economic Development Authority

- Shopko - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest is working with five potential tenants with the intention of accommodating three to four tenants in the build out. They expect to start construction in the next three to six months.
- Block 11 - CBC Fischer Group is finalizing the building permit but began groundwork on the project in July. The developer has submitted an initial site plan for Phase II featuring one commercial tenant.
- Market Street Mall - Staff is working with developer on potential redevelopment plan for the Market Street Mall. The property is currently under contract.
- Two commercial sales closed in August on East College Drive. One new build on the corner of Hill and East College and one redevelopment on the corner of Jewett and East College.

Human Resources

- Staffing update:
 - New employees:
 - Firefighters--Like Irmiter, Zachary Nuy, Chase VanKeulen, and Grant VanKeulen.
 - Office Assistant/Receptionist—Samantha Judovsky (full-time opening due to the resignation of Amanda Stattelmann).
 - Police Officer—Tannyr Curry (full-time opening due to the resignation of Officer Aaron Furth).
 - Promotions: Jake Olsen—Deputy Fire Chief, Tim Anderson—Assistant Fire Chief-Operations, Andrew DeSaer—Assistant Fire Chief-Training, Austin Thooft—Captain, Cody McCoy—Lieutenant, and Justin Staeffler—Lieutenant.
 - The application period for our Assistant City Engineer position will be “open until filled”. Staff are reviewing alternative options to fill this position.
 - Applications are being accepted for our temporary/seasonal positions at this time including positions in Community Education, Community Recreation, and Public Works.
- Safety: select employees received training on Confined Space Entry and Rescue training and field demonstration, Forklift/skidloader, Lockout-Tagout, and Arc Flash this month. In October, all employees will be trained in Emergency Preparedness/Fire Safety—OSHA requires this training to be performed annually. The Safety Committee has started working closely with our Safety Consultant on the training plan for 2023.
- HR and our NIS insurance broker, Mari Wagner, held employee informational meetings on the transition from Further/HealthEquity to MedSurety, the selected vendor for employee medical spending accounts and dependent care accounts. The transfer of accounts will be completed by 10/01/2022.
- HR staff are preparing for the annual benefits open enrollment period. Our benefits vendors will be on-site to meet with employees on October 31. Open enrollment is scheduled for November 1-14.

Clerk

- Working on garbage/refuse hauling contract for the City of Marshall to bid out.
- Liquor license comparisons for Ways and Means Committee.
- Gathering additional information for Census 2020 appeal.

Finance

- 2023 Budget: Staff will bring information to the 9/13 work session and council meeting regarding the 2023 preliminary budget and levy for consideration. The information must be certified to Lyon County by 9/30, so a decision could be delayed until the meeting on 9/27, if so desired.
- Insurance RFP: A resolution will be brought to the 9/13 council meeting to appoint North Risk Partners as the insurance agent after the 10/01 renewal of property/casualty insurance.
- The annual required publication of Tax Increment Financing district activity was published on 8/13 for 2021 transactions.

Assessing

- No report.

Liquor Store

- August Financials: Sales \$611,996.08 +9%, Customer Count 18,295 +4.35%, Ticket Average \$33.45 +3.69%. A strong month for sales increases, customer counts and ticket average.
- Staff is getting the store set for “Game Day starts at Tall Grass Liquor” with football, Oktoberfest and Bourbon Heritage month displays and products
- Staff launched the new on-line ordering platform from City Hive in August. Customers can order on-line and pick up in-store or curbside any of their favorite products from an easy to navigate and secure website.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 250 open permits.
- Ralco, two Avera projects and Block 11 apartment building are the largest projects under construction.
- Dollar General permit is under review
- New permit software is open for applicants since May.
- Sign Ordinance is going to Planning Commission.

PUBLIC WORKS DIVISION

Engineering

- PK-001 Independence Park Trail Replacement Project – Hisken has completed all the concrete trail work in the park. A&C Excavating has backfilled and graded the topsoil next to the new trail. Final shaping and seeding has been completed. The project will be closed when all paperwork is received.
- Project ST-002-2022: Overlays and ADA Improvements – The seeding adjacent to the curb repair areas is complete. The project will be closed when all paperwork is received.
- Project ST-003: South 1st, Greeley, and Williams Street Reconstruction – R&G has installed all underground utilities on 1st Street and Greeley Street. Gravel has been installed on all of 1st Street, gravel on Greeley Street is planned to be installed by 9/9/2022. R&G will start utility work on Williams the week of Sept. 12th. Hess Concrete is scheduled to begin concrete work the week of Sept. 12th.
- Project ST-004: Halbur Road reconstruction – Musch has completed the curb and gutter work on Halbur. Duinick will final shape the gravel, and Musch will begin concrete pavement the week of September 12th.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – All concrete work is complete; the sign bases have been installed. Duinick is still waiting for RRFB and speed limit signs to be delivered off back order. Signs will be installed after they are shipped and received.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on final contract requirements from UCAP for their MnDOT grant. Once received, staff will recommend advertisement.
- Project ST-008: Channel Parkway Resurfacing – Plan review complete by MnDOT. It is the intent to advertise for bids to be received October 20th with Council award on October 25th.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Plans are being designed.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – R&G will topsoil boulevards, shape gravel, and patch bituminous. All other work is complete.
- Project ST-024: Baldwin Parking Lot Reconstruction – R&G plans to start the last week in September or the first week in October weather permitting.

- 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 264 preventative maintenance work orders in the last 30 days.
- Staff has completed painting the interior walls and floor of the Blower Building.
- Jason Anderson, Scott Truedson, Scott Przybilla, and Bolton & Menk staff will be meeting with the MPCA on Thursday, September 8th to work on the proposed new permit limits for the wastewater facility.
- Working through MESERB concerning the MPCA's PFAS Memorandum of Understanding (MOU). The second version of the MOU should be released mid-September for the city's review.
- Working on contacting local businesses to promote the water softener rebate program.
- Working on our NPDES permit reissuance.
- Talking with our Significant Industrial Users about future chloride, sulfate, & TDS limits.
- Various sanitary Manhole repairs.
- Collection system preventive maintenance on lift stations. Completed for the year
- Continuing with summer jetting of sanitary lines.
- Preparing equipment for the upcoming Biosolids application season.
- Working on thickening biosolids for land application.
- Cleaning and inspecting activated sludge aeration basins.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-five (25) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (14)
 - Fire; Structure (8)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other (0)

On August 16th, 2022, the Marshall Fire Department responded to a large structure fire south of Marshall. Mutual aid was received from all fire departments within Lyon County as well as two fire departments from Redwood County. No injuries were sustained during the response.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 833 calls for the month of August. Seventy-eight (78) criminal offenses were reported with a total number of thirty-two (32) adults and one (1) juvenile arrested.

OFFICER'S REPORT

- Alarms (7)
- Accidents (45)
- Alcohol involved incidents (1)
- Assaults (2)
- Domestic Assaults (16)
- Burglaries (2)
- Criminal Sexual Conduct (5)
- Damage to Property (5)
- Keys Locked in Vehicles (24)
- Loud Party (5)/ Public Disturbances (0)
- Thefts (22)
- Traffic Related Complaints (145)
- Vandalism (4)
- Warrant Pickups (13)
- Welfare Checks/Mental Health (39)

Officer Aaron Furth submitted his resignation from the Marshall Fire Department beginning September 6th, 2022. An eligibility roster was created, and Tannyr Curry was made a conditional offer of employment to fill the vacancy.

Probationary Officer Connor Roth completed Step 2 of the 14-week Field Training Program and has moved onto Step 3.

On August 2nd, the police department hosted National Night Out at Independence Park. Despite it being one of the hottest days of the year, we had a good response from our community.

EQUIPMENT: We currently have two squad cars out of service pending repairs. Both vehicles have been hauled to Willmar to receive needed repairs. One vehicle was damaged when it was struck by another vehicle and the second squad received significant damage from an individual being arrested. The individual caused close to \$6,000 in damage. Return date for the squads could be in November.

DETECTIVE REPORT

- Four separate auto theft cases reported during the month are under investigation. The cases do not appear to be related.
- Two burglary cases are under investigation. One of the burglaries was at a business, while the other burglary was residential.
- Five cases of criminal sexual conduct were investigated during the month of August. One of the cases was referred to the Lyon County Attorney's Office for consideration of charges.
- Four death investigations were completed.
- Six thefts by swindle cases were investigated during the month.
- A check forgery case involving four forged checks that were passed at a Marshall business was investigated. The case was forwarded to the Lyon County Attorney's Office for charges.
- A report of a 2nd Degree Assault involving a knife was investigated. The case was sent to the Lyon County Attorney's Office for charging consideration.
- Thirteen child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- A pre-employment background investigation was completed on a Police Officer candidate.
- Det. Sandgren attended CornerHouse Forensic Interview training on August 2nd – August 5th.
- Sgt. Buysse, Det. Kopitski, and Det. Sandgren assisted with the National Night Out event at Independence Park on August 2nd.

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 August.
- In August MN West conducted a CVI course, a Pilot Car course and EVOC class and continues to use the driving track for CDL training.
- On August 9th and 23rd ADM held rigging training at the MERIT Center for 47 employees.
- Driver's Education resumed in-person training at the MERIT Center August 8-14. 23 students attended.
- On August 10th the United Way held their annual Stuff the Bus event at the MERIT Center. They will return to hold this event here in 2023.
- Zeigler CAT hosted their annual Combine Clinic at the MERIT Center on August 11th.
- State of MN Police Chief's Association held Use of Force training at the MERIT Center for 24 officers on August 17th.
- On August 30-Sept 1 the MN State Patrol conducted DIAP training at the MERIT Center for 21 officers.
- The MERIT Center was utilized 48 out of 62 days in August with 427 people attending.