



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

FROM: Sharon Hanson, City Administrator

DATE: June 14, 2022

SUBJECT: Administrative Brief

CITY ADMINSTRATOR

- This past month various meetings finalized and released the Request for Proposals for City Attorney Services and Indoor Recreation and YMCA Study.
- Assisting Human Resources Director with City Clerk duties-worked with staff on updating Boards and Commission Roster and scheduling interviews, completed compiling meeting packets including Council packet.
- Several discussion with EDA Director on various projects-mall ownership/development, SWWC Cooperative project, Block 11 development.
- Held several conversations regarding Bird Scooters and adjustments to their program.
- Conversation with Baker Tilly on Aquatic Center, development of Aquatic Center Frequently Asked Questions document.
- Held negotiation session with AFSCME Union and an offer was made and was not agreed upon by the Union and subsequently have filed for mediation which is yet to be scheduled.

CITY ATTORNEY

- The sale of Block 11 property to Block 11 Marshall, LLC closed as scheduled. We are moving towards the start of development.
- Continue to work with Staff and legal council and Paul Schierholz regarding Broadmoor Valley legal matters.
- Received an update requiring Helena to conduct additional soil testing and establishment of additional monitoring wells on the site.
- We have submitted a Development Agreement to CenturyLink for their review that would include the formal recording of the 15-foot access easement as addressed at council.
- Working towards the closing on land transfer to Minnesota National Guard. Abstract has recently been submitted to the Minnesota Attorney General's Office for their examination.
- Working towards the closing of two lot sales in Parkway II Addition.
- Beginning the process of the sale of property in Sonstegard Addition.
- Criminal prosecution numbers for May are as follows:

May:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	2	2	13	2	5	1		25	21
Dismissed									
Non-Prosecution	3	1					2	6	4
Refer to County	1							1	

ADMINISTRATION

Economic Development Authority

Shopko - Woodcrest

- Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest has two confirmed tenants and is finalizing terms with a third. Construction is expected to begin in the coming months to accommodate future tenants.

Block 11

- CBC Fischer Group has started the building permit process and will host a groundbreaking ceremony on June 21st.

EDA Priorities

- With an influx of assistance requests, staff developed a survey to help determine priority areas and programming. The survey was sent to the EDA Board and Council.

Westside Site

- Staff is working with Dennis Larson on uses for the former Westside site.

Staff is working on a variety of business proposals and requests including housing developments and \ hospitality.

Human Resources

Staffing update: the City welcomes David Karlstad to the position of part-time liquor Checkout Clerk. Pre-employment screening activity is currently in the final phase for a part-time Checkout Clerk, Police Officer, and City Clerk. Four candidates are currently in the testing phase for Firefighter positions. Due to an upcoming employee retirement, the City is accepting applications for a full-time Adult Community Center Coordinator. The City is also accepting applications for a variety of temporary and seasonal positions.

Safety Program: MMUA safety consultant Rusty Kaderabek has been touring our facilities and meeting with employees and supervisors. He will present training for our seasonal and pool staff in June.

Classification/Compensation Study: Gallagher has completed their review of appeals and given final determinations. The determination results have been communicated to the individual employees. This project is now completed as of 05/31/2022.

Clerk

No report.

Finance

Assessing

Liquor Store

- May Financials: Sales 624,675.28 + 2.46%, Customer Count 18236 +.01, Ticket Average \$34.26 +2.3%. May trended higher with all financials over 2021. Year to Date financials for 2022 are also trending ahead of 2021-a good sign to see at mid-year.
- The Made in Minnesota Beer Festival in partnership with Visit Marshall saw 400+ attendees along with 23 breweries/wineries on May 18th. A great event that brought people to Marshall for the day/evening.

COMMUNITY SERVICES

- Our Adult Community Center Coordinator position that is available due to an upcoming retirement, was posted as of June 1st through June 29th. Plans are to fill the position after Labor Day.
- City Band concerts returned to Liberty Park this past Wednesday evening. Mayor Byrnes presented a proclamation to the family of longtime City Band Director Bob Meffert.
- Progress continues for the SMAC Art Legacy Project/Community Art Piece in celebration of the City's 150th birthday. The piece will be located at Independence Park and be visible from Highway 23.
- The City's Garden Plots (located off Highway 23 by the Wastewater Plant) were recently made available to renters for the season. Of the 60 plots available, 49 have been rented to date for the season.
- Registrations for youth Community Education activities/classes for Summer 2022 are just over 425 as of June 8th. This number exceeds Summer 2021 registrations by 60 for the same timeframe. Most offerings began Monday, June 6th. Driver Education will instruct 112 participants between June/July.
- A dedication ceremony was held two weeks ago to open the Inclusive Playground components at Legion Field Park. Donors for the project were also recognized. Plans are in the works to implement additional components at Independence Park over the next year – staff are awaiting notice of a significant grant application that was submitted to assist with funding the project.
- Work continues towards replacing the trails at Independence Park. The weather has not been a good partner, yet significant progress has been made. Outdoor lighting has been installed, compliments of Marshall Municipal Utilities (MMU).
- Seventeen (17) part-time summer employees have been hired to assist with maintaining our beautiful city parks. Once again, all parks have been adopted in the second year of the Adopt-A-Park program.
- Summer 2022 registration for youth recreation surpassed the 800 mark on the final day in May with, again, most opportunities beginning the week of June 6th.
- The Aquatic Center provided the community a soft opening Memorial Day weekend (despite the milder temperatures) and officially opened for the season on (June 2nd). Average daily attendance after 7 days of operation is at 144 users. Family Season pass sales are just shy of 225 to date – with no price increases from 2021. The MAC also has 275+ Swim Lessons scheduled for the summer.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 280 open permits.
- Ralco, three Avera projects, the third Unique apartment building, and Border State Electric building are the largest projects under construction. Block 11 project is under review
- New permit software is open for applicants since May.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z83: James/Camden – Reviewing Final Change Order and Pay Request
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G intends to complete this work in 2022. Contract end date is October 14, 2022.
- Project Z88: 2021 State Aid Overlay – Staff is coordinating contract closeout with Duininck and MnDOT State Aid.
- Project PK-001: Independence Park Trail Replacement Project – A&C has graded and graveled much of the east portion of trail. Seeding of completed trail is taking place this week. A&C will continue grading and preparing trail segments for concrete as weather allows. Concrete paving to follow shortly afterwards.
- Project ST-002-2022: Overlays and ADA Improvements – Staff is coordinating with Duininck to determine a project timeline for construction.
- Project ST-003: South 1st, Greely, and Williams Street reconstruction – Construction is not expected until early July, weather dependent.
- Project ST-004: Halbur Road reconstruction – Duininck will be removing the pavement on Friday, June 10th with underground utilities beginning Monday, June 13th. Temporary alternative accesses will be provided to all businesses on the corridor.
- Project ST-005: Rose Parking Lot Reconstruction – R&G will be removing and grading the lot during the week of June 6th with new pavement expected to begin the week of June 13th. Work is anticipated to be complete prior to the end of June.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Staff is coordinating with Duininck to determine a construction schedule.
- 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-009: N. 3rd St./W. Lyon St. Reconstruction – Staff and Bolton & Menk will be presenting street layout recommendations to the PI/T Committee on June 14th. Another stakeholder engagement meeting with the Downtown Business District is planned for late June to collect input on the proposed scope of streetscaping on 3rd Street. Staff has also prepared a StoryMap to describe the project scoping and has a community survey out for collecting community feedback on the streetscaping of 3rd Street.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – R&G is anticipating beginning this work around late July or early August in coordination with their work on ST-003 and with the Block 11 building contractor.
- Project ST-024: Baldwin Parking Lot Reconstruction – Project is currently advertising for bids. Bids will be opened on June 17th with an award recommendation brought before the Council at the June 28th meeting.
- 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.
- Project SWM-007: Independence Park Pond Forebay Expansion – Towne & Country Excavating has completed the culvert crossing and trail gravel base construction. Once the concrete trail is paved, staff anticipates that final topsoil shaping and seeding will take place shortly afterwards.

Building Maintenance

-

Street Department

-

Airport/Public Ways Maintenance

-

Wastewater

- Staff has completed 247 preventative maintenance work orders in the last 30 days.
- Spring cleaning of all sanitary lift stations has been completed.
- Working on televising parts of East College Dr. for future rehab project.
- Started summer jetting of sanitary lines.
- Flood event on May 11th. Lift stations pushed to their limits but no backups. All equipment functioned correctly.
- New SCADA monitoring of the Tiger Lake stormwater pumping station was very helpful.
- We stored 5 MG of extra wastewater and processed an additional 6 MG right after the event.
- All stored wastewater has been processed and storage is now empty.
- Reaching out to residents in the areas that we observed high sanitary flows during and immediately after the flooding event.
- Working on the chloride reduction grant program.
- Yard work & exterior building maintenance at the wastewater facility.
- Working on our NPDES permit reissuance.
- Various sanitary manhole repairs.
- Collection system preventive maintenance on lift stations.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

The Fire Department responded to twenty-one (21) calls for service. Total calls for service included:

- Fire/CO2 Alarm (8)
- Fire; Structure (10)
- Medical Assist (0)
- Vehicle Accident (3)
- Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 843 calls for the month of May. One hundred-one (101) criminal offenses were reported with a total number of thirty-six (36) adults arrested.

OFFICER'S REPORT

- Alarms (24)
- Accidents (33)
- Alcohol involved incidents (9)
- Assaults (10)
- Domestic Assaults (15)
- Burglaries (6)
- Criminal Sexual Conduct (2)

- Damage to Property (9)
- Keys Locked in Vehicles (36)
- Loud Party (10)/ Public Disturbances (13)
- Thefts (18)
- Traffic Related Complaints (123)
- Vandalism (4)
- Warrant Pickups (11)
- Welfare Checks/Mental Health (55)

On May 27th around 2:00 PM, Officer Quinn Bullard and squad #2104 were involved in a right-angle (T-bone) crash at the intersection of Southview Dr. and S. 4th St. Thankfully, Officer Bullard and the three occupants of the other vehicle were OK and reported no injuries. Squad #2104 received significant damage to the passenger side rear door, wheel, and quarter panel. The side airbags on the squad deployed and the squad needed to be towed from the scene. The Lyon County Sheriff's Office investigated the crash and determined the other vehicle was at fault for failing to yield the right-of-way.

Officer Peter Vue completed the 14-week Field Training Program and was certified for solo patrol. He worked his first solo shift Saturday May 28th.

DETECTIVE REPORT

- A 25-year-old Fargo, ND man was arrested for criminal sexual conduct at the completion of a sexual assault investigation.
- A burglary investigation resulted in the arrest of a 23-year-old Marshall man and charges against a 21-year-old Marshall man for burglary. A search warrant was executed, and the stolen property was recovered.
- A 28-year-old Marshall man was arrested for a predatory offender registration violation at the completion of an investigation. Two additional predatory offender registration violation investigations were completed during the month.
- Two cases involving the possession of child pornography are under investigation.
- The burglary of a Marshall residence was investigated, and the case was forwarded to the Lyon County Attorney's Office for charges.
- Three cases of theft by swindle involving scams were investigated during the month. Two of those cases remain under investigation.
- Twenty-Five child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Sgt. Buysse presented a Junior Crime Scene Course at the SWWC Science and Nature Conference at SMSU on May 10th.
- Sgt. Buysse and Det. Sandgren assisted at the Bike Rodeo at the YMCA on May 16th.

MERIT CENTER

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 20 exams completed on the track in May.
- In May, MN West conducted a CVI re-certification course, Moped Safety, two Motorcycle safety courses, an EVOG for law enforcement classes, industrial safety course, a Road Guard DOT course and CDL training at the MERIT Center.
- On May 4-6 MERIT hosted a DOT Rehab Course. 31 participants attended this course.
- The Marshall Fire Department continues to utilize the Rescue Tower to conduct Technical Rope Rescue training.
- The Regional Radio Board met on May 24-25 to conduct their strategic planning meeting and their quarterly board meeting.

- The MERIT Center was utilized 26 out of 31 days in May with 294 participants attending these events/trainings.