

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

FROM: Sharon Hanson, City Administrator

DATE: May 14, 2024

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of April:

- Attended meetings.
- Discussed additional questions related to graffiti.
- Worked with staff on reaching Walmart with respect to possible development.
- Reviewed restrictive covenants on certain city land.
- Worked on recording a previously unrecorded Contract for Deed.
- Reviewed bylaws of Redwood River Watershed and provided comments.
- Reviewed contracts and provided Certificate of City Attorney.
- Respond to questions about Builders Risk Insurance.
- Prepare Resolution for quit claim deed approval.
- Work with staff and Attorney Sathe on draft of zoning for Cannabis/THC.
- Coordinated review and revisions to drainage easements.
- Answered questions regarding possible ditch issue.
- Began discussions related to Parkland fees.
- Collaborate with staff on Elaine Park and Michael Park.
- Answered questions related to council member joining remotely.
- Worked on Broadmoor Valley issues that arose related to:
 - Changes in positioning of Schierholz and his attorney
 - Data production to Schierholz attorneys
- Provided advice and legal analysis for zoning administrator regarding desired change of ordinance language related to accessory buildings.
- Review of trail easements.
- Respond to questions from ACC.
- Answered bid question related to dump truck bid.
- Assisted with various data questions arising out of police department.

Work of other K&G Attorneys:

- Attorney Sonsalla assisted with quit claim deed questions.
- Attorney Sonsalla assisted with neighborhood park questions and meeting.
- Attorney Gilchrist assisted with contract reviews and provided certificate of attorney.
- Attorney Gilchrist took the lead on ditch discussion.

CITY PROSECUTOR:

March:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	1		2		3	6	2	14	16
Dismissed									
Non-Prosecution	2						1	3	6
Refer to County									

April:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	1		5		8	6	1	21	35
Dismissed									
Non-Prosecution	3				3	1	3	10	4
Refer to County									

ADMINISTRATION

This past month included the following meetings and work:

- North Memorial had made a request to the State regulatory board to change their license from full-time ALS (advanced life support) to part-time ALS. The city learned this past month that North Memorial has asked that this request be withdrawn. This means at this time, the matter has been closed. Ambulance staffing shortages remain to be a challenge.
- Staff and facilitator Cheryl Glaeser started the process of beginning to update the city’s strategic plan that will help provide focus areas for the next 2-3 years. Some of the beginning work on this update was the information contained in survey results that both staff and City Council completed in early March. Staff will now take time to review the initial information and we hope to come back to Council in late Summer.
- The city has been approached earlier this year regarding looking into daycare needs in the city. Since then, EDA/Chamber have enlisted SW Initiative Foundation (SWIF) and First Childrens Finance to study the needs and potential options. A community group has been established with daycare providers, businesses, and community support groups. EDA Director has also met with SW Health and Human Services daycare licensing agent to discuss different licensing options. In addition, EDA Director and I met with a daycare center provider to learn about challenges and possible options.
- The city has received housing aid, \$72,506 for both 2023 and 2024 as part of the housing aid provided by the 2023 legislature. EDA Director and I met with UCAP this past week and discussed a downpayment assistance program that could utilize the funds and help spur additional low-income housing construction. This item will be brought to the next EDA Board meeting for consideration/action.
- Public Works Director and I met with Schwan’s representatives regarding extending the AD (Arrival and Departure) Building and Hangar Lease agreements. We have had successful discussions after initially having delayed discussions due to uncertainties on the best approach regarding meeting Federal Aviation

Administration compliance as well as ensuring that equity and fair fees are applied for actual expenses and upkeep for airport operations. We anticipate bringing forward to Council at the May 28th Council meetings both agreements for Council consideration.

- Had multiple conversations with Public Safety Chief on the April 17th incident as well as general staff matters.
- City Administrator Intern Stephen Zimmer began his duties this past week and was able to meet with staff, spend time with the Mayor, tour Wastewater facility as well as begin some research on city topics for future discussion by Council and staff. Stephen will be pursuing further education in the field of public administration.
- In early May, I was able to attend the MN City County Management Association annual conference. Met many city administrators and was able to connect and share relatable topics and issues. The theme for the conference was “Sharing our Stories” and many of the presenters shared their experiences in the field of public administration. Appreciate the city’s investment in staff training.
- Other work this past month as included: Juneteenth event planning with planning committee, reviewing ordinances, meeting with various staff, attended South Whitney Street Public meeting to discuss trees, attended LBAE, attended MMU Audit, met with Jeremy Williams to discuss general city/school related items, attended League of Mn Cities Board mtg.

Economic Development Authority

- Began work on the First Children’s Finance Child Care Strategic Supply Plan. First work group meeting will be held in June. Also touring properties to add additional daycare opportunities.
- Submitted proposal for RFI request from MNDEED.
- Continuing work on the East College Economic Revitalization Grant. Three of 26 awards have been paid out with seven additional pending final approval.
- Finalizing SWWC land sale scheduled for May 15th.
- Staff to attend CVN networking/business pitch event on May 17th.

Human Resources

- Staffing update:
 - Part-time Community Services Officer—the City welcomes Jill Dolsen to our part-time CSO position. Jill will begin employment on 05/15/2024.
 - Maintenance Worker—applications are being reviewed, interviews will be scheduled for the week of May 13-17. HR will work with the hiring manager on candidate selection, offer, and pre-employment screening.
 - Police Officer: an eligibility roster will be established through this hiring process. Applicants will participate in oral testing on May 16th.
 - Many temporary and seasonal employees are being hired for a variety of positions for the spring/summer season in Community Services and Public Works.
- Safety program: employees will be trained on electrical safety and arc flash awareness in May.

Clerk

- Reviewed several city ordinances for potential amendment recommendations.
- Continuing to recruit and hire election judges for the August Primary and November General Election.
- Attended the Local Board of Appeal and Equalization meeting on April 15th.

Finance

- 2023 Audit – Auditors from BerganKDV will be on site the week of May 13th for audit fieldwork (sampling, testing, substantiation, etc.)
- 2024 Bonding – The issuances (bond and grant anticipation note) closed on May 9th and the City received the applicable proceeds.

Liquor Store

- April Financials: Sales 554,351 +2.46%, Customer Count 16,325 + 1.08%, Ticket Average \$33.96 +1.16%. A pretty good month for all financials.
- Upgraded staff computers and added 1 more workstation in the office. We peeled off the video camera monitor and made it a separate screen mounted on the office wall.
- The Liquor Store Manager and 1 full-time associate attended the MMBA annual conference.

COMMUNITY SERVICES

Parks & Recreation

- Spring has been wet and windy, yet we've still be able to get outdoors for programming including youth track and field, soccer camps, golf lessons and an upcoming flag football training camp.
- Adult co-rec and men's softball leagues will start their games next week at the Amateur Sports Complex, team numbers are up from last year in both leagues.
- Preparation for the opening of the Aquatic Center is ongoing as the doors open Saturday, June 1st!
- Seasonal staff positions have been filled.
- Parks and Arena staff have been working to keep up with mowing and scheduled games at facilities – this has been a challenge this spring.
- All restrooms and shelters have been opened for the season.
- Staff continue to meet and discuss Aquatic facility sponsorship opportunities with local businesses.
- Working on plans for new shelter at restroom at Independence Park to prep for bidding – grant awarded from DNR for these projects.
- The new Finnly Sport software launched on May 1st – over 1,000 registrations taken in – staff continue to work on small issues as they arise. This software will house registration, facility rentals, facility calendar, point of sale for Aquatic Center and more.

Community Education

- Community Education is wrapping up the Winter/Spring programming in the next two weeks. There was an extension of the new Spanish class with all of the participants wanting to continue the class for eight more sessions.
- We kicked off the Summer Brochure on May 1st with great registration numbers all while using a new registration program! Thank you to the entire team for your hard work during this transition and making sure our customers and the community get the best service!
- Continue to work on modifications to the Driver's Education program. We've added two additional Behind the Wheel instructors for June and July to try to get a large amount of students through the driving training.
- Planning for community events: Juneteenth, 4th of July, Welcoming Week

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open permits.
- A new airport hangar is the largest project under construction. Several other large projects are in a plan review stage.
- Rental Ordinance is approved and people have been applying for registration.
- Sign ordinance is being reviewed.

PUBLIC WORKS DIVISION

Engineering

- Project ST-001-2024: Chip Sealing on Various City Streets – Council awarded to Pearson Bros., Inc. of Hanover, Minnesota, at 03/26/2024 City Council.
- Project ST-002-2024: Bituminous Overlay Project - Council awarded to Central Specialties, Inc. of Alexandria, Minnesota. Pre-Construction meeting held 5/6/2024, concrete work could start in Mid-May with milling and paving anticipated in early June.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction (R&G Construction Co.) –The Addison Parking lot is under construction.
- Project ST-010: Lyon Circle Reconstruction Project – Lyon Circle Reconstruction Project - Awarded at 04/23/2024 Council meeting with an anticipated start date of June 15.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – Contractor is on site and construction has started on the first portion of the project (E College Dr. to E Marshall St.).
- Project PK-015: Independence Park Parking Lot Project: Awarded at 04/23/2024 Council meeting with an anticipated start date of June 15.

Wastewater

- All five Significant Industrial User agreements have been updated and sent to the industries for their approval. Once that has been completed the SIU agreements will be brought to the City Council for Council approval sometime in June.
- Staff have completed 321 preventative maintenance work orders in the last 30 days.
- Plant operators have started spring maintenance tasks on outdoor equipment.
- Spring cleaning of the sanitary lift stations has been completed.
- Summer jetting of the sanitary lines has started.
- Working on the televising of various sanitary lines.
- Working on spring groundskeeping around the Wastewater Facility.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to eighteen (18) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (4)
 - Fire; Structure (11)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other – Assist (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to 865 calls for the month of April. 98 criminal offenses were reported with a total number of 36 adults and 2 juveniles arrested.

OFFICER'S REPORT

- Alarms (8)
- Accidents (26)
- Alcohol involved incidents (1)
- Assaults (9)
- Domestic Assaults (16)
- Burglaries (4)
- Criminal Sexual Conduct (0)
- Damage to Property (2)
- Keys Locked in Vehicles (21)
- Loud Party (7)/ Public Disturbances (14)
- Thefts (24)
- Traffic Related Complaints (203)
- Vandalism (7)
- Warrant Pickups (5)
- Welfare Checks/Mental Health (26)

DETECTIVE REPORT

- A report of a missing person was investigated. The person was located and found to be safe.
- Five separate cases involving possession and distribution of child pornography are under investigation. Multiple search warrants have been executed.
- Five deaths were investigated during the month of March.
- Ten theft by swindle cases involving scams and two identity theft cases were investigated.
- A case involving an assault with a stun gun was investigated and referred to the Lyon County Attorney's Office for consideration of charges against a juvenile.
- A suspicious fire was investigated. The case was referred to the Lyon County Attorney's Office for consideration of charges against a juvenile.
- Five cases of criminal sexual conduct are under investigation.
- Twenty-one child protection reports and eight reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.

MERIT CENTER

- In April, MN West held Basic Rider Course – Motorcycle Training, EVOC Training, and a Steam & Hot Water Boiler Course and is continuing CDL training utilizing the driving track at the MERIT Center.

- On April 3rd the Marshall PD held a meeting.
- From April 5th to April 7th and April 12th to April 14th Plumbology held a Plumbing Exam Prep Course with 10 attendees each day.
- On April 8th SWHHS held a CDC Crisis and Risk Communication Training (CERC) with 30 attendees.
- On April 8th the American Red Cross held a Blood Drive.
- From April 7th to April 18th Southwest Healthcare Preparedness Coalition held ALICE training with 25 attendees each day.
- On April 17th SW EMS held a board meeting with 12 attendees.
- On April 20th the Law Enforcement Patch Fair held a Law Enforcement Show.
- On April 23rd Axon Academy held a TASER Instructor Course with 30 attendees.
- From April 23rd to April 26th ARMOR Training held ISP – GWO Training with 3 attendees each day.
- On April 24th a PSAP Leadership Meeting was held with 15 attendees.
- On April 25th ADM held their monthly Contractor Safety Training with 60 attendees.
- The MERIT Center was utilized 22 out of 30 days with 17 reservations in April. There was a total of 476+ attendees.

EMERGENCY MANGEMENT

- Captain Ryan Hoffmann has been attending Emergency Management courses in Rochester in an effort to attain his Emergency Management certification.