

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

FROM: Sharon Hanson, City Administrator

DATE: December 13, 2022

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Criminal prosecution numbers for November are as follows:

**November:**

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	3	2	5		7	2	2	21	17
Dismissed									
Non-Prosecution	2				2		1	5	3
Refer to County									

**ADMINISTRATION**

- This past month, finalized City Attorney items-including Council action items, contracts and transition details with staff.
- Continued to meet on a regular basis regarding levy and budget items with E.J. Moberg. Prepared with staff the Truth in Taxation presentation and materials.
- Next week have a follow-up visit scheduled with indoor recreation study consultants as a follow-up to their previous work.
- Met with HR Director on regular basis regarding organizational structure changes and pay plan impacts.
- Steven Anderson and I met with Brian Hart to review information technology server/firewall needs as well as IT security training.
- Attended last the Coalition of Greater MN Cities (CGMC) Fall Conference. I serve on the CGMC Board and the first day was reviewing legislative policy positions for consideration by the full membership as well as review of the CGMC organization.
- Jason Anderson and I reviewed an extension for the Schwan’s hangar lease agreement for an additional 10-20 years. This is advantageous to both sides to secure tenancy; we will need to work through maintenance costs as the rates have stayed constant and there is language that allows for changes based on cost but want to be up front on this with Schwan’s. This will be reviewed prior to Council with Airport Commission and expect final language to be finalized sometime in January.

- Preston Stensrud and I met with SMSU President and Finance Officer to discuss best path forward on funding and getting put in place an outdoor basketball court. This was recently mentioned in a Letter to the Editor in the newspaper by a student, but also a sought-after request for all students for some time.
- Met with Baker Tilly to discuss financing SWWC Cooperative conduit bonding. This would be to fund their learning center that would be put in Social Sciences bldg. A forthcoming resolution will be brought to Council with a timeline not yet finalized.
- Mayor, Lauren Deutz and I attended Jon Knochenmus visitation and funeral.
- Discussed a proposal from Jordan Schroeder on disc golf course to be possibly located at Independence Park.
- Had a follow-up meeting with City Attorney, staff, Mayor and Councilmember DeCramer regarding Schierholz email to the Council.
- Attended 2022 Annual Chamber Awards reception. EDA Director Lauren Deutz was awarded Rookie of the Year!
- Attended League of MN Cities event in Windom with the Mayor and heard local City Issues.
- Hosted SW Administrator group and discussed various issues.

### **Economic Development Authority**

- Held office hours and provided a survey for the draft Comprehensive Plan. Updates and additions were made for final review.
- Completing site plan comparisons and cost analysis for the potential mall development.
- Met with SMSU Athletics staff to discuss challenges with recruitment and retention. Survey completed of what is missing in Marshall.
- Working with three new developers on potential new projects for 2023.

### **Human Resources**

- Staffing update: we are currently accepting applications for an Assistant City Engineer and a variety of temporary/seasonal positions. Interviews for a WW Plant Operator I will be scheduled soon.
- Safety: our MMUA safety consultant provided training on Defensive Driving and our G.O.A.L. program for December. He is also performing routine site visits and follow up consultations.
- Payroll: auditing employee elections and completing the open enrollment process; completing year-end reporting.
- The Personnel Committee has approved two restructure proposals---Community Planning and Engineering. Contact has been initiated with the AFSCME union.
- Planning is underway for the 2023 Annual Employee Recognition Event. This event is scheduled for 01/06/2023.

### **Clerk**

- Finishing up processing of various licenses
- Amending various ordinances to be brought to council
- Preparing items for end of year processing and beginning of the year approvals

### **Finance**

- 2023 Budget: Adoption of the final property tax levy and budget, along with approval of the 5-year Capital Improvement Plan, will be recommended to Council at this meeting (12/13).
- 2022 Audit: Staff has started preparations of the 2022 financial statements and supporting documentation.

### **Assessing**

- No report.

## **Liquor Store**

- November Financials: Sales \$615,544 + 12%, Customer Count 16,938 +5%, Ticket Average \$36.33 +7%. Another strong month with sales and financials.
- Staff is busy preparing the store for the busy Christmas shopping season. There will be gift baskets, gift boxes and something for everyone on your list.
- 'Tis the Season' instore tasting event is schedule Dec. 15<sup>th</sup> 5-7pm. Stop on out, there will be many holiday favorites and some new things to sample before you buy.

## **COMMUNITY PLANNING**

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

- About 200 open permits.
- Two Avera projects and Block 11 apartment building are the largest projects under construction.
- Ralco and Dollar General have temporary certificate of occupancy.
- Sign Ordinance is going to the Council.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- PK-001 Independence Park Trail Replacement Project – Final change order and pay request on 11/07/2022 City Council.
- Project ST-002-2022: Overlays and ADA Improvements – Final change order and pay request on 12/13/2022 City Council.
- Project ST-003: South 1<sup>st</sup>, Greeley, and Williams Street Reconstruction – Final change order and pay request on 12/13/2022 City Council.
- Project ST-004: Halbur Road reconstruction – Project is substantially complete.
- Project ST-006: SRTS School Pedestrian Crossing Improvements –
- Project ST-007: UCAP Bus Shelter Installations – Project plans are being redrafted. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-008: Channel Parkway Resurfacing – Bids rejected 11/07/2022 Council meeting. Plans are being redesigned.
- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction – Plans are being designed.
- Project ST-023: W. Lyon St. (College to 1<sup>st</sup>) Reconstruction – Final change order and pay request on 11/07/2022 City Council.
- Project ST-024: Baldwin Parking Lot Reconstruction – Final change order and pay request on 11/07/2022 City Council.
- 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 288 preventative maintenance work orders in the last 30 days.
- Continuing to send letters to local businesses to promote the water softener rebate program. Newspaper, Chamber newsletter, Facebook, and radio ads have been done to promote the program.
- Assisting our local water softening companies with chloride grant requirements.
- Working on our NPDES permit reissuance.
- The fall sump pump program work has been completed.
- Continuing with jetting of sanitary lines.
- Completed land application of ~~2,900,000~~ 3,500,000 gallons of biosolids.
- Application equipment has been cleaned, serviced, and put back into storage.
- Working on the MPCA annual bio-solids report.
- The MPCA has given us a written response to our new limits letter. Working with Bolton & Menk to address their response.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to Eleven (11) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (3)
  - Fire; Structure (7)
  - Medical Assist (0)
  - Vehicle Accident (0)
  - Other – Assist (1)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 954 calls for the month of November. Eighty-eight (88) criminal offenses were reported with a total number of twenty-nine (29) adults arrested.

### **Officer's Report**

- Alarms (15)
- Accidents (45)
- Alcohol involved incidents (3)
- Assaults (8)
- Domestic Assaults (11)
- Burglaries (3)
- Criminal Sexual Conduct (2)
- Damage to Property (1)
- Keys Locked in Vehicles (34)
- Loud Party (4)/ Public Disturbances (8)
- Thefts (24)
- Traffic Related Complaints (219)
- Vandalism (4)
- Warrant Pickups (9)
- Welfare Checks/Mental Health (37)

## **Detective Report**

- The death of a 51-year-old Marshall woman is under investigation. The Minnesota Bureau of Criminal Apprehension is assisting.
- Two unrelated cases of criminal sexual conduct were investigated and forwarded to the Lyon County Attorney's Office for charges.
- Seventeen theft cases were investigated during the month of November.
- Unrelated cases of financial transaction card fraud, check forgery, and the issuance of dishonored checks are under investigation.
- Two burglaries are under investigation.
- Twenty-eight child protection reports and seven reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction 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 18 exams completed on the track in November.
- In November MN West conducted CDL training utilizing the driving track at the MERIT Center.
- On Nov 3-4 Region 5 held Peer Support training for law enforcement and dispatch professionals
- The Toward Zero Deaths Committee held their quarterly meeting at the MERIT Center on Nov 8<sup>th</sup>. There were 21 attendees for this event.
- The Renville County Sheriff's Department conducted Use of Force training with the simulator on Nov 14<sup>th</sup>. 12 officers attended this training.
- The weekend of Nov 18-20 Blue Fire Training conducted Fire Officer and Fire Instructor training at the MERIT Center for 23 fire fighters. That same weekend, Southwest EMS conducted an ambulance certification course for 19 individuals.
- On Nov 22<sup>nd</sup> Control held their annual meeting at the MERIT Center. 82 employees attended this event.
- The MERIT Center hosted 12 Marshall teachers on Nov 23<sup>rd</sup> to share with them what the MERIT Center is and career options within the law enforcement field.
- The MERIT Center was utilized 26 out of 30 days in November with 449 people attending these training/events.