

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

FROM: Sharon Hanson, City Administrator

DATE: February 13, 2024

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended meetings.
- Attended Legal Executive meeting.
- Reviewed contracts for Staff.
 - Working on rental agreements for ACC.
 - Review of MOU Redwood River One.
 - Work on environmental contract.
- Ordinances
 - Ordinance amending moratorium on retail sale of THC products.
- Work with staff and Attorney Sonsalla on EDA property questions.
- Answered questions related to bid documents.
- Answered questions on code violations.
- Worked collaboratively with MMU on updating Council on national PFAS litigation and available PFAS settlement.
- Worked with police department and administrative staff on police matters.
- Assisted with questions related to BCA.
- Assisted with HR questions.
- Assisted with various data requests and analysis of classifications of data.
- Worked on securing hearing officers.

Work of other K&G Attorneys:

- Attorney Gilchrist worked on ditch questions.
- Attorney Kantner reviewed environmental agreement.

CITY PROSECUTOR:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	3		2		2	1	2	10	17
Dismissed									
Non-Prosecution	2						1	3	3
Refer to County						1		1	1

ADMINISTRATION

- This past month continued planning regarding Juneteenth event, Diversity Equity and Inclusion Commission strategic planning, meeting with SMSU regarding World Fest.
- Worked with L&O and City Attorney on THC Interim Ordinance.
- Community Services Department items-software discussion, orientation of new Office Specialist employee Lauren Mellenthin, met with YMCA to discuss collaboration-a monthly meeting, discussed Sports Commission with CVB Director Cassi Weiss, assisted with Community Services Advisory Board meeting.
- The Aquatic Center Committee met with Stockwell to kick-off the design process with the following updated schedule: July Council request to advertise for bids, bid opening in August, bid award in September, construction start in October.
- Attended the following meetings: EDA Board mtg, virtually attended Coalition of Greater MN Cities Board meeting, and virtually attended League of MN Cities Board, Chamber 2030 MN presentation/mtg, MNSCU Executive Director of Workforce and Economic Development to discuss SMSU offerings that could benefit the business community, SW Administrator mtg in Redwood Falls, DEI Commission mtg, met with Brian Knochenmus for regular check-in with Mayor and EDA Director. Various other staff and personnel discussions.

Economic Development Authority

- Solugen – Groundbreaking Ceremony is scheduled for April 11th. Staff continues to work with development team on workforce development, housing, and site development for the project.
- SWWC – Staff is completing plating and land transfer to prepare for Spring/Summer construction. Project has been approved by MDE.
- Family Dollar – Family Dollar is now open on East College Drive.
- East College Grant – Staff is finalizing grant agreements and awards.
- Workforce Development – Staff met with Shannon Bryant, Executive Director Workforce and Economic Development from Minn State, to discuss workforce development opportunities at SMSU.
- Tapestry – Staff is working with Tapestry Companies on a 2024 application for the MN Housing Tax Credit program for affordable housing project located in Parkway.

Human Resources

- Staffing:
 - Office Specialist: The city welcomes Lauren Mellenthin as our new Office Specialist in the Community Services division.
 - Appraiser: the City will welcome Charlie Vos to the position beginning 03/04/2024.
 - Plant Operator: interviews will be held the week of February 12-16th.
 - CSO (part-time): interviews have been completed; HR is working with the hiring manager on candidate selection.
 - Temporary/seasonal: staffing for many positions in public works and community services is on-going.
- Safety: Select staff will receive training in our respiratory protection and spill prevention countermeasure control programs.

Clerk

- The March 5th Presidential Primary will be held at the traditional polling place locations. Recruitment and training of election judges for March, August and November elections are underway.
- The Ways and Means Committee met to discuss the Interim Cannabis Prohibition Ordinance to allow manufacture of THC beverages and on-site consumption at locations that possess an on-sale liquor license issued by the city.

- Required Fire State Aid and Police State Aid information had been submitted to the Department of Revenue.
- Fire Service Contract Agreements have been sent to surrounding clerks for 2024-2025 protection.
- Advertisements for various boards and commissions were submitted to various media outlets.

Finance

- 2024 Bonding – Finance continues to work with Mikaela Huot of BakerTilly on potential bonding and anticipates additional materials being brought forward soon.
- 2023 Audit – Our auditors plan to be on site for audit fieldwork the week of May 13th.

Assessing

- No Report

Liquor Store

- January Financials: Sales \$483,294 +3.47%, Customer Count 14,303 +2.35%, Ticket Average \$33.79 + 1%. A good month for all financials. Considering the ‘Dry’ January message out there we ended up over last year. Weather has also been favorable for traffic.
- THC beverages/edibles and Non Alcoholic Beer & Wine have seen steady growth this past couple of months.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 200 open permits.
- A dental clinic and a new airport hangar are the largest projects under construction.
- Rental Ordinance ready for Council approval
- Sign ordinance is being reviewed.

PUBLIC WORKS DIVISION

Engineering

- Project ST-001-2024: Chip Sealing on Various City Streets - Staff is currently working on the design and specifications for this project.
- Project ST-002-2024: Bituminous Overlay Project - Staff is currently working on the design and specifications for this project.
- 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 will be reconstructed in the spring.
- Project ST-010: Lyon Circle Reconstruction Project – Order Preparation of Feasibility Report on 02/13/2024 City Council agenda.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) Bids to be received 02/22/2024 with anticipated award on 02/27/2024.

Building Maintenance

- No report

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- The chloride variance has been approved by the EPA and the MPCA is working on issuing our new NPDES permit with an estimated effective date of March 1st, 2024.
- Working on updating all five Significant Industrial User agreements.
- New mechanical seal installed in final clarifier pump #3.
- Working on updating the Safety Data Sheets for the facility.
- Replaced a bad valve and reworked the piping on the chemical addition system.
- Staff have completed 270 preventative maintenance work orders in the last 30 days.
- Working on MPCA annual reports: Stormwater annual report and Phosphorus Implementation Plan annual report are being worked on.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-four (24) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (10)
 - Fire; Structure (12)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other – Assist (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 762 calls for the month of January. 75 criminal offenses were reported with a total number of 33 adults arrested.

OFFICER'S REPORT

- Alarms (20)
- Accidents (32)
- Alcohol involved incidents (1)
- Assaults (8)
- Domestic Assaults (21)
- Burglaries (4)
- Criminal Sexual Conduct (4)
- Damage to Property (1)
- Keys Locked in Vehicles (26)
- Loud Party (4)/ Public Disturbances (8)
- Thefts (22)
- Traffic Related Complaints (111)
- Vandalism (4)
- Warrant Pickups (8)
- Welfare Checks/Mental Health (38)

Officer Jonathon Monterosso continues to progress through the field training program. The goal is to have Officer Monterosso trained in all 4 phases of the FTO program and ready for solo patrol by the middle of March. The Bureau of Criminal Apprehension (BCA) continues to investigate the officer involved shooting incident from December 2023. We anticipate the BCA will turn over their fact finding case to the Lyon County Attorney during the next month.

DETECTIVE REPORT

- A 35 year old Marshall woman and 40 year old Marshall man were arrested for malicious punishment of a child at the conclusion of an investigation.
- A 27 year old Marshall woman was arrested after the completion of a vulnerable adult abuse case and charged with assault.
- Two separate cases of Domestic Abuse No Contact Order Violations involving the same suspect were referred to the Lyon County Attorney's Office, who filed criminal complaints against the defendant.
- Six cases of criminal sexual conduct were investigated during the month.
- Three death investigations were completed.
- Two cases of electronic solicitation of children are under investigation.
- An identify theft case is under investigation.
- Two burglary cases are under investigation.
- Thirty-three child protection reports and nine reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Two pre-employment background investigations for Police Officer candidates were completed.

MERIT CENTER

- In January, MN West held a Steam & Hot Water Boiler Course and is continuing CDL training utilizing the driving track at the MERIT Center.
- On January 2nd and 3rd. The Marshall Police Department utilized a classroom at the MERIT Center for meetings/debriefings.
- On January 3rd, the USDA/FSA conducted FSA District 5/PL PT Meeting with 11 attendees.
- January 4th the Marshall Leadership Academy conducted Public Safety Day with 34 attendees.
- From January 12th to January 14th North Star Training and Consulting conducted the second weekend of Firefighter I & II training with 39 attendees each day.
- From January 16th to January 18th ARMOR Training conducted Wind Turbine training, utilizing a classroom and the wind tower with 3 attendees the first day and 6 attendees for the last two days.
- On January 16th United Community Action Partnership conducted a meeting with 16 attendees.
- On December 16th Young Professionals through the Marshall Chamber of Commerce conducted their monthly meeting with 17 attendees.
- On December 16th Minnwest Bank conducted their annual meeting with 50 attendees.
- On January 17th Southwest Emergency Medical Services conducted their SWEMS Board meeting with 20 attendees.
- On January 18th ADM conducted their monthly safety training with 50 attendees. ADM will continue to utilize the MERIT Center monthly for this meeting.
- On January 19th and January 20th North Star Training and Consulting concluded the final weekend for Firefighter I & II training with 39 attendees each day.
- On January 24th the Southwest Healthcare Preparedness Coalition held their Coalition / SWRTAC Meeting with 12 attendees.
- On January 24th the SW Emergency Communication Board held their bi-monthly Radio Board Meeting with 35 attendees. They will continue to utilize the MERIT Center indefinitely.
- On January 26th North Star Training & Consulting conducted Firefighter I & II retesting with 13 attendees.
- The MERIT Center was utilized 15 out of 31 days with 23 reservations in January. There was a total of 541 attendees.