

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

FROM: Sharon Hanson, City Administrator

DATE: October 08, 2024

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of September

- Attended meetings.
- On site for various meetings.
- Answered rental ordinance questions and code compliance.
- Reviewed zoning amendments for Cannabis Businesses and locations drafted by staff.
- Attend L&O for meeting in which zoning discussions occurred.
- Made additional revisions of registration ordinance based on additional information from OCM and sent to staff.
- Answer open meeting law questions.
- Responded to data questions from the Chief related to body cam
- Discussion of sober homes.
- Responded to question from assessor regarding “legally married” statutory language.
- Discuss questions about BCA and data made available by the BCA.
- Respond to question about election signs.
- Work on construction manager questions and draft delegation of purchasing power to agent.
- Review and revise garbage hauling contract.
- Review letter related to culvert and attend PIT meeting.
- Answer questions about golf carts and chickens. Attend L&O meeting.
- Review rental letter to send out about deadlines.
- Answer parkland fee questions and storage container questions from City Administrator.
- Remind staff about charter commission end of year meeting.
- Answer questions about construction managers generally and bidding process.
- Review letters of support from city related to state funding for Broadmoor.
- Review planning commission materials

Work of other K&G Attorneys:

- Attorney Cruz Jennings assisted with Planning Commission.
- Attorney Weinberg assisted with contract review and construction manager questions.

CITY PROSECUTOR:

Criminal prosecution numbers for **August** are as follows:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	2	1	3		5	1	1	14	19
Dismissed									
Non-Prosecution	3	2	1				1	7	8
Refer to County									

Criminal prosecution numbers for **September** are as follows:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	5	1	6		9	5	3	29	24
Dismissed									
Non-Prosecution	4	1			1	1		7	8
Refer to County									

ADMINISTRATION

This past month included the following meetings and work:

- The Aquatic Center Committee met this past week with Stockwell and Contegrity to begin the initial discussions on how to bid this out within our specified budget. Although we had some initial redesign thoughts already on the table, this meeting went into much more detail on potential money saving options. Everyone still believes this will be challenging, and the need to bring back some of this discussion to the full council is likely to occur before the end of the year.
- The DEI Commission is nearing the end of their process in finalizing a DEI Strategic Plan for the city. Plans are to bring this forward to Council for review and adoption.
- Attended listening sessions with Congresswoman Fischbach regarding health care needs from the perspective of Avera Marshall. In addition, while Congresswoman Fischbach was in Marshall, Mayor and I joined her on a tour Performance Food Group and talked about their industry and their impacts in Marshall. This past week, also visited with Senator Smith's staff regarding rural transit needs in the area.
- This past month had the following meetings: Coalition of Greater MN Cities (CGMCO Environment and Energy Committee, MPCA Water Quality meeting, DEI Commission meeting, Community Services Advisory meeting, CGMC Board meeting, League of MN Cities Board Retreat, Construction Manager interviews, Aquatic Fundraising Committee meeting, Welcoming Week Event, various other meetings and personnel meetings and discussions.

Economic Development Authority

- Touring upcoming available spaces.
- Held fourth child care supply study meeting. Will provide a report to council as it is finalized.
- Attended child care conference to explore city options for support.
- Attended CVN event and heard pitches from nine different businesses.
- Project Kettle team on site for site visit and stakeholder meeting. Submitting additional information for site selector.
- Visit NorthStar in Redwood to discussion possibility of modular homes.
- Working with hotel developer on potential project.

Human Resources

- Staffing:
 - the City welcomes 4 new part-time employees at Tall Grass liquors, Troy Rohde, Kelly Felton, Jacquelyn Esping, and Jill Schroeder.
 - Assessing Technician/Economic Development Assistant—a conditional offer has been accepted and the candidate is in the pre-screening process—a November 4 hire date is anticipated.
 - Applications are being accepted for a full-time Police Officer position and a variety of temporary/seasonal positions in Community Services.
- Staff are reviewing the insurance renewals for 2025. An employee advisory committee will provide us with feedback on 10/04. Bill Chukuske, our broker with NIS, will present renewal information at the Council work session on 10/08.
- Each of our three employee union contracts expire on 12/31/24. Staff will be meeting with union business agents and employee representatives in the coming months to negotiate new draft contracts.
- Department supervisors are reviewing the wage schedule for temporary and seasonal employees. Staff will schedule a Personnel Committee meeting when the recommendations are ready.

Clerk

- Various license renewals are in the process, including liquor and tobacco.
- Attended the Legislative and Ordinance Committee meetings and discussed draft of ordinances to allow golf carts, chickens, and cannabis businesses within city limits.
- A Public Accuracy Test will be held at the Lyon County Government Center on October 14 to certify voting machines before their use during the November 5th General Election.
- Reviewing technology throughout the city for end-of-life replacement.

Finance

- Staff continues to review upcoming possible capital projects and had conversations with various staff about timing/scheduling, project costs, and cash flows and had conversations with BakerTilly about financing options, as necessary.

- The Director of Administrative Services and the Finance Director continue to participate in meetings with Questica to finalize implementation of their budget suite for operating, personnel and capital modules. Items in progress include integration (ERP PRO 10 sending data to Questica), download/upload budget (Questica data back to ERP PRO 10), reports and security.

Liquor Store

- September Financials: Sales \$570,045 (10.73%), Ticket Average \$34.34 -Flat, Customer Count 16,649 (10.26). September financials trended down for sales and customer counts. Road Construction on South highway 59 intersection could possibly have caused traffic patterns to shift from this area away from Boyer Drive and the store. Also, in 2023 there were 5 full weekends of Friday/Saturday sales compared to only 4 weekends in 2024. We will continue to monitor sales/customer counts and make adjustments if necessary.
- 4 new part-time salesclerks started in September. Training of these staff is in full swing currently.

COMMUNITY SERVICES

Parks & Recreation

- Fall youth soccer, tennis and cross-country camps have concluded, thank you to MHS coaching staff and varsity/JV players for taking the time to teach your respective sport to these future Tigers.
- Adult sports leagues are forming with co-rec, women's and men's volleyball, men's basketball and mixed curling being played November thru March.
- Open skate/adult hockey season is upcoming with opening weekend slated to start the weekend of October 25th.
- Upcoming programming includes Learn to skate, girls fall basketball league, intro to wrestling, mini tiger volleyball camp, intro to basketball, and rugby minicamp.

Community Education

- Welcoming Week event on Sept 17th was a huge success! We had 584 registered attendees with approximately an additional 100-125 in attendance.
- We are about halfway through the fall programming season with great attendance so far in both regular and new classes.
- Driver's Ed online class attendance continues to increase with 23 students currently registered and taking the online classroom portion. We will be releasing the dates for an in-person classroom session in February/March.
- Upcoming classes include planetarium star gazing, Robot Adventures, open shop welding, kinetic sand fun, parent and me hot cocoa bombs and a holiday spruce planter workshop.

Studio 1

- Studio 1 recorded four presentations from Vietnam Veterans at the Lyon County Museum in early September.
- For the "Remembering 9/11" event at Memorial Park, we provided a sound system, a live broadcast and captured still images of the event.

- We captured video clips and shot still photos at the “Welcoming Week” event on 9/17. A short highlight video was edited together and shared on City social media the next day as well.
- We also captured video clips of Thursdays on Third as well as drone video at Prairie Jam on September 19th.
- Lastly, we gathered video clips of the Arts & Living History Festival on 9/28.
- A calendar of all scheduled live broadcasts can be found at 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 – Final reconciling change order and final payment approved on 09/26/2024 Council.
- 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 – Contractor has started removals and grading at various sites, the concrete contractor is anticipated to be on site in the next week.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota - Project is complete and open to the public. City staff working with contractor on final reconciling change order and final payment.
- 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 on installing concrete sidewalk and driveways with the street paving to follow.

Wastewater

- Staff have completed 275 preventive maintenance work orders in the last 30 days.
- The MPCA approved the City of Marshall PFAS Management Plan.

- West filter underdrains were successfully cleaned, new filter sand was installed, and the filter has been returned to service.
- All Biosolids have been thickened and transferred to storage tanks awaiting field application.
- Started working on fall projects.
- Scott Przybilla finished working with the MPCA Technical Advisory Committee on developing their Smart Salting for Water Softening Training.
- Summer jetting of the sanitary lines continues.
- Biosolids sample has been taken and are working on getting application equipment ready.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to fourteen (14) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (3)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1020 calls for the month of September. 88 criminal offenses were reported with a total number of 45 adults arrested.

OFFICER'S REPORT

- Alarms (8)
- Accidents (33)
- Alcohol involved incidents (1)
- Assaults (10)
- Domestic Assaults (11)
- Burglaries (5)
- Criminal Sexual Conduct (5)
- Damage to Property (3)
- Keys Locked in Vehicles (24)
- Loud Party (7)/ Public Disturbances (10)
- Thefts (25)
- Traffic Related Complaints (292)

- Vandalism (5)
- Warrant Pickups (11)
- Welfare Checks/Mental Health (40)

DETECTIVE REPORT

- In August an arrest warrant had been issued for a 21-year-old Montevideo man for 2nd Degree Assault and Dangerous Weapon – Discharge Firearm, stemming from the investigation of an assault with a firearm at a Marshall hotel. The suspect was arrested and is currently being held in Chippewa County on other pending charges.
- A 49-year-old Marshall woman was arrested at the completion of a theft investigation from a Marshall business and charged with 14 counts of Financial Transaction Card Fraud, 12 counts of Check Forgery, and 1 count of Theft by Check.
- Multiple incidents of package thefts were investigated leading to the arrest of a 20-year-old Marshall man who was charged with multiple counts of Mail Theft. Stolen property from Marshall and Ghent was recovered during a search warrant executed in the case.
- A 59-year-old Tracy woman was arrested at the conclusion of a cell phone theft investigation that included the stolen phone being used to make unauthorized purchases and resulted in felony theft charges.
- A 53-year-old Marshall woman was arrested for 2nd Degree Assault and Domestic Assault at the completion of an assault investigation.
- A report of Malicious Punishment of a Child was investigated. A 36-year-old Marshall man was arrested and charged with Malicious Punishment of a Child and Domestic Assault.
- Four deaths were investigated during September.
- Five Criminal Sexual Conduct cases were investigated during the month.
- Nine cases of Theft by Swindle involving scams were investigated.
- Twenty-Four child protection reports and nine reports from the Minnesota Adult Abuse Reporting Center were investigated.



MERIT CENTER

- In September MN West held welding classes, meetings, Emergency Vehicle Operator Course (EVOC), Basic Rider Motorcycle courses, and MN Department of Labor Testing and is continuing CDL training utilizing the driving track at the MERIT Center.
- From September 3rd to September 6th ARMOR held GWO Training with 4 attendees each day.
- On September 10th Vital Learning Strategies held Emergency Preparedness Training with 32 attendees.
- On September 10th Toward Zero Deaths held a meeting with 16 attendees.

- From September 10th to September 13th ARMOR Training held GWO training with 3 attendees each day.
- On September 16th the American Red Cross held a blood drive.
- On September 18th North Memorial held first responder training.
- On September 19th ADM held their monthly contractor safety training with 50 attendees.
- On September 24th a SWAT meeting was held.
- On September 25th SW Emergency Communications held their radio board meeting with 10 attendees.
- The MERIT Center was utilized 21 out of 30 days with 15 reservations in September. There was a total of 370 attendees.