

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

FROM: Sharon Hanson, City Administrator

DATE: August 8, 2022

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- I am continuing to work with Staff and legal counsel and Paul Schierholz regarding Broadmoor Valley legal matters.
- We have submitted a Development Agreement regarding a 15-foot access easement with Century Link for recording to the Lyon County Recorder’s office.
- Working towards the closing on land transfer to Minnesota National Guard.
- The EDA Parkway Addition II sales to both Habitat for Humanity and Thomas Wilzbacher have concluded.
- Fairview Township is objecting to the annexation of N. 7<sup>th</sup> St. property. We must now submit a legal brief to the Administrative Law Judge at the Minnesota Boundary Adjustment Board.
- Criminal prosecution numbers for July are as follows:

**July:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	2	1	4		7	1	2	17	24
Dismissed									
Non-Prosecution	1	2				1	1	5	1
Refer to County							1	1	

**ADMINISTRATION**

- Met with staff and Mayor to discuss chloride reduction education strategies in order to meet the MPCA pending chloride limit. Although the city has seen reductions in chlorides in the waste stream, more reduction needs to occur in order to meet the MPCA limits. The best way to meet these further reductions is for water softeners to be adjusted to be consistent with the reduced hardness the softener is receiving (known as optimization).
- Met with Lyon County Administrator Loren Stomberg to discuss city and county items: library, law enforcement, economic development projects.
- Met with staff, Mayor and Councilmember Schafer to discuss City Attorney discussions with Helena and a possible agreement to expedite the demolition of the building. MNDOT funding to be secured and resolution to clean-up needs to be firmly stated.
- Various staff meetings including Division Head and one on one department check-ins.

- Met with Library Director to discuss 2023 budget and various operational items.
- Various EDA related meetings including with local business owners and the EDA Board meeting.
- Attended YMCA Strategic Planning session to present indoor rec study and YMCA feasibility study. Will bring forward to Council next steps, one proposal was received.
- Attended Chamber Open Houses for ADM and Lyon County Museum. In addition, attended National Night Out.
- Discussed ARPA funding with staff and Mayor and best future uses. Director of Administrative Services still considering all options for future Council consideration.
- Attended DEI Commission to review survey findings and discuss Welcome Week to be held in September.
- Met several times with Director of Administrative Services to review 2023 Budget and Levy. The August 23<sup>rd</sup> Budget Work Session will cover the bulk of our discussions as well as preliminary levy amounts due to be set prior to the end of September.

### **Economic Development Authority**

- **Shopko** - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest is working with five potential tenants with the intention of accommodating three tenants in the build out. They expect to start construction in the next three to six months.
- **Block 11** - CBC Fischer Group is finalizing the building permit but began groundwork on the project in July. We are starting to look at potential commercial tenants for future phases.
- **Market Street Mall** - Staff is working with developer on potential redevelopment plan for the Market Street Mall. The property is currently under contract.
- **Parkway** - Staff is working with the City Attorney to close on one residential lot in Parkway.

### **Human Resources**

- Staffing update: the City recently promoted Katie Brusven to the position of Adult Community Center Coordinator and hired four new firefighters: Luke Irmiter, Zachary Nuy, Chase VanKeulen, and Grant VanKeulen. Please extend a warm welcome and congratulations to these employees when you see them. The City is accepting applications for an Assistant City Engineer, part-time Program Specialist, Deputy Fire Chief, and a variety of seasonal and temporary positions in support of our Community Services programs. We received 5 applications for Police Officer—the testing process began on August 4 to establish an eligibility roster for future hiring and hire a part-time Officer.
- Safety: employees will be trained on the topics of Bloodborne Pathogens, Personal Protective Equipment, and ergonomics, to include proper lifting body mechanics in August. BBP and PPE are topics by required annually by OSHA.

### **Clerk**

- Continuing to work on elections prep
- Filing for the general election began August 2 and will continue until August 16
- Weed, snow and ice removal notices are in progress to be assessed on tax rolls

### **Finance**

- 2023 Budget: Finance staff has input budget information into the financial system and continues to review submissions and amounts. At a work session on July 26<sup>th</sup> Council heard community organization requests from three entities, along with a presentation from the Marshall-Lyon County Library. The next work session will start at 3 PM on August 23<sup>rd</sup> and will include capital requests, operating budgets, and a presentation on the preliminary tax base changes.
- Insurance Agent Services RFPs: Proposals were due July 29<sup>th</sup>. Two proposals were received and are being reviewed. We anticipate following the planned schedule, which includes agreement consideration by the Council on September 13<sup>th</sup>.

## **Assessing**

- Staff has been viewing properties following our quintile plan. Residential neighborhoods being viewed this year include, but not limited to, Westwood, Carr Estates, Parkway. Also, apartments are being reviewed, those properties that consist of 4 or more units.
- Work has begun on one of our current Tax Court Cases. We anticipate a resolution soon.
- Staff is assisting when needed to supply budgetary information.

## **Liquor Store**

- July Financials: Sales \$670,780 + 3.19%, Customer Count 19,427 + .42%, Ticket Average \$34.53 +.93%. Another good month of steady increases with all financials.
- Product costs on many items continue to rise within the Liquor & Wine categories. Beer is maybe next to see increased product costs this Fall from what has been talked about with the sales people.
- Staff have been working on the roll out of a new on-line shopping platform from City Hive. 'Go live' is set in about a week.
- 150<sup>th</sup> Anniversary glassware, accessories and boxed sets are available for purchase at Tall Grass. Stop in and get yours before they sell out!

## **COMMUNITY SERVICES**

- The Aquatic Center will close for the season on Sunday, August 21<sup>st</sup>.
- Fall activities/classes will be made available to the public beginning on Tuesday, August 23<sup>rd</sup>.
- Studio 1 TV is currently exploring with Bluepeak (formerly Vast Broadband) an opportunity to provide Wi-Fi access within about a half-dozen of our city parks.
- Katie Brusven, our current Program Specialist with the Adult Community Center has been promoted to Coordinator. Katie will officially start her duties on September 15<sup>th</sup>.
- Staff were recently notified that the City will receive free planning services for a Parks & Trails Master Plan. A grant application had been submitted through MN DOT earlier this summer. The process is scheduled to begin in September and completed by June 2023 at the latest.

## **COMMUNITY PLANNING**

### **Building Services / Planning & Zoning**

- About 250 open permits.
- Ralco, three Avera projects and Block 11 apartment building are the largest projects under construction.
- New permit software is open for applicants since May.
- Sign Ordinance is under review.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- PK-001 Independence Park Trail Replacement Project – Hisken has completed all the concrete trail work in the park. A and C has backfilled and graded the majority of the topsoil next to the new trail. Final shaping and seeding will start the second week of August.
- Project ST-002-2022: Overlays and ADA Improvements – Duinick finished paving on Wednesday. The seeding adjacent to the curb repair areas is scheduled for Monday.
- Project ST-003: South 1<sup>st</sup>, Greeley, and Williams Street Reconstruction – R&G has installed the utilities on 1<sup>st</sup> Street from DeSchepper Street to George Street. They are grading and filling the road

in this section of the project with Class 5 Gravel. After the road section is completed in this area, they will begin the utility work on Greeley Street.

- Project ST-004: Halbur Road reconstruction – Duinick finished prepping for concrete last week. Musch will not be on site to start concrete for a couple weeks as they are the same contractor working on the school safety crossings.
- Project ST-005: Rose Parking Lot Reconstruction – This project is complete, and staff intends to bring a Final CO and Pay Request to the 8/8 Council meeting for consideration.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Staff is coordinating with Duinick 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-008: Channel Parkway Resurfacing – Upon receipt of plans from MnDOT, it is the intent to advertise beginning August 12<sup>th</sup> with bids to be received September 8<sup>th</sup>. Comments received from MnDot. Making final revisions.
- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction – Staff met with the MDBA on July 6<sup>th</sup> to discuss the project development so far. Staff and Bolton & Menk will be hosting a stakeholder engagement meeting with the MDBA, presenting street layout and streetscaping concepts and collecting comments and input on the morning of July 13<sup>th</sup>.
- Project ST-023: W. Lyon St. (College to 1<sup>st</sup>) Reconstruction – Sidewalks, driveways, curb and gutter was placed last week. R&G will tolerance gravel this week. Hess plans to be in next week to finish the concrete paving.
- Project ST-024: Baldwin Parking Lot Reconstruction – GPS control points have been sent to R&G so they can create a model for their equipment.
- 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.

#### **Building Maintenance**

- No report

#### **Street Department**

- No report

#### **Airport/Public Ways Maintenance**

- No report

#### **Wastewater**

- Staff has completed 338 preventative maintenance work orders in the last 30 days.
- Staff is replacing corroded parts in our old long-term storage tanks.
- Staff is doing maintenance work on our sodium hydroxide system.
- Reaching out to residents in the areas that we observed high sanitary flows during and immediately after the May 11<sup>th</sup> flooding event. 200 letters have been sent so far, 300 left to send.
- Water softener optimization/rebate program started on 7/5/22.
- The last of the letters to residents in the areas we observed high sanitary flows during and after the May 11<sup>th</sup> flooding event have been sent out.
- Staff has painted the interior of our Blower Building and are repairing the concrete floor so we can paint that too.
- The City of Marshall's response letter concerning the MPCA's new limits letter has been received by the MPCA.

- Yard work & exterior building maintenance at the wastewater facility.
- Working on our NPDES permit reissuance.
- Talking with our Significant Industrial Users about future chloride, sulfate, & TDS limits.
- Various sanitary Manhole repairs.
- Collection system preventive maintenance on lift stations. Completed for the year
- Tiger Lake storm water intake grate maintenance and repairs.
- Continuing with summer jetting of sanitary lines.
- The first phase of South 1<sup>st</sup> Street sanitary has been televised.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to twenty-six (26) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (12)
  - Fire; Structure (4)
  - Medical Assist (1)
  - Vehicle Accident (4)
  - Other (5)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 760 calls for the month of July. Sixty-eight (68) criminal offenses were reported with a total number of twenty-seven (27) adults arrested.

### **OFFICER'S REPORT**

- Alarms (22)
- Accidents (25)
- Alcohol involved incidents (1)
- Assaults (4)
- Domestic Assaults (13)
- Burglaries (1)
- Criminal Sexual Conduct (1)
- Damage to Property (5)
- Keys Locked in Vehicles (30)
- Loud Party (5)/ Public Disturbances (15)
- Thefts (13)
- Traffic Related Complaints (132)
- Vandalism (4)
- Warrant Pickups (12)
- Welfare Checks/Mental Health (38)

Probationary Officer Connor Roth completed Step 1 of the 14-week Field Training Program and has moved onto Step 2.

The hiring process for a Police Officer eligibility list is beginning with interviews in early August.

## **DETECTIVE REPORT**

- A search warrant was executed as part of an active child pornography investigation. The Minnesota Bureau of Criminal Apprehension's Internet Crimes Against Children Task Force and Lyon County Sheriff's Office assisted. A 37-year-old Marshall man was arrested for 5<sup>th</sup> Degree Controlled Substance Crime during the search.
- Four deaths were investigated in the month of July. One of the investigations remains open.
- A report of criminal sexual conduct was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges.
- Three separate cases of predatory offender registration violations were investigated. One case has been submitted to the Lyon County Attorney's Office for charges, one case remains under investigation, and the third was exceptionally cleared.
- Three cases of theft by swindle (Financial fraud) are under investigation.
- An attempted residential burglary is under investigation. Physical evidence has been submitted to the BCA laboratory for analysis.
- Two cases of identity theft are under investigation.
- Thirteen child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.

## **MERIT CENTER**

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 21 exams completed on the track in July.
- In July, MN West conducted an EVOC Course and CDL training at the MERIT Center.
- On July 8<sup>th</sup> the Mankato Police Department rented a classroom and the MERIT driving track to conduct their EVOC class. 14 officers attended this training.
- The Marshall Fire Department continues to utilize the Rescue Tower to conduct Technical Rope Rescue training and also conducted their annual EVOC training on the driving track on July 26<sup>th</sup>.
- On July 12<sup>th</sup> and July 19<sup>th</sup> ADM conducted Scaffolding Training at the MERIT Center. 72 people attended these events.
- Centrol conducted their annual Summer Meeting at the MERIT Center on July 13<sup>th</sup>. 79 people attended this meeting.
- On July 25<sup>th</sup> TASER Inc conducted an instructor course to certify 13 officers in TASER training.
- The Southwest Healthcare Preparedness Coalition held their quarterly meeting at the MERIT Center on July 27<sup>th</sup> with 35 attendees.
- On July 27<sup>th</sup> Lyon County conducted EMR training at the MERIT Center. 57 people attended this training.
- The MERIT Center was utilized 24 out of 31 days in July with 399 participants attending these events/trainings.