

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

FROM: Sharon Hanson, City Administrator

DATE: December 10, 2024

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of November:

- Attended meetings.
- Answered rental ordinance questions and code compliance.
- Prepared minor update for Cannabis ordinance.
- Attend L&O for meeting in which zoning discussions occurred.
- Engage in discussions about Broadmoor and Notice requirements.
- Send letters of inquiry to MN Housing and AG regarding Broadmoor.
- Send letter to Broadmoor.
- Calls with MN Housing to get more information.
- Meet with council member who intends to attend Broadmoor resident meeting.
- Meet with council member who has questions about sanctuary city.
- Review questions about additional Schierholz requests.
- Answer Facebook posing questions.
- Discuss Graffiti.
- Answer question from new council member regarding coaching position.
- Discussion of reasonable accommodations.
- Review Red Baron Arena rental agreement.
- Discuss Chicken Ordinance with staff.
- Review MPCA resiliency grant.
- Respond to question about election signs.
- Discuss charter commission requirements for end of year.
- Review and make suggestions regarding SIUs.
- Answer questions about closed sessions and open meeting law. Prepare scripts.
- Answer questions about PETA email. Exchange multiple emails with PETA.
- Review Stone Meadow agreement.
- Review MMU commission agenda.
- Discuss of data and police officer involved shooting.
- Review BMI changes made to agreement.

- Review planning commission materials for meetings.
- Review and comment on Legion Field Road Stormwater Study.
- Review ATM agreement for liquor store.

Work of other K&G Attorneys:

- Attorney Lykke assisted with request to Dept of Revenue regarding local sales tax.

ADMINISTRATION

This past month included the following meetings and work:

- This past week met with Contegriy and Stockwell to discuss the redesign and proposed budget for rebidding the project in January of 2025. Reductions in site plan, major design change in construction material of the pools and additional add-alternates to reduce the costs to fit within the original budget. The Aquatic Center Committee made up of Councilmembers were also in attendance. In addition, the Aquatic Center Fundraising Committee met and discussed the current status of the project and the thought process of how to inform the public on the current status of their fundraising. This will be further discussed at the December 10th Council meeting.
- Staff met internally regarding 2025 annual fire service contracts with several townships surrounding the city of Marshall. In recent years, townships have pursued less expensive options for fire service that has resulted in questions on the cost of Marshall Fire Department service to township. Staff have argued that the level of service is different in ways that result in higher costs. An existing mutual aid contract among all fire departments means that one fire department can serve as a safety net for another fire department and thus the true costs of fire service are not entirely reflected in certain township contracts. Staff will continue to explore options on possible formula adjustments and also plan, at the request of several surrounding townships, to meet with them in early January to discuss further.
- This past month was able to renegotiate new terms for golf range lease and extend the agreement for another 15 years. This will be brought forward at a future Council meeting. The city owns the golf range with the actual golf range operated by the Marshall Golf Club. The city entered into an agreement with Marshall Golf Club dating back many years allowing use of the land as a golf range. The last agreement dates back to 2010 through the end of 2024.
- Continued budget reviews and discussions with Finance.
- Met with Southwest Sanitation regarding 2025/2026 contract renewal. Per Council discussions, we discussed a longer-term agreement which was agreed upon and will be brought forward to Council for their action.
- Community Services staff and I met with YMCA Interim Director to discuss history and future desire to continue discussions on partnerships.
- This past month spent time with union negotiation preparation and actual meetings.
- Had several discussions with staff and City Attorney regarding Broadmoor Valley communications with the city and residents regarding a possible closure in December of 2025. City Attorney is advising on the legal requirements on the part of the city. This will be a future discussion with Council.
- Community Services staff and I met with Convention Visitors Bureau (CVB) to discuss the annual CVB contract as it relates to their work promoting sports complex and Red Baron.

- Attended Community Services Advisory Board mtg, a League of MN Cities Board visit with city officials in Tyler, attended with Mayor Coalition of Greater MN Cities Fall Conference, participated in a Zoom call with Stevens County regarding their daycare “pod” project.

Economic Development Authority

- Work has started on the Stone Meadows apartment complex located behind Shopko. A permit was approved to construct two of the three buildings slated for the site. Grading and digging for the retention pond is underway.
- Staff heard a presentation from Stevens County Administrator, Rebecca Young, on their County’s child care project which was the construction of six daycare pods. Staff also presented to the Community Foundation to request the formation of a child care fund which can be used for future projects. The child care committee also plans on hosting a child care panel for those interested in the profession. The class will be held through community services.
- Staff continues to work with municipal advisor and hotel developer on tax abatement request.
- Staff was notified that we are a finalist for industrial development submitted through DEED RFI. Site selection is scheduled to be completed in Q1 of 2025.

Human Resources

- Staffing: the city will welcome Dan Johnson on December 16th as a Plant Operator I at the wastewater facility. Police Officer oral testing was completed and 6-month eligibility roster has been approved by the Police Advisory Board.
- Safety: staff were trained on hazard identification/analysis, ladder safety, and slips/trips/falls.
- Staff continue to prepare for and meet with union business agents and employee representatives to negotiation new draft contracts. Negotiations meetings are scheduled with AFSCME and LELS-Supervisors groups.

Clerk

- The City of Marshall held the General Election on November 5th and thanks to the excellent election judges at the wards no issues were reported.
- Attended the Equipment Review Committee to discuss a compact asphalt roller and city fleet options.
- Attended the second planning team meeting for the Lyon County Hazard Mitigation Plan (HMP). The HMP must be updated every 5 years to fulfill state and federal requirements. The group identified and assessed natural hazards that pose risk to the county and jurisdictions within and aim to develop long-term strategies and mitigation action to reduce or eliminate impacts of future hazard or disaster events.
- Attended a presentation from Minnesota Information Technology regarding new reporting requirements for cyber incidents.
- Continued work on license renewals for 2025.

Finance

- 2025 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 the meeting on 12/17.
- 2025 Bonding: Staff has discussed Capital Improvement Plan estimates with BakerTilly for projects anticipated to be included with 2025 bonding. The process has been initiated to ensure funding is secured for 2025 projects.

- 2024 Audit: Staff has started preparing workpapers and gathering supporting documentation for the draft 2024 financial statements.

Liquor Store

- November Financials: Sales \$670,538 +8.53%. Customer Count 17,895 +3.95%, Ticket Average \$37.45 +3.88%. Overall, a great month for all financial metrics. The store will only get busier in December with Holiday shopping.
- The 4 exclusive beers have been selling well. Many in-store tastings have been done to promote these beers. Tall Grass also tasted at the Lyon County Museum in November for their holiday event.
- The Fall Thanksgiving walk about was held on November 13th. A great 'buying' crowd of customers sampled and purchased wine during this event.
- The 'Tis the Season' Try before you buy Holiday sampling event will be held on Friday, December 13th from 5-7pm at the store. This is a perfect time to sample for free many products for your Christmas/New Years eve entertaining needs.

COMMUNITY SERVICES

Parks & Recreation

- All adult recreational winter leagues are up and running with 283 total regular season games and matches scheduled for basketball, volleyball and curling.
- Open community skating and hockey at the Red Baron Arena is picking up with the winter weather, over 45 hours of ice time scheduled to skate and or play hockey during the month of December.
- The release of the winter/spring brochure will be the week of December 16th, we are excited to continue to bring many recreational options to the community during the new year.
- Do you know what MCS youth program had the most participation in 2024? The answer is youth gymnastics with 681 participants registered!
- Construction of the new dugout and backstop is mostly complete – roofing and block cap to finish.
- Work continues on Aquatic Center redesign – reviewing new drawings, budgets, and information with staff, Contegry and Stockwell.
- Winter tournament season is upon us at the Red Baron – Ice Dogs this weekend!!
- Met with Marshall Baseball Association to discuss next phase at Legion Field for 2025.
- Working with homeowners on the Tree Reimbursement Program for ash tree removals and the planting of new species of trees. To date, \$5,400 have been reimbursed as part of this program.

Community Education

- Community Education has been busy wrapping up the Fall season with several new and exciting classes as well as the popular reoccurring classes. The fall season had approximately 238 registrations for our classes and services.
- The Winter/Spring brochure is complete and will be open for registration on December 18th! We will have several new classes to choose from. Some examples are a sourdough bread class, four new online technology classes, an intro to graphics class for teens, a pop it fidgets chocolate bar class and a citizens academy course.

- Our Visit Santa event is coming up soon at the Marshall Lyon County Library on Dec 16th and 17th from 3-5:30 pm.
- Driver's Education online classroom option is up to 34 students enrolled.

Studio 1

- We provided several extra game recordings for both volleyball and football as they progressed through section playoffs.
- Our replay video clips from a MHS Football game of Jayden Meister's interception were submitted to KARE 11 and that play was picked as the state "play of the week" on their Prep Highlights show.
- On November 5th, we hosted a tour of our office and TV studio for a group from the Marshall Adult Community Center.
- We provided live coverage of the MAHA Bantam B tournament on the 3rd weekend of November.
- We provided broadcasts of several school concerts through November as well.
- A calendar of all scheduled live broadcasts can be found at www.marshallstudio1tv.com.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open permits.
- An SRE building, Les Schwab's tires, Marshall's, SWWC Coop building, and Stone Meadow apartments are the largest projects under construction.
- Over 420 Rental registrations have been issued. Over 100 are in the Pending status.
- Sign ordinance is being reviewed.

PUBLIC WORKS DIVISION

Engineering

- Project ST-002-2024: Bituminous Overlay Project - Central Specialties, Inc. of Alexandria, Minnesota – Final Change Order and Payment on 12/10/2024 City Council meeting.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota - Project is complete and open to the public. City staff working with contractor on punch list items, final reconciling change order and final payment.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – D&G Excavating, Inc. of Marshall, Minnesota – City is working on final reconciling change order and final payment.

Wastewater

- Staff have completed 321 preventive maintenance work orders in the last 30 days.
- Working on annual MPCA reports due in November and January.
- Fall jetting of the sanitary lines continues.
- Drafting letters for commercial users concerning PFAS.
- Reviewed and made corrections to the MPCA's Annual Compliance Report.
- Working on updating our small lift station alarm systems.

- Land application of biosolids has been completed; working on the MPCA and EPA biosolids annual reports.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to fourteen (14) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (12)
 - Fire; Structure ()
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1075 calls for the month of November. 95 criminal offenses were reported with a total number of 46 adults arrested.

OFFICER'S REPORT

- Alarms (18)
- Accidents (38)
- Alcohol involved incidents (5)
- Assaults (12)
- Domestic Assaults (11)
- Burglaries (6)
- Criminal Sexual Conduct (5)
- Damage to Property (2)
- Keys Locked in Vehicles (20)
- Loud Party (1)/ Public Disturbances (13)
- Thefts (18)
- Traffic Related Complaints (269)
- Vandalism (8)
- Warrant Pickups (11)
- Welfare Checks/Mental Health (64)

DETECTIVE REPORT

- A 43-year-old Marshall man was arrested for Predatory Offender Registration Violation at the completion of an investigation.

- A case of mail theft where a package was stolen from a Marshall apartment building was investigated and referred to the Lyon County Attorney's Office for formal charges against a Marshall man.
- Five cases of criminal sexual conduct, three theft by swindle cases, and an identity theft case were investigated during the month.
- Twenty-seven child protection reports and one report from the Minnesota Adult Abuse Reporting Center were investigated.



MERIT Center

- In November MN West held a Pilot Car Training, a private group training and CDL training continues to utilize the driving track at the MERIT Center.
- From November 1st to November 3rd and November 15th to November 17th North Star Training & Consulting held Fire School with 28 attendees each day.
- From November 4th to November 5th the Minnesota State Patrol held Standardized Field Sobriety Testing (SFST).
- From November 11th to November 12th ARMOR Training held GWO Training with 2 attendees each day.
- On November 12th the Southwest Emergency Communication Board held their bi-monthly Radio Board meeting with 30 attendees.
- On November 12th the American Red Cross held a blood drive.
- On November 13th the Marshall Police Department held a BCA Training with 24 attendees.
- On November 14th the Marshall Area Chamber of Commerce held Women's Connect with 31 attendees.
- From November 20th to November 21st the Minnesota State Patrol held a meeting with 20 attendees each day.
- On November 20th North Memorial held a training.
- On November 21st ADM held their monthly Contractors Safety Meeting with 52 attendees.
- On November 21st the MERIT Center Commission meeting was held with 8 attendees.
- On November 22nd the Women's Rural Advocacy Program (WRAP) held a training with 15 attendees.
- On November 26th CENTROL held their annual meeting with 62 attendees.
- On November 26th Senator Dahms and Representative Swedzinski held a Townhall meeting with 30 attendees.
- On November 27th the Marshall Police Department held PD interviews.
- The MERIT Center was utilized 18 out of 30 days with 18 reservations in November. There was a total of 596 attendees.