



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

FROM: Sharon Hanson, City Administrator

DATE: September 14, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am continuing to work with necessary City officials regarding Broadmoor Valley manufactured home park.
- I am working with City and Realtor Jana Reilly regarding the sale of property located at 800 N. U.S. Hwy 59.
- Criminal prosecution numbers for August are as follows:

August:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	2		5	3	8	2	5	25	20
Dismissed									
Non-Prosecution	1				1			2	5
Refer to County			1					1	

ADMINISTRATION

- Mid-August met with Mayor, Community Services Director, Administrative Services Director and Senator Gary Dahms to discuss sales tax legislation. Senator Dahms advised we consult and work with Senate Counsel and League of Mn Cites, which we will do.
- Final prep is being conducted on community survey that will take place in early October regarding parks and recreation and support for sales tax and other funding mechanisms.
- A presentation to the Senior Citizens membership was also given in August regarding park and recreation sales tax.
- Mayor, Councilmember Schafer, I and select staff met with Avera and public health on updated COVID numbers and potential implications with return to school and college. Consensus of the group to utilize City of Marshall video services to promote the vaccine.

- Mayor and I met with Diversity Equity Inclusion Commission Co-Chairs on communication response to events, issues and requests for information.
- On August 20th, I attended the Southview Elementary Open House.
- Met several times regarding 2022 budget and levy process.
- Met with Block 11 interested parties, we hope to secure a pre-development agreement in order to keep progress moving forward.
- Met with City Hall Committee and then subsequent meeting with contractors and City Hall Committee Chairman to focus on completing remaining items. This week much progress with remaining items being-waiting for door hardware, waiting for counter service area materials and resolution to masonry uncompleted items.
- Discussed with City Clerk and Lyon County Auditor 2020 Census results, redistricting. Mayor stated census did not capture population growth and some additional data analysis by city staff supports this thought. Consideration is being given to possible appeal of the results.
- Conducted radio interview, wrote monthly newspaper column, met with Division Directors to renew monthly meetings as part of improving communication, attended 150th Committee mtg.

Economic Development Authority

- This past month we met with investment and construction companies on their renewed interest in Block 11. I have included a very basic conceptual design and Draft Pre-Development Agreement. We hope to finalize and bring forth to the September 28th Council mtg.
- The City has been in discussions with Ralco on their Mercantile acquisition project. The City Council held a closed session regarding potential purchase of parking lots near the Mercantile that could be utilized for enhanced riverway green space and secure entertainment/community venue possibility.
- Border States Electric (BSE) has submitted their tax abatement request through the County and the approval is expected to occur at the September 21 County Board mtg. BSE has begun some initial dirt work on the site.
- A hotel needs assessment has been finalized and staff have forwarded on to two interested hotel developers. Follow-up is needed to ensure momentum is maintained.
- Southwest West Central (SWWC) Educational Service Cooperative discussions have continued with regard to construction of a new learning center/school. SWWC is looking for a financing partner-the city is interested if:
 - Annual net revenues from the SWWC provide at least 1.25x coverage of debt service
 - Or school funding aid can be pledged to the City
 - Or it is guaranteed by a state bond insurance; and
 - The likelihood of having to levy is remote
 - And there is a mortgage or other security that gives the City something of value should there be a default
 - Also, SWWC office space lease within the mall ends September 2023.
- Staff have been in discussion with an existing company on expansion plans and potential commercial tax abatement.
- Staff have been in discussions with developers and Southwest MN Housing Partnership on potential low-income housing project

Human Resources

- Staffing: the City welcomes Katherine (Katie) Brusven to the Adult Community Center in the Program Specialist position. Katie's first day will be September 13th. The City also welcomes two part-time Checkout Clerks to Tall Grass Liquors—Tara Reinhart and Nicole Rime. Applications are being accepted for our temporary/seasonal positions at this time including positions in Community Education, Community Recreation, and Parks Maintenance Worker.
- State minimum wage change: The Department of Labor and Industry announced that effective January 1, 2022, minimum wage will increase from \$10.08 to \$10.33, a \$0.25 increase. Staff are reviewing the Temporary/Seasonal Wage Schedule for both minimum wage adjustments and other supervisory recommended adjustments. A Personnel Committee meeting will be scheduled in October to review the recommended adjustments.
- Job Evaluation and Compensation Study: Gallagher has solicited salary data from our comparator cities via a customized survey that was sent to each organization. All surveys have been returned; Gallagher is now reviewing the data, following up on any questions with individual cities, and preparing a summary comparison. Gallagher has also provided an overview of the job evaluation method for our study, called Decision Band Method® (DBM). These job evaluations are required under MN law. Gallagher has reviewed job descriptions of all City/Library/PHC jobs to understand the responsibilities and requirements and is now applying the DBM to each position using the job descriptions, classification structure, and organizational charts. At this time, the project is on track to bring a final report to the Council in November.

Clerk

- Continue to analyze the 2020 Census data provided so far. Staff will begin to collect data and information supporting a miscount in Ward 1. Appeals to the Census Bureau cannot be made until January, 2022. At the same time, we will consider the possibilities of redistricting our three Wards. If implemented this action would not take place until early 2022.
- DEI Assistant interviews were held, and an offer has been made with a tentative start date of September 20.
- Continuing to analyze data for and from Enterprise Fleet Management. Ways and Means as well as the Equipment Review Committee's will meet prior to the next council meeting for further review.
- A draft version of the Room Rental Policy for city hall has been completed and is under internal review.

Finance

- 2022 Budget: Staff will bring to the 9/14/21 council meeting the 2022 preliminary budget for consideration. The preliminary budget must be certified to Lyon County no later than 9/30/2021.
- Policy Work: Staff will begin working on two new policies – Internal Control and Grants. Internal work will begin in September.
- Purchasing Cards: Finance staff have begun initial steps to roll out a purchasing card program for City staff.

Assessing Liquor Store

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 320 open job files.
- 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 – Final seeding on pond changes is expected in September.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – D&G has completed the sanitary and storm sewer portions of the project. Minor patching and site restoration items remain.
- Project Z82: N. 1st/Redwood/Marshall – D&G has completed paving and final seeding on this project. Minor punchlist items remain to be completed.
- Project Z83: James/Camden – Concrete sidewalk and curb has been placed on the project. Asphalt paving and final seeding is expected to take place in September.
- Project Z84: Legion Field Park Stabilization Project – A&C has completed the slope stabilization and concrete work adjacent to the park shelter. Final site restoration remains.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – Award of this project is anticipated for the 9/14 Council Meeting.
- Project Z88: 2021 State Aid Overlay – Duinick has completed all pedestrian ramp replacements on this project. Overlay is expected to be complete during the week of 9/7. Striping is expected to be completed shortly afterwards.
- Project PK-001: Independence Park Trail Replacement Project – Base Bid + Alternative 2 (Baseball Field area) was awarded to A&C Excavating. Work is expected to begin in the Baseball Field area starting the week of 9/13.

Building Maintenance

Street Department

Airport/Public Ways Maintenance

Wastewater

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney Construction is working final punch list items.

- Performing preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Televising sewers.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to Nineteen (19) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (9)
 - Fire; Structure (8)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 780 calls for the month of July. Eighty-two (82) criminal offenses were reported with a total number of twenty-three (23) adults arrested.

OFFICER'S REPORT

- Alarms (12)
- Accidents (38)
- Alcohol involved incidents (3)
- Assaults (2)
- Domestic Assaults (9)
- Burglaries (2)
- Criminal Sexual Conduct (3)
- Damage to Property (8)
- Keys Locked in Vehicles (31)
- Loud Party (12)/ Public Disturbances (13)
- Thefts (19)
- Traffic Related Complaints (118)
- Vandalism (2)
- Warrant Pickups (22)
- Welfare Checks (33)

The Co-Responder Program that includes participation from the Lyon County Sheriff's Office and Western Mental Health has started in September. The first week has shown there is promise in this new program and the follow-up services provided by Western Mental Health to individuals in crisis will be beneficial to the individual and our community.

The Marshall Police Department attempted to arrest an individual who had an active warrant for an assault that involved a deadly weapon. The suspect jumped from a second story window and a vehicle

pursuit began. The Marshall Police Department pursuit was terminated after 6 miles. The suspect was later pursued by other agencies for 40 miles and ended with the vehicle leaving the roadway into a field. The suspect was arrested and brought to the Lyon County Jail.

Officer Vanleeuwe will begin her assignment as the School Resource Officer for the Marshall Public Schools beginning in September.

DETECTIVE REPORT

- Detectives assisted the Brown-Lyon-Redwood-Renville Drug Task Force with a search warrant at a Marshall apartment. A Marshall woman was arrested on multiple drug charges following the discovery of 54 grams of methamphetamines and 701 grams of marijuana.
- A Marshall man was arrested at the completion of a burglary investigation. The stolen property was recovered during the investigation.
- Two death investigations were conducted. One case is closed and the second is open pending information from the final autopsy report.
- An investigation into an injured child is under investigation with the assistance of the Yellow Medicine County Sheriff's Office and Southwest Health and Human Services.
- Eleven cases of theft, two cases of criminal sexual conduct, and four cases of damage to property were investigated in the month of August.
- Eighteen child protection reports and eight reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Sgt. Buysse, Det. Kopitski, and Det. Sandgren participated in the National Night Out event at Independence Park on August 3rd.

MERIT CENTER

- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing. There were 23 exams completed on the track in July/August.
- Centrol Crop Consulting returned to the MERIT Center for the annual sales kick off meeting. 58 people attended this event on July 14th.
- Avera Marshall held their leadership meeting at the MERIT Center on June 15th for 54 employees.
- On July 21st, North Ambulance conducted air zone landing training with local fire departments. 28 people attended this training.
- CALS (Comprehensive Advanced Life Support) returned to the MERIT Center August 18-20 for their 5th offering of this class at the MERIT Center. 31 health care workers attended this event. They will return in November.
- The Mankato police department conducted a PIT Driving course at the MERIT Center utilizing a classroom, driving track and skid pad for 21 officers on August 23rd.
- The MERIT Center was utilized 43 out of 62 days in July/August with 544 participants attending these events/trainings.