

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

FROM: Sharon Hanson, City Administrator

DATE: October 12, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for September are as follows:

September:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution		1	6	1	3	1	1	13	25
Dismissed									
Non-Prosecution	2						1	3	6
Refer to County									

ADMINISTRATON

- September 15-17th I attended the annual MN City County Managers Association (MCMA) conference. This was our first annual meeting since May of 2019 due to COVID. I provided a report on this conference via separate correspondence.
- The City has now received preliminary results of our comparable worth study—these initial results only include the job description point ratings-not the salaries, which will come later. Sheila and I will be reviewing the results and discussing additional discussion with the consultants.
- Attended via Zoom the Coalition of Greater MN Cities Board meeting.
- Staff are discussing the 2022 Budget and Levy and we hope to schedule another work session in November to discuss final numbers in anticipation of the December Truth in Taxation and approval. On October 1st the City received its health insurance renewal rates and have since requested additional quotes from other providers. The Oct 12th work session will cover this information.
- We have continued discussions with YMCA over shared interests. We have a scheduled mtg with Senior citizens to discuss possibly having YMCA programs, but also the ability for YMCA to check-in seniors at their site in order to enhance their revenue. We think there could be

some merit with this thought, and possibly a way for the YMCA to share some revenue back for the senior programming. Recreation directors for both YMCA and city will also be discussing possible programs.

- Baker Tilley Terri Heaton, Annette Storm and I met with Southwest West Central Service Cooperative on their alternative learning center (school for high risk kids). Additional discussions will occur.
- Staff met to discuss further aquatic center concepts. The soils at the current site would work, however the challenge is space. The river proximity may be at issue for some of the design and storm water is more difficult on this site. But staff will continue to explore options and hopefully soon the Committee will be meeting to provide additional guidance.
- City Hall Committee met and discussed remaining items. Our goal is to finalize construction, final payments prior to the end of the year.

Human Resources

- Staffing update: applications are being accepted for a full-time Office Assistant/Receptionist to backfill a position for a retiring employee. A Maintenance Worker position for the Street department will be posted shortly, also to backfill a position for a retiring employee. Applications continue to be accepted for a variety of temporary and seasonal employees.
- Safety: Employees were trained in Emergency Preparedness/Fire Response this month—this is a mandatory training required annually by OSHA.
- 2021 Class/Comp Study: Gallagher has completed the wage survey of comparable cities. The survey data has been reviewed and compiled by Gallagher. They are completing classification ratings using the Decision Band Method for all positions. Gallagher is also now working on a structure analysis and starting the final report framework. The project is estimated to be completed in November.
- Staff have been working with our Broker, Bill Chukuske, of National Insurance Services, on the health and dental insurance renewals for 2022.

Clerk

- Welcomed the new Diversity, Equity, and Inclusion Assistant, Addy Wolbaum. Addy will be sharing time between the City of Marshall and Southwest MN Adult Basic Education. Currently we are gathering resources, guides, and training material to be posted and linked on the City website.
- License renewals have been sent out to current license holders. These licenses include, On-Sale Intoxicating Liquor, Sunday On-Sale Intoxicating Liquor, On and Off Sale 3.2% Intoxicating Liquor, Wine, Brewer Tap Room, Special Vehicle Permits, Taxicabs, Tobacco, and Mobile Food Units. Applications for over 100 licenses will be received, received, and processed before the end of the year.
- Staff continue to work with Enterprise Fleet Management to spec. vehicles. A complete list will be evaluated by staff and then brought before the Equipment Review Committee for review before an order is made. Three Police Interceptors have already been ordered through Enterprise due to order constraints.

Finance

- 2022 Budget: Staff continue to update the 2022 preliminary budget. Health insurance rates were received this past week and a budget work session to present to the council on 10/12/2021.
- Policy Work: Staff are currently working on a new policy – Federal Grant. Internal work has begun, and next step will be brought to the ways and means committee
- Purchasing Cards: Finance staff continue steps to roll out a purchasing card program for City staff.

Assessing

- Staff is wrapping up our quintile inspections and moving into reviewing building permits issued throughout the year,
- Our sales period for the 2022 assessment has recently ended (10-1-2020 – 9-30-2021). We are still receiving and reviewing sales from that period. Very preliminary data as of 10/4/2021 show 192 qualifying residential sales (up 13.61% from 2021's 169 sales). The average sale price is \$195,559 (up 12.16% from 2021's \$174,360 avg sale price). We are also anticipating a Time Adjustment from the Department of Revenue this year. A Time Adjustment means data shows that property sold in the fall of 2020 would sell for a higher dollar amount in the fall of 2021 within the same sales period. Therefore, sale prices will likely be adjusted for our analysis. Much more riveting information regarding this to come early in 2022!
- We are also implementing new cost tables within our CAMA system, prior to now we have been utilizing cost data from 2012. Staff will be continuing work on this process into the new year.

Liquor Store

- September Financials: Sales \$520,203 (-2%), Ticket Average \$31.58 (Flat), Customer Count 16,475 (-1.27%). Sales and the other financials were similar to 2020. Comparing with 2019, things were up significantly.
- eShop was launched earlier this month along with a website refresh of current pictures and web page lay out. Check it out at www.tallgrassliquor.com . ID'ing procedures for online ordering/curbside pickup are emphasized before you enter the ordering section.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Almost 300 open permits.
- The third Unique apartment building and Border State Electric building are the largest projects under construction.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z51-2021: 2021 City Overlay – Duinick has completed work on this project. Currently waiting for seed establishment for completion.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Work on this project is complete. Staff is expecting to bring Final Estimate for Council review on 10/26.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – D&G has completed the work on this project. Currently waiting on seed establishment for completion.
- Project Z82: N. 1st/Redwood/Marshall – D&G has completed work on this project. Staff is expecting to bring Final Estimate for Council review once contractor has returned all documentation.
- Project Z83: James/Camden – Minor punchlist items and seed establishment remains before completion.
- Project Z84: Legion Field Park Stabilization Project – A&C has completed work on this project. Staff is expecting to bring Final Estimate for Council review on 10/26.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G is planning on starting this work during the week of 10/11.
- Project Z88: 2021 State Aid Overlay – Duinick has completed most of the work on this project. Repairs to Country Club Drive and final seed establishment remain before completion.
- Project PK-001: Independence Park Trail Replacement Project – A&C is currently working on excavation and gravel base in the east portion of the park nearby the baseball fields and basketball court. Concrete will continue to be placed as the area is prepared. Remaining trail will be replaced in Spring/Summer 2022.

Building Maintenance

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Street Department

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Airport/Public Ways Maintenance

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Wastewater

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney construction substantially complete. Working on close out documents.
- Mixed and sampled biosolids tanks preparing for fall biosolids application.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Televising sewers.

**PUBLIC SAFETY DIVISION
FIRE DEPARTMENT**

- The Fire Department responded to eighteen (18) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 793 calls for the month of September. One hundred and eleven (111) criminal offenses were reported with a total number of twenty-five (25) adults arrested.

OFFICER'S REPORT

- Alarms (21)
- Accidents (32)
- Alcohol involved incidents (4)
- Assaults (6)
- Domestic Assaults (11)
- Burglaries (4)
- Criminal Sexual Conduct (8)
- Damage to Property (15)
- Keys Locked in Vehicles (32)
- Loud Party (10)/ Public Disturbances (15)
- Thefts (10)
- Traffic Related Complaints (128)
- Vandalism (1)
- Warrant Pickups (17)
- Welfare Checks (28)

The Co-Responder Program that includes participation from the Lyon County Sheriff's Office and Western Mental Health started in September. A weekly meeting with available officers to discuss effectiveness of Co-Responder Program and discuss in detail resources provided by Co-Responder Agent was successful.

The installation of cameras through-out the city have assisted the police department in identifying and charging those who have damaged city property.

The police department recently received a resignation letter from one of our police officers. The Police Advisory Board will be included in the hiring process.

DETECTIVE REPORT

- A 45-year-old Marshall man was arrested for Solicitation of Children to Engage in Sexual Contact and Interference with Privacy following an investigation. Multiple search warrants have been executed for electronic devices and records in the case.
- A burglary of a Parks Department building was investigated, and the case was forwarded to the Lyon County Attorney's Office for consideration of charges against a 30 year old Marshall man.
- Two cases of damage to City of Marshall property were investigated and the cases were forwarded to the Lyon County Attorney's Office and Marshall City Attorney's Office for charges.
- A 19-year-old Marshall man was arrested for Auto Theft by the St. Cloud Police Dept at the completion of an auto theft investigation. The stolen vehicle from Marshall was recovered in St. Cloud.
- A case of the electronic solicitation of a child is under investigation.
- Eight reports of criminal sexual conduct were investigated in the month of September. Some of the cases have been referred to the Lyon County Attorney's Office while the other cases remain under investigation.
- A case of financial transaction card fraud where a stolen debit card from another town was used at two Marshall businesses is under investigation.
- A case of check forgery where checks were stolen from a storage unit and forged and passed at a Marshall business is under investigation.
- Three cases of theft by swindle (Scams) were investigated during the month.
- Eighteen child protection reports and ten 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 17 exams completed on the track in September.
- In September, MN West conducted two motorcycle safety courses, an Infection Control Update training and an EVOC course.
- MN West held three First Aid/CPR classes for Schwan's plant employees on Sept 9, 10 & 13. 64 employees attended this training.
- Southwest Healthcare Preparedness Coalition held ALICE training utilizing the entire facility on Sept 15-16 for 42 individuals representing emergency management, healthcare, law enforcement and human services.
- On Sept 23rd, MN Propane Association held their fall regional meeting with 36 people attending.
- Conversation with Cops was held at MERIT on Sept 28th with 21 attending. Jim Marshall & Jasmine discussed topics in Marshall and talked about the MERIT Center and provided a tour.
- Lyon County Sheriff's department conducted taser training for 17 officers on Sept 29.
- On Sept 30, Medi-sota held an Advanced Life Support in Obstetrics (ALSO) course for 33 healthcare professionals.
- The MERIT Center was utilized 25 out of 30 days in September with 536 participants attending these events/trainings.