

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

FROM: Sharon Hanson, City Administrator

DATE: November 9, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for October are as follows:

October:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution			4	1	6	1	4	16	15
Dismissed									
Non-Prosecution	3					1	1	5	4
Refer to County									

ADMINISTRATION

- Mayor, Councilmember DeCramer, I and staff met with MMU regarding 2022 partnership agreements which will be presented at November 23rd Council mtg.
- City Hall Committee mtg. met and discussed remaining payments for City Hall. Less than \$80,000 remains and we anticipate issuing final payment before the end of the year.
- The Library Budget Committee met with Lyon County to discuss 2022 levy appropriation. The Committee has agreed to a 5.2% increase over 2021. Each governing body must approve the request.
- The Legislative and Ordinance committee met to discuss VRBO/short term rentals and the consensus was to consider pros and cons of licensing versus ordinance. There was also a discussion on longer-term rental (rental code). A follow-up mtg will be scheduled.
- The parks and recreation community survey was completed a couple of weeks ago and the results are in. A meeting to discuss those results with the survey consultant will be scheduled for next week and we will ensure a presentation is provided to the Council, likely in the month of December. Staff intend to work towards funding options for the aquatic center, including sales tax extension. There are challenges to the sales tax extension-existing sales tax bond payments,

current legislation calls for a 1-year break from collecting the tax and overall cost to the aquatic center and other options we may want to consider.

- Met with Parks Superintendent and landscape architect to discussion band shell and its condition (per Preston, early results indicate major structural issues). A future presentation with the Council will be scheduled to discuss further. The landscape architect also looked at Mercantile parking lots and the City Hall Plaza.
- 2022 Budget-We plan on presenting updated numbers for the budget at a November 23rd work session following the regular meeting.
- Representatives from the City will meet with SWWC Service cooperative next week to discuss with them their plans for an alternative learning school. They have requested assistance, with greatest support from us in the form of conduit bonding.

Economic Development Authority

- EDA Board heard presentations from Beth Ritter, Marshall Public Schools regarding their Career and Technical Education programs and future facilities as well as the Lyon and Murray CEO (Creating Entrepreneurial Opportunities) program. They are looking for investors at \$1,000 per year for 3 years, or a one-time donation of \$3,000. They are also looking for people to be Friends of CEO, mentors, host sites, or businesses to visit. They must have 35 investors to start the program. The City EDA voted to sponsor the CEO Program at a one-time fee of \$3,000, with funds to come from reserves.
- Block 11 developers will soon receive a draft schedule for TIF (Tax Increment Financing) assistance requirements and deadlines. This schedule will coincide with hopeful construction in Spring of 2022 of residential and some commercial in a 3-phased approach. TIF is the most advantageous to the City in terms of potentially reimbursing the city for costs to ready the site.
- We continue to have discussions with Knochenmus Enterprises regarding the Mercantile. We would like to assist in their re-development of the Mercantile and have thus far focused in on the parking lots.
- First Premier Bank which owns the Market Street Mall has not received any interest in the mall property and calls to the real estate broker for the former Shopko building to inquire status, have not been returned.
- The Mayor and I toured ADM and was able to view location and plans for their expansion related to their starch production. Some work has started, but the bulk will begin in Spring of 2022.

Human Resources

- Staffing update: we are currently accepting applications for a full-time Police Officer position and to establish an eligibility roster for future hiring along with a variety of temporary and seasonal positions. Recruitment for a Plant Operator at our wastewater facility will begin in November, along with a succession plan to replace the WW Superintendent, who will be retiring at year-end. The City welcomes Jazmin Meza as our new Office Assistant/Receptionist supporting the Wastewater facility---Jasmin will begin employment on Monday, November 8th. The City also welcomes Eileen Klein as a full-time Building Custodian. Interviews are pending for the following positions: Accounting Specialist, Maintenance Worker, and Building Custodian.
- On 11/04/2021, OSHA released the Emergency Temporary Standard (ETS) that requires employers with 100 or more employee to implement regular testing or vaccination requirements for employees. Minnesota OSHA will be required to adopt a plan that is at least as restrictive as the federal requirement. Minnesota OSHA will have up to 30 days to adopt the ETS for MN employers; when published in the Minnesota State Register, it will likely include an effective date for MN employers. City Staff are reviewing the ETS and will consult with the League of MN Cities and legal counsel on any implementation questions. A summary of the order is available for review here: : www.osha.gov/sites/default/files/publications/...

- Safety: our MMUA safety consultant provided training on Back/Lifting Safety, Slips/Trips/Falls and Ladder Safety in November. He is also performing routine site visits and follow up consultations on the facility audit that was performed in July.
- Classification/Compensation study: Gallagher is finalizing the job description ratings under the Decision Band Method and has begun discussion on compensation structure implementation options. The project timeline to completion was estimated at 6 months; staff acknowledged with the Council at the time of consultant selection that this was an aggressive timeline. At this point, the overall project is slightly behind schedule, due in part to a slower receipt of survey responses and additional review of job descriptions.
- The Personnel Committee is scheduled to review recommendations for the 2022 Temporary and Seasonal Employee Wage Schedule.
- The 2022 Employee Open Enrollment for benefits began Monday, Nov 8 and will continue until November 15th.
- Planning is underway for the 2022 Annual Employee Recognition Event. This event is scheduled for 01/14/2022.

Clerk

- Fleet vehicles have been ordered and we have received two vehicles to date. A total of 20 vehicles have been ordered for 2022 and will be received over the next several months.
- Annual licensing has been sent out and is due back on November 5 to begin processing.
- Diversity, Equity, and Inclusion Commission held its monthly meeting and will begin to move towards a group focus on bringing in a facilitator to present at Cultures on the Prairie and an additional community event.
- Staff are reviewing a proposed “Equity Journey” Training for Council and staff. This training would consist of three, two-hour in person sessions put on the by YMCA of the Greater Twin Cities. This will tentatively take place in early 2022.
- 150th Special Events and Arts/ Entertainment Subcommittee continues to meet to define the approved events. Events range from May to October 2022 with a majority of the planned events taking place during the 150th/ Sounds of Summer Weekend.

Finance

- 2022 Budget: Staff continue to update the 2022 preliminary budget. A council work session has been scheduled for after the 11/23/2021 regular council meeting. Both operating and capital budgets will be discussed. Final adoption of the 2022 Budget will occur at the 12/14/21 council meeting after the TNT.
- Policy Work: Staff have drafted a new Federal Grant Policy. The Ways and Means Committee met of 11/2/21 to review the draft and recommended the policy to the full council for final approval.

Assessing

Liquor Store

- October Financials: Sales 535,439 +.5%, Customer Count 17001 (0%), Ticket Average \$31.49 +.5%. Financials were pretty much even with last years number. Compared to 2019, Financials were up significantly. The staff will be working on holiday displays and stocking gifts and accessories in November.

- Make plans to join us at Tall Grass Liquor for the Cornucopia of Wines Tasting Event. Over 32 wines will be sampled (In-Store) Wednesday, November 10th 2021 from 4-7pm. This is a great way to sample wines for your upcoming holiday entertaining. Receive 20% off all wines purchase during the event.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Just under 300 open permits.
- The third Unique apartment building and Border State Electric building are the largest projects under construction.
- New permit software development is close to completion.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Projects Closed or Closing Out: Z51-2021 (2021 City Overlay), Z75 (S. 4th Street Reconstruction), Z76 (S. 1st Street Reconstruction), Z77 (Legion Field Stormwater Improvements – Phase I), Z80 (Independence Park/Nwakama Sewer Realignment), Z82 (N. 1st/Redwood/Marshall Reconstruction), Z84 (Legion Field Park Stabilization)
- Project Z83: James/Camden – Minor punchlist items remain before completion.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G has recently informed staff that they plan to address this area possibly in Spring 2022. Contract end date is October 14th, 2022.
- Project Z88: 2021 State Aid Overlay – Replacement of pedestrian ramps on N. 4th Street adjacent to Walnut and Elm Streets is planned potentially for the week of November 8th. Repairs to Country Club Drive remain before completion.
- Project PK-001: Independence Park Trail Replacement Project – A&C has completed trail replacement in the east portion of the park nearby the baseball fields and basketball court. Remaining trail will be replaced in Spring/Summer 2022.

Building Maintenance

-

Street Department

-

Airport/Public Ways Maintenance

-

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 twenty-four (24) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (15)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 768 calls for the month of October. Ninety-six (96) criminal offenses were reported with a total number of twenty-one (21) adults arrested.

OFFICER'S REPORT

- Alarms (13)
- Accidents (31)
- Alcohol involved incidents (4)
- Assaults (5)
- Domestic Assaults (14)
- Burglaries (5)
- Criminal Sexual Conduct (4)
- Damage to Property (8)
- Keys Locked in Vehicles (38)
- Loud Party (5)/ Public Disturbances (14)
- Thefts (26)
- Traffic Related Complaints (136)
- Vandalism (6)
- Warrant Pickups (11)
- Welfare Checks (24)

Two members from the Marshall Police Department attended the Special Operations Training Association (SOTA) event. The Emergency Response Unit we are part of consists of officers from New Ulm, Redwood Falls, Brown County, Renville County, Redwood County and Lyon County.

Many officers have been completing required training mandates in Emergency Vehicle Operation, Defensive Tactics, and Firearms Training. Officers are required to complete at a minimum 48 training hours every three years.

DETECTIVE REPORT

- A 42-year-old Marshall man was arrested for burglary from a Marshall business after an investigation. Some of the stolen property was recovered during the investigation.
- A second burglary at another Marshall business is under investigation.
- The theft of property from outside of a Marshall business was investigated and the case was forwarded to the Lyon County Attorney's Office for an arrest warrant.

- Four cases of predatory offender registration violations were forwarded to the Lyon County Attorney's Office for charges in the month of October. (The Marshall Police Department currently tracks approximately 50 registered Predatory Offenders in our community)
- A solicitation of prostitution case was investigated and forwarded to the Lyon County Attorney's Office.
- Fourteen cases of theft, six cases of damage to property, and four assault cases were investigated during the month of October.
- Nine child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Detective Jason Kopitski attended the Minnesota Bureau of Criminal Apprehension's Predatory Offender Investigations training on October 13th.

MERIT CENTER

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 19 exams completed on the track in October.
- In October, MN West conducted Hot Water & Boiler training, two CPR/lifesaver courses, Safety training for Lyon County and an EVOG for Law Enforcement course.
- AVERA Marshall Leadership Team held their monthly meeting at the MERIT Center with 41 people in attendance.
- Plumbology LLC held their plumbing continuing education course at the MERIT Center on Oct 22nd for the fourth time. 23 participants attended this training.
- On Oct 26th LG Seeds held their quarterly training meeting at the MERIT Center. 11 people attended this event.
- Visit Marshall held their Haunted Tower event for the third year in a row on Oct 29th and 30th.
- The MERIT Center was utilized 24 out of 31 days in October with 427 participants attending these events/trainings.