

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

FROM: Sharon Hanson, City Administrator

DATE: July 9, 2024

SUBJECT: Administrative Brief

City Attorney

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

- Attended meetings.
- Attended L&O meeting.
- Discussed questions related to BCA documents and BCA email related to data.
- Answer open meeting law questions.
- Answer Juneteenth questions.
- Drafted contracts for staff.
 - ABE lease amendment
 - Laydown agreement
 - Consent to use picture from historical society
 - Agreements with Brau brothers
- Answered questions from Zoning Administrator:
 - Expansion of legal nonconforming use.
 - Requirements for CUP for existing rental property and use as duplexes.
 - Discussion of best practice for using Resolutions to capture findings of facts at Council level incorporating PC findings.
- Work with staff on Helena questions
- Begin discussions with staff regarding Parkland fees
- Answered questions regarding Hemp based products and Cannabis changes in Legislature.
- Answered questions related to insurance.
- Worked on Broadmoor Valley issues that arose related to:
 - Data production to Schierholz attorneys
 - Letter from Schierholz and response
 - Review of deposition summaries.
- Review proposed golf cart ordinance.
- Review Great Plains agreement.
- Assisted with questions related to cooperative purchasing and single source.
- Review spectrum questions.
- Assisted with questions about mowing at ACC and volunteers.
- Assisted with questions about Solugen contract.
- Responded to questions about events in the park.

Work of other K&G Attorneys:

- Attorney Vose assisted with Franchise agreements.
- Sofia assisted with predevelopment agreement.
- Attorneys Devaney and Alsop represented city staff in depositions for Schierholz matter.
- Attorney Tietjen prepared summary of legislative changes which I shared with staff.

ADMINISTRATION

- This past month was highlighted by a very successful Juneteenth event with cooperation from the weather as well as great teamwork by our organizing Committee, staff and performers/vendors.
- Spent some time reviewing personnel items with various staff as it relates to future budgets, future retirements, and ideal staffing structures.
- A select committee has begun to discuss DEI future goals and strategies.
- Attended League of MN Cities Annual Conference. During this time connected with many administrators and other city officials on topics important to cities. Was able to tour Rochester Park and Recreation facilities and was good to see their park facilities as well as a fairly new outdoor aquatic center. In addition, inspirational keynote speakers opened and closed the meetings. We were also able to bring the city's administrative intern that included valuable learning opportunities as well as visiting with Rochester City Administration officials.
- The City Council will soon be hearing an update on the aquatic center and considering the action item of going out for bids for this project. Next week, staff will be reviewing nearly complete (95%) design documents, a final major step prior to coming to Council. Assistant Engineer Eric Hansen has served as owner's representative, and Preston Stensrud continues to provide leadership in the planning process.

Here is an updated schedule:

- July 25: Council Considers Advertisement for Bids
- August 8 & 15: Advertise for Bids
- August 29: Open Bids
- September 10: Award Bids
- October: Possible Start to Construction
- January 2026: Substantial Construction
- April 2026: Final Construction
- May 25, 2026: Open Aquatic Center

Economic Development Authority

- Construction has started on Les Schwab Tire and Marshalls.
- Staff hosted a Business Leader Roundtable on June 17th. 14 business leaders were present and discussed workforce, daycare, and community amenities.
- The first Child Care Strategic Supply meeting was held on June 18th. 16 community stakeholders were present to learn about the challenges for daycare operators.
- Tapestry Companies has completed its application for the MN Housing financing program.
- Staff submitted a proposal to MNDEED for RFI on Project Kettle.

Clerk

- Gearing up for the August Primary Election on August 13th. The normal polling locations for Ward 1 (Red Baron Arena), Ward 2 (Marshall Middle School), and Ward 3 (Marshall Area YMCA) will be utilized.
- Absentee Voting in Lyon County for the Primary has begun.

- Filing for the Mayor and Councilmembers in Ward 1 ,2, & 3 will begin on July 30 and end on August 13. All those interested in filing will need to fill out the required form at the City Clerk's office and pay the \$5 filling fee.
- Met with local representatives of the DFL and REP parties to discuss political sign placement and awareness.
- Attended a webinar with the Minnesota Data Practices Office on interagency data practices and classifications.
- Attended the Equipment Review Committee meeting regarding city vehicle procurement.

Finance

- 2025 Budget: Staff and leadership continue to work on preliminary budgets (to be returned to Finance by July 10th).
- 2023 Audit: BerganKDV plans to present audit results at the July 9th Council meeting.
- At the Work Session at 4:00 PM on July 23rd Council will hear community organization requests, likely along with a presentation from the Marshall-Lyon County Library.
- The annual reporting form required for each TIF district for 2023 is due by August 1st. Finance has consulted with BakerTilly on those reports and the existing pay-go distributions.

Liquor Store

- June Financials: Sales 657,302 -5.9%, Customer Count 18332 -6.7%, Ticket Average \$35.86 +.61%. Overall a 'soft' month for sales compared to the our trend for 2024. Beer sales is trending lower for the year at Tall Grass. This follows the National Trend in this category also.
- Manager attended the Beverage Alcohol Retailers Conference June 17th-20th. It was a good conference with several National speakers with information about the liquor retailing. Tall Grass Liquor was also presented an award for being one of the top 100 retailers in the United States.

COMMUNITY SERVICES

Parks & Recreation

- Working diligently to keep up on all the mowing, spraying, and weed trimming
- Working on plans and specifications for Legion Field and Independence Park projects
- Back parking lot of Independence Park is complete and should be striped and open as of end of day today (7/3)
- Assisted with setup of Juneteenth event and takedown, prepping for 4th of July, and Crazy Days events
- Working with engineers and architects on new aquatic facility – 95% submittal coming end of next week for review
- Learn to Swim session one private and group lessons were a success with over 80 youth participating in our American Red Cross lessons. Two more sessions are being offered in the month of July.
- Jr. T-Ball, baseball and softball for grades preschool – 2nd grade have been practicing and playing games this past month with over 200 ballplayers learning and playing with their peers.
- Fall brochure programs, activities and events which cover the months of September – December have been finalized for the upcoming Fall season.

Community Education

- We have had a great start to our summer season! SMSU Theater production of The Lion King was a huge success with 70 participants and approximately 1,200 people in attendance for the final productions.
- Juneteenth event was well-attended at both the Lunch Food Truck and the evening event on the park.
- All summer sessions of Driver's Education are full and the last session in 2024 (October) is 90% full. We will be rolling out the online classroom option in the next week.

- Planning for the Fall programming season has begun!

Studio 1

- We have been covering the Marshall Municipal Band concerts on Wednesday nights with good viewership numbers.
- We provided A/V support for the Mega Bingo event at the Red Baron Arena & Expo on June 6th.
- We covered the Juneteenth event with still photography, video coverage, and provided our PA system for the evening event at Justice Park.
- We will be installing additional security cameras in several City locations over the next month.
- We will also be installing another web video conferencing system at the MERIT Center; this time in Classroom B. Thanks to the Southwest Healthcare Preparedness Coalition for assisting with the cost for this system.
- 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.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 240 open permits.
- A new airport hangar, Les Schwab's tires, Marshall's, and Kwik Trip are the largest projects under construction.
- Rental Ordinance is approved and people have been applying for registration. Over 100 have been issued.
- Sign ordinance is being reviewed.

PUBLIC WORKS DIVISION

Engineering

- Project ST-001-2024: Chip Sealing on Various City Streets – Council awarded to Pearson Bros., Inc. of Hanover, Minnesota, at 03/26/2024 City Council.
- Project ST-002-2024: Bituminous Overlay Project - Council awarded to Central Specialties, Inc. of Alexandria, Minnesota. Bituminous paving is taking place the first week of July.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction (R&G Construction Co.) – The construction of the Addison Parking lot has been completed. Final change order and payment scheduled for 07/09/2024 City Council meeting.
- Project ST-010: Lyon Circle Reconstruction Project - The pre-construction meeting was held 6/10/2024. Utility work is anticipated to start in mid-July.
- Project ST-012-2024: South Whitney Street Reconstruction Project (East College Drive to Jean Avenue) – The contractor is on site and construction has started on the first portion of the project (E College Dr. to E Marshall St.). The storm sewer has been installed; the subcut and grading is set to start the second week in July. D&G has ground phase 2 from Marshall to Jean and plan to start underground utilities in Phase 2 on July 8, 2024.
- Project PK-015: Independence Park Parking Lot Project: The concrete paving has been completed, joint sealing, pavement markings and site restorations should take place the first week in July.

Wastewater

- Staff have completed 294 preventative maintenance work orders in the last 30 days.
- Working on summer work projects and grounds keeping at the wastewater facility.

- Summer jetting of the sanitary lines has started.
- Overseeing the Highway 23 Lift Station Project.
- Coordinating with the contractor on the South Whitney project.
- Working on the televising of various sanitary lines.
- Working on the wastewater department's budget and CIP for 2025.
- Working on PFAS information for the Wastewater page on the City's website.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to seventeen (17) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (7)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1062 calls for the month of June. 69 criminal offenses were reported with a total number of 35 adults arrested.

OFFICER'S REPORT

- Alarms (12)
- Accidents (24)
- Alcohol involved incidents (0)
- Assaults (6)
- Domestic Assaults (17)
- Burglaries (3)
- Criminal Sexual Conduct (4)
- Damage to Property (5)
- Keys Locked in Vehicles (28)
- Loud Party (12)/ Public Disturbances (17)
- Thefts (24)
- Traffic Related Complaints (281)
- Vandalism (6)
- Warrant Pickups (9)
- Welfare Checks/Mental Health (52)

DETECTIVE REPORT

- A 42-year-old Pennock, MN man was arrested and charged with 2nd and 3rd Degree Murder in the death of a 2-month-old baby in Marshall in May of 2016.
- A 58-year-old Marshall man was arrested and charged with Criminal Sexual Conduct at the completion of a sexual assault investigation.

- A 45-year-old Esko, MN man was arrested for OFP Violation and violating release conditions after a domestic violence investigation.
- A missing person report was investigated. The missing person was found safe in another state.
- Four criminal sexual conduct reports, ten theft reports, and three burglary reports were investigated during the month.
- Seven theft by swindle cases involving scams were investigated.
- Eleven child protection reports and seven reports from the Minnesota Adult Abuse Reporting Center were investigated.
- Two pre-employment background investigation for Police Officer positions were completed.
- Detective Sandgren completed Basic Crisis Negotiations training.



MERIT Center

- In June, MN West held Basic Rider Motorcycle Courses, EVOC, Fire & EMS Training, Pilot Car Training, First Aid & CPR and is continuing CDL training utilizing the driving track at the MERIT Center.
- From June 4th to 6th the BCA held Basic Crime Scene Course with 30 attendees each day.
- From June 9th to June 13th Minnesota North College – Hibbing held EVOC training with 12 attendees each day.
- From June 11th to June 13th the BCA held an Advanced Narcotics Investigations Course with 25 attendees each day.
- From June 11th to June 12th ARMOR Training Services held Tower Rescue Training with 2 attendees each day.
- On June 12th AFSCME Retirees held their annual meeting with 8 attendees.
- On June 13th SW Emergency Communication Board held a training.
- From June 17th to June 19th ARMOR Training Services held GWO BST Training with 3 attendees each day.
- From June 18th to June 19th Mankato Department of Public Safety held training with 5 attendees each day.
- On June 20th ADM held their monthly Contractor Safety Training with 50 attendees.
- On June 24th UCAP held a meeting with 16 attendees.
- On June 24th the MN State Patrol held a Meet and Greet.
- On June 25th Minnwest Bank held a Business Lunch & Learn event with 24 attendees.
- On June 26th the Redwood-Cottonwood Rivers Control Area held Redwood River One Watershed, One Plan.
- From June 26th to June 27th the American Red Cross hosted a blood drive.
- On June 26th North Memorial held training.
- The MERIT Center was utilized 20 out of 31 days with 35 reservations in June. There was a total of 575+ attendees.