

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

FROM: Sharon Hanson, City Administrator

DATE: August 12, 2024

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended meetings.
- On site for various meetings.
- Answered rental ordinance questions.
- Discussed questions related to continued assessment.
- Draft resolution for assessment.
- Answer open meeting law questions.
- Provided updates on most recent US Supreme Court cases that impact cities.
- Drafted Construction Easement.
- Review emails about ditch.
- Discuss questions about BCA and data available at BCA.
- Respond to question about victim property.
- Work on franchise agreement and questions related thereto.
- Finalize Tall Grass Agreements for Council consideration.
- Discuss Parkland Fee Ordinance.
- Review CUP for billboard questions and forward to Attorney Cruz Jennings.
- Review and revise project manual.
- Work with staff on Borches variance.
- Respond to deposition question related to Broadmoor.
- Engage in conflict discussion.
- Review planning commission materials
- Prepare memo for Council regarding assessment processes.
- Answered questions from Zoning Administrator:

Work of other K&G Attorneys:

- Attorney Vose assisted with Franchise agreements.
- Attorney Cruz Jennings assisted with Planning Commission.

CITY PROSECUTOR:

June:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution		3	3		1	1		8	14
Dismissed									1
Non-Prosecution	4	1				1	4	10	7
Refer to County									1

July:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution		1	9	1	8	6	2	27	6
Dismissed									
Non-Prosecution	2	1			2	2	3	10	5
Refer to County							1	1	

ADMINISTRATION

This past month my work included:

- City Clerk and I met with food truck vendors to discuss hook-up and annual fees. Vendors requested further consideration and time to meet again before new fees are implemented.
- Met with staff and Mayor to discuss EDA fund balances and funding schedule for new aquatic center.
- Met with Leadership team to review strategic plan draft. Final working draft will be presented to Council on September 10th.
- Met with Aquatic Center Fundraising Committee to discuss ceremonial groundbreaking ceremony to take place Friday night of Sounds of Summer weekend.
- Met with Community Services staff to discuss Community Education offerings as well as further work in MN DNR Re-Leaf grant. Starting in early October, as provided for by the grant, the city will be offering rebates for tree purchases and tree removals. More information will be shared in September as the date nears.
- Attended, with City Administrative Intern, the Coalition of Greater MN Cities Summer Conference. We attended on the day where many of the presentations were the most pertinent.
- Met with DEI Strategic plan sub-committee and reviewed an initial draft. A follow-up review has been scheduled for Monday August 12th.
- Met with several business owners this past month to discuss overall EDA topics.
- Met with key staff and City Attorney Pam Whitmore to review parkland fee ordinance. Pam will be proposing revisions to the ordinance. Some of the parcels that have been assessed a parkland, even with revised ordinance, will be subject to the fee. Further communication with those affected will occur.
- Met with various Community Services staff to review bike share program, annual Convention Visitors Bureau contract, planning for National Night Out event.

- Mayor, EDA Director and I met with Brian Knochenmus as a regular check-in and visited with Ralco CEO Glenn Bader as part of an introduction to the new 18-hole disc golf course at Independence Park called The Ponds.
- Met with various staff, attended to various personnel issues and discussed various finance matters.

Human Resources

- Staffing:
 - New employee hires: Colby Bruns—Maintenance Worker for the Street Department (July 9), Matthew Hoekstra—Police Officer (July 24), and McKenzy Grunewald—Police Officer (July 25).
 - Staff are reviewing applications submitted for part-time Checkout Clerk positions.
 - Applications are being accepted for an Assessing Technician/Economic Development Assistant and a variety of temporary positions for Community Ed/Rec programs.
- Safety Program: select staff will receive First Aid Certification training in August.
- Policies: draft personnel policies will be coming forward for Council approval following changes in MN law.
- HR staff are participating in webinars and trainings offered on the topic of MN Paid Leave. This is a new law that was passed by the MN legislature in 2023 and will become effective 01/01/2026. We are learning how DEED will be implementing the program, employer responsibilities, how benefits will be coordinated during a leave between the City and the State, and supporting employees returning to work.

Clerk

- Met with area food truck vendors with City Administrator to discuss the updated ordinance and annual fees.
- Conducted absentee voting at various assisted living facilities.
- Finalized Natural Gas Ordinance with Minnesota Energy Resources.
- Candidate filing for the November General Election began on July 30th and will run until August 13th.

Finance

- 2024 Budget: Finance staff has compiled budget information into the Questica budget system and continues to review submissions and amounts. At a work session on July 23rd Council heard community organization requests, along with a presentation from the Marshall-Lyon County Library. The next work session will start at 3:00 PM on August 27th and will include capital requests, operating budgets, and a presentation on the preliminary tax base changes.
- Bonding: Finance staff are working with BakerTilly for the potential issuance of General Obligation Sales Tax Revenue Bonds, Series 2024C, for the aquatic center project. The schedule of events includes Council considering a resolution authorizing the sale on September 10th, with proposed sale and consideration of the award on October 8th and receipt of proceeds and settlement of the bonds on October 31st.

Economic Development

- Completed several BR&E visits with local businesses.
- Continued discussion with developer group looking to build hotel in Marshall.
- Meeting with Block 100 developers to discuss Phase II and III of the project.
- Working with developer of a potential housing project.
- Attended the State of Agriculture event.
- Continued work on East College grant, 7 remaining grants open.
- Child Care Group: established goals areas including local partnerships, inventory review and promotion, and appreciation/training.

- Continued outreach on available suite in former Shopko building.
 - Marshalls began work on interior wall, loading dock and front entry.

Liquor Store

- July Financials: Sales \$677,113 -1.74%, Customer Count 18,723 -3.86% and Ticket Average \$36.15 +2.20%. Sales and customer counts are soft for the month. Road construction on South Bound Hwy 59 could have some impact on the financials for the month causing a decrease in traffic in the area.
- The City of Marshall has posted a job for part-time liquor store clerk(s). Interviews will be conducted next week. More staff are needed to cover evenings, weekends and the upcoming holiday season.
- Agreements are in place with Brau Brothers, SMSU Athletics and Lyon County Historical Society to brew and sell branded beers that represent the City of Marshall and SMSU Athletics. Brau Brothers will be brewing 4 exclusive beers: Brew 1872 Amber Ale, Cultivate Pale Ale, Jiminey Jumper Juicy Apple Light Lager and SMSU Mustang Golden Ale. Look for these branded beers at Tall Grass Liquor later this month.

COMMUNITY SERVICES

Community Education

- Municipal Band concerts wrapped up on July 17th. We had great attendance at the concerts this summer due to great weather!
- The 4th of July event moved to July 5th due to weather was a huge success! We estimated that approximately 900 – 1200 attended the event.
- July was a busy month for Community Education programming. Only one class was cancelled due to enrollment (only 2 students short) with five new classes offered.
- The fall brochure will be coming out August 27th with more new classes/programs!
- Year-to-date, we've had approximately 1,041 registrations, which is an increase from 2023.

Studio 1

- We were able to live broadcast all of the Municipal Band concerts this summer thanks to the wonderful weather!
- For this year's Independence Day Celebration, we provided music with our PA system near the food trucks, captured still photos and shot video of the entire event. We then created a highlight video which we shared on YouTube and social media.
- We have wrapped up the installation of several more security cameras in six more locations.
- We have been repairing and upgrading some of our video switching & broadcasting equipment over the last few months due to hardware failures.
- We have been capturing new footage of areas around town that will be used for future promotional videos for the City.
- We brought our two drones to National Night Out to educate residents about them and why they are such important tools for our community.
- 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.

Parks and Recreation

- Working on finalizing plans for Independence restroom, Legion Field baseball improvements, and shelter at Independence Park.
- 2 weeks left for season at Aquatic Center – cool temps have slowed attendance in August

- Reviewing and prepping for Fall brochure
- New Aquatic Facility is out to bid – bids due August 29th.
- Working on finishing tee pads for disc golf course at Independence Park.
- Lots of mowing and weed trimming with the continued moisture.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 240 open permits.
- An SRE building, Les Schwab's tires, Marshall's, SWWC Coop building, and Kwik Trip are the largest projects under construction.
- Rental Ordinance is approved and people have been applying for registration. Over 150 have been issued.
- 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 – Contractor is currently planning on starting 08/22/2024.
- 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 – Quotes received by UCAP on 08/01/2024.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota - Utility work, subgrade preparation, and gravel base area complete. Contractor is currently working the curb and gutter.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – D&G Excavating, Inc. of Marshall, Minnesota – Curb and gutter installation have started between E. College Drive and E. Marshall Street. The utility contractor is currently working on watermain and storm sewer between East Marshall Street and Jean Avenue.
- Project PK-015: Independence Park Parking Lot Project – Towne & Country Excavating, LLC of Garvin, Minnesota - Project is complete and open to the public. City staff working with contractor on final reconciling change order and final payment.

Wastewater

- Staff have completed 274 preventative maintenance work orders in the last 30 days.
- Preparing our Chloride Investigation & Minimization Plan and Mercury Management Plan for submittal to the MPCA this month.
- Drained and serviced the south primary clarifier. New drive motor and power wires were installed.
- Preparing to replace the sand media in the west traveling bridge effluent filter.
- Working on summer work projects and grounds keeping at the wastewater facility.
- Summer jetting of the sanitary lines continues.
- Working with contractor on the rehab of two sanitary manholes along S Saratoga and HWY 23.
- HWY 23 lift station rehab is completed minus some electrical work.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to thirty (30) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (16)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (7)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1011 calls for the month of July. 50 criminal offenses were reported with a total number of 23 adults arrested.

OFFICER'S REPORT

- Alarms (21)
- Accidents (31)
- Alcohol involved incidents (2)
- Assaults (8)
- Domestic Assaults (8)
- Burglaries (6)
- Criminal Sexual Conduct (2)
- Damage to Property (4)
- Keys Locked in Vehicles (24)
- Loud Party (5)/ Public Disturbances (18)
- Thefts (22)
- Traffic Related Complaints (238)
- Vandalism (4)
- Warrant Pickups (6)
- Welfare Checks/Mental Health (49)

DETECTIVE REPORT

- A theft from a Marshall business by a former employee is under investigation.
- An additional eleven theft reports were investigated.
- Eight theft by swindle cases involving scams were investigated during the month.
- Five criminal sexual conduct cases were investigated.
- Twelve child protection reports and ten reports from the Minnesota Adult Abuse Reporting Center were investigated.



MERIT Center

- In July MN West held a leadership retreat, zoom meetings, welding classes and is continuing CDL training utilizing the driving track at the MERIT Center.
- On July 10th Centrol Crop Consulting held their annual summer meeting with 60 attendees.
- On July 11th the Convention Visitors Bureau held a meeting with 9 attendees.
- From July 16th to July 18th ARMOR Training held GWO training with 2 attendees each day.
- From July 16th to July 17th the MN State Patrol utilized the facility for IT updates in State Patrol Squad Cars.
- On July 17th SW EMS their board meeting.
- On July 18th the MERIT Center held their quarterly commission meeting with 10 attendees.
- On July 22nd ARMOR Training held a GWO training class with 2 attendees.
- On July 24th SW Emergency Communication Board held their bi-monthly board meeting with 16 attendees.
- On July 31st ADM held their monthly contractor safety meeting with 44 attendees.
- The MERIT Center was utilized 13 out of 31 days with 16 reservations in July. There was a total of 283 attendees.