

MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: December 14, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for November are as follows:

November:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	1		3		5		8	17	22
Dismissed									
Non- Prosecution								3	2
Refer to County						1		1	

ADMINISTRATION

- This past month final work was completed on the 2022 Levy and Budget. This includes preparing for the November 23 work session and subsequent presentation material for the December 14th Truth in Taxation meeting.
- Community Services Director and I continue to meet regularly to discuss next steps with the Aquatic Center, including financing and upcoming schedule of next steps. A request for sales tax extension will involve much work in the next two months.
- Human Resources Director and I have received initial salary data for the comparable worth project and we are reviewing the information. Much work to be done to analyze and think about best ways to implement.
- Met with Jason and Ilya regarding short-term rental licensing and inspection as well as other housing items. In addition, I attended the Legislative and Ordinance Committee met to further discuss these items.
- Met with several business individuals this past month to discuss general economic development topics. Block 11 development was presented to the December 8th Planning Commission meeting and approved for the finish schedule of the buildings. We are working with them to finalize economic development assistance.
- Other meetings included various staff meetings, SWWC Cooperative learning center and office space needs discussion, 150th City Celebration meeting, Coalition of Greater MN Cities Board meetings.

- This past month I was also invited to participate in interviews for prospective students who wish to enter a military academy. Candidates were interviewed, ranked and a recommendation list was submitted to Congresswoman Fischbach. High quality students with an eagerness to serve our country!

Economic Development Authority

- Block 11 developers have submitted a proforma and TIF application which is currently under review by Mikaela Huot at Baker Tilley. Predevelopment agreement is scheduled to expire on December 31st. The developers continue to follow provided schedule with construction on Phase 1 anticipated to begin this Spring. The developer presented preliminary site plans to the Planning Commission on 12-8. TIF remains the most advantageous financing option for the project in order for the City to receive reimbursement on the site work previously done on the site.
- Discussions continue with Knochenmus Enterprises regarding assistance on the Mercantile project. Staff has met with Knochenmus Enterprise's leadership team who has shown interest in alternative redevelopment efforts in the parking lots.
- Woodcrest Capital continues to work on the redevelopment of the former Shopko building. Staff has been informed that two national credit retailers have shown interest in the property. Woodcrest Capital has requested financial assistance options available to assist with capital improvements needed to complete the project.
- Construction on Border States Electric's new building on London Road is underway.
- Staff is working with Wayne's Tractor and Today's Fireplace on Abatement applications for expansion and new construction projects, respectively.
- Staff continues to assist with the Comprehensive Plan update being conducted by SRF. The community survey will open online on December 20th (physical copies will also be available) and an open house is scheduled for January 13th.

Human Resources

- Staffing: the City welcomed Eileen Klein (Building Custodian) and Jazmin Meza (Office Assistant/Receptionist—WWTF) in November. On December 13, we welcome Lyle Snyder (Accounting Specialist) and Tom Sando (Maintenance Worker—Streets). Congratulations to Scott Truedson--Scott accepted a promotion to the WWTF Superintendent position. Congratulations to Scott Przybilla---Scott accepted a promotion to the WWTF Assistant Facility Superintendent position. Both Scott Truedson and Scott Przybilla will begin working in their new capacities on 12/31/2021. WW staff will be interviewing 5 candidates for the position of Plant Operator. PD staff have completed the oral examination phase of our testing process with 7 candidates for our vacant Police Officer position.
- Annual Employee Appreciation and Recognition Event: Friday, January 14 from 5:30-8:30 p.m. Invitations have been sent to the Council, employees, and 2021 retirees. Please remember to RSVP!
- Classification/Compensation Study: Gallagher is currently in Phase IV of the study---development of the pay structure, implementation options, and associated costing. Once this is finalized, Gallagher will conduct the Pay Equity testing to ensure compliance with State Statute. The next phase, Phase V, involves development of draft and final reports, and presentation of study findings and recommendations.
- Safety: employees were trained on Defensive Driving and our G.O.A.L. program in December.

Clerk

- Reviewing annual liquor, tobacco, and taxicab licenses to bring to council on December 14, 2021 for approval pending all license holders meet the necessary requirements.

- Staff are working with YMCA of the Greater Twin Cities and YMCA Equity Innovation Center to bring Council and City Leadership a training to Marshall beginning in March to develop and implement customized learning experiences that will:
 - Enhance ability in identifying and understanding the current realities.
 - Discuss the importance of racial equity.
 - Increase understanding and practical applications for creating a “belonging” community.
 - Apply practical applications for identifying and addressing dimensions of diversity, cultural differences, microaggressions, code switching and implicit and explicit biases.
- Staff members and Committee Co-Chair DeBoer met to review a task list for the 150th Planning Committee. Events will begin to be finalized and scheduled over the next few months. The 150th Celebration “season” will begin in May of 2022.
- The Diversity, Equity, and Inclusion Commission met and focused on two projects.
 - The Public Relations/ Resource Subcommittee are working with city staff to create a webpage to promote DEI efforts, provide resources, and create an opportunity to connect with the Commission.
- Staff have been meeting to plan for the employee recognition event scheduled for January 14, 2022.

Finance

- 2022 Budget: Final adoption of the 2022 budget will go to the Council on December 14, 2021.
- 2021 Audit: Prep work has begun for the 2021 audit work.

Assessing

- Continuing to review our sales analysis in preparation to establishing new EMV’s for the 2022 assessment payable 2023.
- Staff is wrapping up reviews of the building permits taken out in calendar year 2021.
- Tax Court case with Shopko (former owners) and Ramada (former owners). Both cases have scheduling orders and are moving towards trial if a settlement cannot be reached.
- Assisting with other department request as time allows.

Liquor Store

- November Financials: Sales \$559,988.21 +2%, Customer Count 16115 0%, Ticket Average \$34.75 +3%. We are continuing to see increases over 2020 and 2019 with the key financial indicators.
- Join us on Thursday, Dec. 16th for the in-store ‘Tis the Season’ holiday tasting event. Taste before you purchase on a large variety of liquor, bourbons, Brau Brothers beer and more. Don’t miss this!

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Just under 300 open permits.
- The third Unique apartment building and Border State Electric building are the largest projects under construction.
- New permit software development is close to completion.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z83: James/Camden – Minor punchlist items remain before completion.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G intends to complete this work in Spring 2022. Contract end date is October 14th, 2022.
- Project Z88: 2021 State Aid Overlay – Replacement of pedestrian ramps on N. 4th Street adjacent to Walnut and Elm Streets is planned to be completed in Spring 2022.
- Project PK-001: Independence Park Trail Replacement Project – A&C has completed trail replacement in the east portion of the park nearby the baseball fields and basketball court. Remaining trail will be replaced in Spring/Summer 2022.
- Project ST-003: S. 1st/Greeley/Williams Reconstruction - Informational Meeting was held last Tuesday, December 7th. Improvement Hearing is planned for the December 14th Council meeting. Staff is currently developing the project plans with intention to have the bidding package ready for a potential January advertisement.
- Project ST-004: Halbur Road Reconstruction - Informational Meeting was held last Tuesday, December 7th. Improvement Hearing is planned for the December 14th Council meeting. Staff is currently developing the project plans with intention to have the bidding package ready for a potential January advertisement.
- Project ST-005: Rose and Addison Parking Lot Reconstruction – Project plans are currently being developed.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Project plans are being revised based upon MnDOT review comments. Bidding package is expected to be prepared for a potential January advertisement.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are currently being developed. Staff will recommend advertisement once plans are complete.
- E. Lyon Street Trail Project – Staff is preparing a Transportation Alternatives application for the 2021 grant solicitation. Staff will be requesting a letter of support from the City Council as well as the school. If awarded, project is planned for construction in 2026.

Building Maintenance

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Street Department

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Airport/Public Ways Maintenance

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Wastewater

- Assisting the street dept. with snow removal.
- Repairs to our west effluent filter completed; media is being cleaned.
- Replacing failing 32-year-old check valves in one of our lift stations in the plant.
- Magney construction substantially complete. Working on close out documents.
- Biosolids have been applied, tanks have been cleaned, and equipment cleaned and put into storage.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.

- Televising sewers; South 1st street project.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to sixteen (16) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 770 calls for the month of November. Eighty-two (82) criminal offenses were reported with a total number of twenty-nine (29) adults arrested.

OFFICER'S REPORT

- Alarms (10)
- Accidents (23)
- Alcohol involved incidents (1)
- Assaults (5)
- Domestic Assaults (13)
- Burglaries (1)
- Criminal Sexual Conduct (2)
- Damage to Property (13)
- Keys Locked in Vehicles (22)
- Loud Party (0)/ Public Disturbances (12)
- Thefts (14)
- Traffic Related Complaints (151)
- Vandalism (2)
- Warrant Pickups (8)
- Welfare Checks (30)

Officer John Espinoza resigned from the police department to focus on a new career with a family-owned business. The hiring process for this open position has begun with the first round of interviews scheduled for December 8th, 2021. The goal is for the new hire to be ready for solo patrol in the early spring. Until that position is filled, existing officers will fill the open shift created by John Espinoza's resignation.

The Marshall Police Department has vacated the RALCO storage building and has placed all the forfeited vehicles at the City's new storage location on HWY 59.

DETECTIVE REPORT

- A 21-year-old Marshall man was arrested for Aggravated Robbery after presenting a firearm and stealing from a delivery driver. The firearm and stolen merchandise were recovered.

- A 21-year-old Marshall man and a 20-year-old Marshall woman were arrested for 2nd Degree Assault after an assault investigation. Both brandished a knife during the altercation.
- A 33-year-old Marshall man was arrested for Financial Transaction Card Fraud and Theft after stealing a debit card in Marshall and making unauthorized transactions with the card at multiple locations in Marshall, Lyon County, and Yellow Medicine County.
- A 34-year-old Marshall woman was arrested for attempted arson at the completion of an investigation. The Marshall Fire Department assisted on scene.
- Multiple cases of Financial Transaction Card Fraud stemming from the theft of debit cards from a locker room are under investigation. A juvenile suspect has been identified and the case will be forwarded to the Lyon County Attorney's Office for charges when completed.
- Four unrelated additional cases of Financial Transaction Card Fraud are under investigation.
- Three cases of criminal sexual conduct are under investigation.
- Eight cases of Theft, seven cases of Damage to Property, and three cases of Theft by Swindle (Scams) were investigated in the month of November.
- Thirteen child protection reports and two reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Sgt. Buysse joined Heath Radke on KMHL Radio on November 12th for the monthly public safety update.
- Sgt. Buysse attended the annual BCA Sex Trafficking Investigation Conference on November 17th-19th.

MERIT CENTER

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 17 exams completed on the track in November.
- In November, MN West conducted a Pilot Car Course at the MERIT Center.
- AVERA Marshall Leadership Team held their monthly meeting at the MERIT Center with 41 people in attendance.
- Advanced Lift Support in Obstetrics (ALSO) held their second session of this medical training at the MERIT Center on November 5th. 28 medical professionals attended this training.
- The Marshall Police Department conducted taser and defensive tactics training at the MERIT Center on November 8th and 15th.
- CALS returned to the MERIT Center to offer their medical training for 30 participants on Nov 17-19th.
- The Southwest Radio Board held their quarterly meeting at the MERIT Center on November 17th. This included a demonstration of the Region 5 Comms truck.
- On November 23rd Centrol held their annual sales meeting at the MERIT Center. 68 people attended this meeting.
- The MERIT Center was utilized 22 out of 30 days in November with 308 participants attending events/trainings.