

ADMINISTRATION

- This past month interviewed candidates for the Community Education Coordinator position and have been working with the Marshall Public Schools and Human Resources on the transition. Jasmine DeSmet officially starts August 28th.
- Had several conversations with DEI Chairs Dr. George Taylor and Michele Knife Sterner regarding the future direction of the DEI Commission. We have since the DEI Commission was started in Jan of 2021 made good progress with letting the public know we exist and trying to connect with groups through events, however we believe we are at the next step in identifying some clear actional and attainable goals for the future upcoming year. This will help solidify momentum with our Commission members and the public.
- Have reviewed several times budget documents in preparation for the 2024 Council budget discussions. Finance has been the leader in obtaining, entering and analyzing the current numbers. We have continued pressures from salary/benefits, increase in services/equipment and some decreases in charges for services or license fees. However, the local government aid increase of just over \$400,000 will help dampen the negatives impacts of the 2024 budget. The budget process has and will continue to be challenging due to increased costs, increased expectations and increased needs.
- I did attend my first League of MN Cities Board of Directors Orientation and Board meeting this past month. The League provided information on legislators of distinction and legislative information/updates from staff.
- Staff continue to work on aquatic center information-community and individual presentations, printed and digital materials as well as event planning. This past week, staff and Council played a large role in distributing information on the aquatic center at National Night Out event—a very successful event and a great show of teamwork by all involved. On August 8th we will host a family pool party to education aquatic center users and their families regarding our project. This past week, staff also met with Stockwell to provide feedback on preliminary concepts for the aquatic center-this involved potential bathhouse configurations, specific play features in the aquatic center and overall timing of the project. Stockwell will be presenting to the Council on August 8th options with bidding and construction schedules as well as an amended contract to continue design work. In addition, staff will be presenting the Resolution that calls for the Special Election on November 7, 2023. This procedure/resolution sets in motion the election process for our City Clerk.
- Spent some time discussing and reviewing building official items.
- Senator Amy Klobuchar visited Marshall to tout the HWY 19 federal grant known as RAISE. In addition, Rep Michelle Fischbach was in Marshall this week to highlight agriculture and SMSU. Both events were coordinated and led by Washington DC staff.
- City Attorney and staff discussions regarding cannabis ordinances took place with still much needed review and thought as the Council moves forward. We anticipate a work session to be scheduled in October to further finalize potential ordinance language regarding licensing/zoning of cannabis retail establishments. The Legislative and Ordinance Committee meets next week to discuss public places and cannabis use and smoking as was first presented at the Special July 31, 2023, Council meeting.
- The Rental Code Ordinance Committee also meets next week to further review the ordinance language.

Economic Development Authority

- A Public Hearing was held at the July EDA meeting for the sale of a 5-acre parcel in Commerce Industrial Park for a Shop Condo development.
- Staff is working with REVocity on a hotel development in Tiger Park.
- The EDA annual report has been completed and will be available for distribution in the coming weeks.
- The Parkway Housing Development has submitted an application for MNHousing Funding.
- Kwik Trip is slated to complete demo and begin construction the week of August 14th.

- East College Economic Revitalization Grant award recommendations have been sent to the State for final review and approval.

Human Resources

- Staffing:
 - Jasmine DeSmet promoted to Community Education Coordinator effective 08/28/2023.
 - Karla Ellis hired into the Office Assistant/Receptionist position in Community planning effective 08/14/2023.
 - We are currently recruiting for a full-time Community Services Officer, Training Facility Coordinator, to establish an eligibility roster for Police Officers, and various temporary/seasonal positions.
- Safety—employees were trained in CPR and AED in August. In July, our MMUA consultant completed the all-facility safety audits. There were no major safety issues identified. Supervisors were notified of the minor safety issues identified and are resolving those.
- Policies—there are a number of personnel policies that require updating due to recent law changes in Minnesota. Staff are working on those and will schedule a Personnel Committee meeting to discuss. Draft policies for discussion will include: Drug Free Workplace, Reasonable Break Time for Nursing Mothers, Pregnancy and Parenting Leave, School Conference and Activity Leave, and others.

Clerk

- Attended the Rental Ordinance Committee meeting.
- Worked with Finance on assessments for unpaid services.
- Continuing progress on items needed for the Aquatic Center Special Election.
- Reviewing files absent from the city document library.

Finance

- 2024 Budget: Finance staff has input budget information into the financial system and continues to review submissions and amounts. At a work session on July 25th Council heard community organization requests, along with a presentation from the Marshall-Lyon County Library. The next work session will start at 5:30 PM on August 29th and will include capital requests, operating budgets, and a presentation on the preliminary tax base changes.
- The Director of Administrative Services and the Finance Director continue to participate in meetings and training sessions with Questica to implement their budgeting suite for operating, personnel, and capital modules.

Assessing

- No Report

Liquor Store

- July Financials: Sales \$689,116 +2.75%, Customer Count 19,523 +.50%, Ticket Average \$35.3 +2.25%. A good month for financials considering that there was an extra Friday of sales in 2022 compared to 2023.
- Installed 2 new open-air refrigerated merchandisers on the sales floor. Since installing, we have seen an increase with customers shopping the products in these cold boxes.

COMMUNITY SERVICES

Parks & Recreation

- Families are getting their final days of swimming in as the Marshall Aquatic Center's final day is Sunday, August 20th.
- 247 youth were enrolled in Learn to Swim lessons during June and July at the MAC.

- The Amateur Sports Complex recently hosted a 3rd/4th grade & 5th/6th grade little league area tournament with teams competing from Canby, Dawson, Minneota, LQPV, Lakeview, Renville, and Granite Falls. During this four-night event over 1,850 fans, players and coaches attended the ASC.
- Construction to start soon on new shelter house at Amateur Sports Complex.
- Recently awarded DNR Outdoor Recreation Grant for new restroom and shelter facilities at Independence Park.
- Terrace 1872 is 90% complete and will be finished in the coming weeks.
- Giving lots of presentations on new aquatic center.
- Receiving a lot of calls on Emerald Ash Borer, providing suggestions and information to the public.

Community Education

- Summer classes have started to settle down as the school year approaches.
- There will be 16 classes offered this Fall, including some robot classes, sewing classes, archery, some music classes, fall cleanup, etc.
- DEI Commission is planning Welcoming Week – September 19th at 5-7pm at Justice Park.

Studio 1

- We have been spending time completing the required maintenance and repair of broadcast and camera equipment as well as upgrading security camera systems.
- We successfully broadcast all the City Band concerts for the summer season and received great reviews from community members about this coverage.
- 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

- About 200 open permits.
- Two Avera projects, Block 100 apartment building, Family Dollar, Kaukauna mall built out, and Kwik Trip (E College Dr) are the largest projects under construction.
- 1 new duplex approved.

PUBLIC WORKS DIVISION

Engineering

- Project ST-001-2023: Chip Seal Project – Awarded to Allied Blacktop Company on 02/28/2023, proposed start date of 08/14/2023.
- Project ST-002-2023: Bituminous Overlay Project – Awarded to Duininck, Inc. on 03/14/2023. Project commenced 07/17/2023.
- Project ST-004: Halbur Road reconstruction – Anticipated final at the 08/22/2023 Council meeting.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are 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 – Awarded to Duininck, Inc. on 03/14/2023. Proposed start date of 08/07/2023.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Project started 04/24/2023. Weekly property owner/business owner meetings on Tuesdays at 8:30am.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Awarded to Towne & Country Excavating LLC on 03/14/2023. Construction commenced week of 07/24/2023.

- Project MMU-001: TH 23 Watermain Crossing Project – Construction commenced week of 07/24/2023.

Building Maintenance

- No report

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- Staff have completed 287 preventative maintenance work orders in the last 30 days.
- Interior sealing of leaks is complete in our east blue bio-solids storage tank. Exterior sealing will follow.
- Lift station maintenance is ongoing.
- Working on summer jetting of sanitary lines.
- Working on verification and inspection of sanitary lines along West College Drive near 4th Street.
- Overlaying of parking lots and selected roads has been started at the wastewater facility.
- Commercial visits to promote the water softening grant program are ongoing.
- After negotiating some final language changes to our proposed new NPDES permit it is now being drafted. Once that is completed, we will have a 30-day review period prior to the permit being published for the 60-day public comment period. Staff will give an overview presentation to the City Council during the 30-day review period.
- Various exterior painting is underway.
- Gave presentation at the 24th Annual Salt Symposium on our chloride reduction program.
- Working on televising levee for MS4 permit review.
- Pumps have been ordered for the Highway 23 lift station.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to seventeen (30) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (8)
 - Fire; Structure (18)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other – Assist (1)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 878 calls for the month of July. 109 criminal offenses were reported with a total number of 35 adults and 2 juveniles arrested.

OFFICER'S REPORT

- Alarms (20)
- Accidents (28)
- Alcohol involved incidents (1)
- Assaults (7)
- Domestic Assaults (17)
- Burglaries (9)

- Criminal Sexual Conduct (3)
- Damage to Property (5)
- Keys Locked in Vehicles (35)
- Loud Party (6)/ Public Disturbances (17)
- Thefts (40)
- Traffic Related Complaints (149)
- Vandalism (8)
- Warrant Pickups (10)
- Welfare Checks/Mental Health (27)

The Marshall Police Department has worked with the Police Advisory Board to post and begin creating an eligibility list for possible police officer candidates.

DETECTIVE REPORT

- Detectives assisted the Brown-Lyon-Redwood-Renville Drug Task Force with a search warrant at a Marshall apartment complex. A 40-year-old Marshall man, 32-year-old Marshall woman, and a 28-year-old Marshall woman were arrested and charged with controlled substance crimes.
- An attempted burglary and damage to property at Legion Field was investigated and referred to the Lyon County Attorney's Office for charges against juveniles.
- A burglary at a Marshall convenience store was investigated and referred to the Lyon County Attorney's Office for charges against juveniles.
- A 23-year-old Marshall woman was arrested for 2nd Degree Assault at the conclusion of an assault investigation that involved a knife.
- Two Predatory Offender Registration violations are under investigation.
- An auto theft is under investigation, pending laboratory analysis of evidence.
- Nineteen child protection reports and three reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.

MERIT CENTER

- In July, MN West conducted a Motorcycle Safety training course, an EVOC course and CDL training utilizing the driving track at the MERIT Center.
- The SW TZD Committee held their quarterly steering committee meeting at the MERIT Center on July 11th. 26 people attended this meeting.
- On July 12th, Control Crop Consulting held their summer training at the MERIT Center. There were 79 employees that attended this event.
- The Next Gen 911 Committee held their monthly meeting at the MERIT Center on July 19th. 17 people attended this meeting.
- SW EMS conducting their quarterly board meeting at the MERIT Center. There were 28 people at this meeting.
- On July 26th the SW Regional Communications Board held their monthly meeting at the MERIT Center with 24 people attending.
- The SW Healthcare Preparedness Coalition held their safety training meeting at the MERIT Center on July 26th. 41 people attended this event.
- The MERIT Center was utilized 21 out of 31 days in July with 274 people attending these training/events.