

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

FROM: Sharon Hanson, City Administrator

DATE: September 10, 2024

SUBJECT: Administrative Brief

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### ADMINISTRATION

This past month activities included-

- Mayor, EDA Director and I visited with Runnings Brian Odegaard, President of Runnings as check-in visit. Challenges with staffing, but still growing with acquisition of additional stores.
- Met with EDA staff to discuss Block 100 progress and future steps. The current apartments are completely rented out, but interest rates have meant some delay with the second phase. We will continue to work with developer on seeking additional construction as originally planned.
- Met with Director of Administrative Services on preliminary budget numbers and presentation.
- Attended the Senior Center's 40<sup>th</sup> anniversary party/outdoor event. This was well attended and very well done!
- Met with Public Works Director and Park and Rec Superintendent to discuss future trail improvements/projects and funding sources.
- City Clerk and I visited with Minneota City Administrator and Clerk visited to discuss street funding, staffing and other challenges—we had a lot in common and it was a good discussion.
- Continued work with staff and facilitators on strategic plan updates.
- Multiple conversations and meetings regarding the aquatic center bids and next steps in preparation for a recommendation at September 10, 2024 mtg.
- Other work this past week included attending Public Health Community Health Assessment results, reviewed MMU partnership agreement, and a few personnel items were reviewed and discussed.

### Economic Development Authority

- EDA Bus Tour to be held on October 22<sup>nd</sup> to update on current and upcoming projects.
- 3<sup>rd</sup> Child Care Supply Study meeting held in August to establish tasks for each goal area.
- Met with Solugen to discuss modifying construction timelines due to cost and lead times. Work scheduled to begin in mid to late 2025 with commissioning in 2026.
- Renewed discussions with Revocity on the potential hotel development near Red Baron Arena.
- Attended Greenseam's Workforce Opportunities event in Redwood to learn about immigrant and international student worker programs.
- Attended Lyon County's planning session to discuss EDA strategies for an updated Comprehensive Plan.

### Human Resources

- Staffing:
  - New employee hires: Troy Rohde, Jacquelyn Esping, and Kelly Felton will begin employment in September as part-time liquor checkout clerks.

- Applications will continue to be accepted for the position of Police Officer.
- Interviews are scheduled for the Assessing Technician/Economic Development Assistant position. Five candidates were invited to interview.
- Hiring a variety of temporary positions for Community Ed/Rec programs.
- Safety Program: supervisory staff were trained in Reasonable Suspicion. Parks and Public Works employees completed equipment training involving operation, inspection, and loading.
- Policies: draft personnel policies will be coming forward for Council approval following changes in MN law.
- HR staff are participating in webinars and trainings offered on the topic of MN Paid Leave. This is a new law that was passed by the MN legislature in 2023 and will become effective 01/01/2026. We are learning how DEED will be implementing the program, employer responsibilities, how benefits will be coordinated during a leave between the City and the State, and supporting employees returning to work.

### **Clerk**

- The Primary Election was held on August 13<sup>th</sup> at the usual polling locations.
- Candidate filing for the November General Election ended on August 15<sup>th</sup>.
  - 2 filings for Mayor.
  - 1 filing for Ward 1, 3 filings for Ward 2 and 1 filing for Ward 3.
- Attended the pre-bid meeting for the proposed Aquatic Center as well as the actual bid opening.
- Met with the new City Administrator of Minnesota along with Administrator Hanson.
- Working on garbage bid documents for the upcoming two years.
- License renewals of various types will be upcoming, and related documents will need to be updated and sent out.
- Various items will be brought to the Legislative and Ordinance Committee including chickens, liquor, golf cart and cannabis.

### **Finance**

- 2025 Budget: staff continues to review the preliminary budget and levy and will bring recommendations regarding the 2025 preliminary budget and levy for consideration at the 9/10 work session and at the 9/24 Council meeting. The information must be certified to Lyon County by 9/30.
- The annual required publication of Tax Increment Financing district activity was published on 8/08 for 2023 transactions.

### **Assessing**

- Staff has been continuing to work on quintile viewing.
- Our new appraiser has been attending courses in order to obtain her license.
- We are preparing for interviews to replace our Assessing Technician/ EDA Assistant position to prep for a future retirement after 47 years with the City of Marshall.
- Staff has been working on 2025 budget items as requested.
- With one month left in our sales period for the 2025 assessment (10/1/2023 – 9/30/2024) we currently have 101 good residential sales, compared to 128 from last year at this time, down 26.7%. Of these current sales, the average sale price is up 2.3% from \$207,379 to \$212,136. These numbers are subject to change as closings and recordings continue to occur.

### **Liquor Store**

- August Financials: Sales \$645,477 (1.2%), Customer Count 18,435 (.15%), Ticket Average \$35.00 + 2%. Sales are flat/slightly down compared to 2023. Overall a pretty good month for financials.

- We are seeing an increase in traffic and sales with SMSU home FB games, Suite orders and students back in town with the start of school.

## **COMMUNITY SERVICES**

### **Parks & Recreation**

- Finishing the construction of the tee pads for disc golf at Independence Park
- Working with Bladholm Construction to order materials for Legion Field, logistics with demo and installation
- Reviewed and considering options for new aquatic center as part of re-bidding.
- Drained and took equipment apart as season wrapped up for Aquatic Center – approximately 19,000 people attended this summer.
- Finalizing plans for restroom and shelter construction at Independence Park.
- Prepping for the 2025 ice season at Red Baron Arena
- Seasonal open skate memberships are now available for purchase with the open skate starting late October.
- Registration opened on August 28<sup>th</sup> for the fall brochure.
- Footballs are in the air with 220+ players participating in 2<sup>nd</sup> -8<sup>th</sup> grade tackle and flag programs.
- Upcoming Fall youth camps include tennis, hockey, cross country, volleyball and soccer for K-8<sup>th</sup> grades.
- Youth gymnastics kicks off their season next week with approximately 60 gymnasts enrolled.

### **Community Education**

- The Summer season was a success with approximately 943 registrations. We ran all scheduled programs/classes except for one that was canceled due to low enrollment
- Jasmine/DEI Welcoming Week committee are finalizing the plans of our Welcoming Week event. It will be held on September 17<sup>th</sup> from 5-7pm at Justice Park.
- We are working on a Hybrid version of Driver's Education to include A+ driving school handling a portion of our behind the wheel students.
- The Adult Community Center held its 40<sup>th</sup> Anniversary celebration of partnering with MASC. They had a great turnout for the full day of events, estimating between 350-450 people in attendance.
- There are several new classes/programs coming up in our Fall season. Cotton Candy Carnival, a holiday make and take spruce workshop, kinetic sand creation and a parent and me hot cocoa bombs class as well as three open welding sessions!

### **Studio 1**

- Alex attended the annual MACTA (Minnesota Association of Community Telecommunications Administrators) conference in Coon Rapids and learned about the latest legislative updates which could bring changes to cable/broadband franchising.
- We finished the installation of additional security cameras in various city-owned facilities.
- We recently needed to purchase a new Tricaster Mini to replace our original one from 2016 due to a motherboard failure. PEG funds were utilized for this purpose.
- Alex also attended the ECN Statewide Emergency Communications Exercise held at Camp Ripley.
- We captured video and photos of the Lyon County Fair and Sounds of Summer to be used in a future marketing video for the City.
- Live broadcasts of Marshall High School sports kicked off starting the week of August 26<sup>th</sup>. A calendar of all scheduled live broadcasts can be found at [www.marshallstudio1tv.com](http://www.marshallstudio1tv.com).
- 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**

- Over 250 open permits.
- An SRE building, Les Schwab's tires, Marshall's, SWWC Coop building, and Kwik Trip are the largest projects under construction.
- Over 350 Rental registrations have been issued. Over 150 are in the Pending status.
- Sign ordinance is being reviewed.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project ST-001-2024: Chip Sealing on Various City Streets – Pearson Bros., Inc. of Hanover, Minnesota – This project has been completed. City staff working with contractor on final reconciling change order and final payment.
- Project ST-002-2024: Bituminous Overlay Project - Central Specialties, Inc. of Alexandria, Minnesota – Project is complete and open to the public. City staff working with contractor on final reconciling change order and final payment.
- Project ST-007: UCAP Bus Shelter Installations – D&G Excavating, Inc of Marshall Minnesota – City is working with the Contractor to schedule the preconstruction meeting.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota - Bituminous paving has been completed. Contractor is currently working on site restoration.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – D&G Excavating, Inc. of Marshall, Minnesota –Bituminous paving has been installed between E. College Drive and E. Marshall Street. The Contractor is currently working subgrade preparation between East Marshall Street and Jean Avenue. The intersection of Whitney and Jean is open to allow access to Holy Redeemer School.
- Project PK-015: Independence Park Parking Lot Project – Towne & Country Excavating, LLC of Garvin, Minnesota - Project is complete and final payment has been made.

### **Wastewater**

- Staff have completed 222 preventative maintenance work orders in the last 30 days.
- Submitted our Chloride Investigation & Minimization Plan and Mercury Management Plan to the MPCA.
- Removed the sand media and working on soaking/jetting the underdrains in the west traveling bridge effluent filter.
- Decanting and thickening bio-solids for sampling ahead of the fall application season.
- Working on summer work projects and grounds keeping at the wastewater facility.
- Summer jetting of the sanitary lines continues.
- South Saratoga and Hwy 23 manhole rehabilitation work should be completed by 9-6-2024
- Hwy 23 lift station rehabilitation electrical work should be completed by 9-10-2024

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to sixteen (16) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (6)
  - Fire; Structure (5)
  - Medical Assist (0)
  - Vehicle Accident (5)
  - Other – Assist (0)



## **POLICE DEPARTMENT**

- The Marshall Police Department responded to 1033 calls for the month of August. 75 criminal offenses were reported with a total number of 32 adults and 2 juveniles arrested.

## **OFFICER'S REPORT**

- Alarms (19)
- Accidents (44)
- Alcohol involved incidents (4)
- Assaults (9)
- Domestic Assaults (15)
- Burglaries (3)
- Criminal Sexual Conduct (0)
- Damage to Property (2)
- Keys Locked in Vehicles (29)
- Loud Party (4)/ Public Disturbances (12)
- Thefts (21)
- Traffic Related Complaints (293)
- Vandalism (7)
- Warrant Pickups (8)
- Welfare Checks/Mental Health (34)

## **DETECTIVE REPORT**

- An arrest warrant has been issued for a 21-year-old Montevideo man for 2<sup>nd</sup> Degree Assault and Dangerous Weapon – Discharge Firearm, stemming from the investigation of an assault with a firearm at a Marshall hotel.
- A 35-year-old Chicago, IL man and a 32-year-old Chicago, IL woman were arrested and charged with Organized Retail Theft after a theft from a Marshall business and short vehicle pursuit. The pair are also suspected of thefts from businesses in several other states throughout the Midwest.
- Three cases of auto theft were investigated. Both vehicles were recovered. One case is believed to be unfounded, while additional investigation is being completed on the other two cases.
- Seventeen theft reports and ten assault reports were investigated.
- Four criminal sexual conduct reports were investigated.
- Eight theft by swindle reports involving scams and four identity theft reports were investigated during the month.
- Eleven child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were investigated.
- Detective Kopitski and Detective Sandgren attended Arson Investigation training on August 7<sup>th</sup>.



### **MERIT Center**

- In August MN West held welding classes, meetings, a CVI Recertification class, Emergency Vehicle Operator Course (EVOC), Basic Rider Motorcycle courses and is continuing CDL training utilizing the driving track at the MERIT Center.
- On August 2<sup>nd</sup> the Marshall Police Department held interviews.
- On August 7<sup>th</sup> ARMOR Training Services held a GWO Training Class with 2 attendees.
- On August 8<sup>th</sup> the USDA Natural Resources Conservation Services held a meeting with 6 attendees.
- From August 8<sup>th</sup> to August 9<sup>th</sup> the United Way of Southwest Minnesota held their annual Stuff the Bus School Supply Drive.
- On August 13<sup>th</sup> ARMOR Training Services held a GWO training class with 2 attendees.
- On August 14<sup>th</sup> the American Red Cross held a blood drive.
- From August 15<sup>th</sup> to August 16<sup>th</sup> ARMOR Training Services held GWO training with 6 attendees each day.
- On August 20<sup>th</sup> the Mankato Police Department held Emergency Vehicle Operator Course (EVOC) with 10 attendees.
- From August 20<sup>th</sup> to August 23<sup>rd</sup> ARMOR Training Services held GWO training with 4 attendees each day.
- On August 21<sup>st</sup> Minnesota Department of Employment and Economic Development (DEED) held Small Cities Development Implementation training with 28 attendees.
- On August 22<sup>nd</sup> SW Emergency Communications held Incident Management training with 2 attendees.
- On August 22<sup>nd</sup> the Minnesota Department of Health Child and Teen Checkups team held a training with 15 attendees.
- On August 22<sup>nd</sup> ADM held their monthly Contractor Safety training with 50 attendees.
- On August 26<sup>th</sup> United Community Action Partnership (UCAP) held a staff training with 17 attendees.
- The MERIT Center was utilized 21 out of 31 days with 34 reservations in August. There was a total of 483 attendees.