



**MEMORANDUM**

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

FROM: Sharon Hanson, City Administrator

DATE: July 11, 2023

SUBJECT: Administrative Brief

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**CITY ATTORNEY**

- No report.

**CITY PROSECUTOR:**

- Criminal prosecution numbers for June are as follows:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2023	2022 Comparison
Prosecution	1		3		2		8	14	26
Dismissed							1	1	
Non-Prosecution	2	1			1		3	7	5
Refer to County					1			1	

**ADMINISTRATION**

- This past month has been continued work on providing information on the aquatic center. We recently received a letter of support from the Marshall Area Chamber Board.
- We recently put up a banner on aquatic center at the pool, we have made 6-aquatic center information boards to be displayed at Library, YMCA, City Hall, Liquor Store, Aquatic Center, and a traveling board to be displayed at events.
- We will put a lot of information in the Community Services Fall brochure that comes up I believe in September.
- We will attempt to do a video each month (or more), recently Preston did a video. Each week we will attempt to post something on our aquatic center. In addition, we will be scheduling information come and go events to further help provide information.
- Much more work needs to be done with fundraising and we will need a lot more help from the Community to get donations for the aquatic center. A focus in the upcoming month
- Our engineers will be coming back to the Council on July 25<sup>th</sup> to present more final numbers that includes alternates to stay within \$18.3 million as part of the bidding process.

- Attended the League of MN Cities Annual Conference and will be serving a 1-year term on the League of MN Cities Board of Directors.
- Also, this past month continued work with the transition for the recently open Community Education Director position. We interviewed July 10 and 11<sup>th</sup> candidates for the position and hope that we can fill it no later than September 1<sup>st</sup>. With Fall coming up, we need to prioritize programming for those months. In the interim, Addy Wolbaum has been assisting us and doing a great job.
- I presented the background and history of our Diversity Equity and Inclusion Commission to City Attorney Association.
- This past month also been meeting and discussing with staff EDA related project, airport lease rates and policies, assisting with the planning of 4<sup>th</sup> of July celebration items.

### **Economic Development Authority**

- **Project Horizon** – Staff continues to work with industrial development interested in locating in Marshall. The team will be onsite in July for community partner meetings.
- **Main Street Revitalization Grant** – Application window has closed. Applications are being reviewed by SWIF and MNDEED.
- **Block 100** – Currently working on Phase II and III site plans. Phase I scheduled to open in August.
- **Hotel** – Met with developer to discuss proposed project. Initial site plan submitted and investor meeting was held. Tax abatement estimates are being completed.
- **Kwik Trip**– Second site purchased. Expected to start demo on both sites this summer.
- **Housing Development**– Staff is working with Tapestry on an affordable housing project partially funded by MN Housing Tax Credit program. The rezone is in process and site plans submitted. Application is due in July 13<sup>th</sup>. Predevelopment Agreement has been signed.
- **Project Kratos**– Staff is working with a new industrial developer.
- **Market Street Mall**– The rezone is complete and the developer is expected to close on 7/10.

### **Human Resources**

- No report.

### **Clerk**

- Cyber security safety and training is currently being deployed to city employees.
- Reviewing budgets.

### **Finance**

- No report.

### **Assessing**

- No report.

### **Liquor Store**

- June financials: Sales 700,466 + 5.5%, Ticket Count 19,655 + 4.1%, Ticket Average \$35.64 + 1.3%. A strong month for all financials as we start the busy summer season. Ready to drink cocktails: Carbliss, High Noon, Two Chicks are all 'On Fire' with warmer weather helping this category.

- Work is being done currently with preparing next year's budget and the Council annual liquor store report.
- THC Seltzers/Soda/Edibles sales were kicked off July 1<sup>st</sup>. There has been some interest with these products, but nothing crazy for sales yet.

## **COMMUNITY SERVICES**

### **Parks & Recreation**

- No report.

### **Community Education**

- Summer classes and programs are running.
- July 4<sup>th</sup> had a successful turnout. Elvis Impersonator seemed to go over well.
- Finalizing the Fall class offerings for the Brochure.
- DEI Commission is planning for the annual Welcoming Week event which will take place on Sept. 19
- Adult Community Center offered 881 events the first half of the year, logging 10,579 total participation hours. Plans are underway to celebrate the building's 35-year anniversary this fall.

### **Studio 1**

- No report.

## **COMMUNITY PLANNING**

### **Building Services / Planning & Zoning**

- About 200 open permits.
- Two Avera projects, Block 100 apartment building, Family Dollar, Kaukauna mall, Walmart remodeling, Domino's Pizza, and Kwik Trip (E College Dr) are the largest projects under construction.
- 0 new houses approved, 3 commercial permits approved, 6 commercial permits pending.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project ST-001-2023: Chip Seal Project – Awarded to Allied Blacktop Company on 02/28/2023, proposed start date of 08/14/2023.
- Project ST-002-2023: Bituminous Overlay Project – Awarded to Duininck, Inc. on 03/14/2023.
- Project ST-004: Halbur Road reconstruction – Anticipated final at the 07/25/2023 Council meeting.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are ~~being~~ redrafted. Staff is waiting on final contract requirements from UCAP Transit for their MnDOT grant. Once received, staff will recommend advertisement for bids.
- Project ST-008: Channel Parkway Resurfacing – Awarded to Duininck, Inc. on 03/14/2023. Proposed start date of 08/07/2023.
- Project ST-009: N. 3<sup>rd</sup> St./W. Lyon St. Reconstruction – Project started 04/24/2023. Weekly property owner/business owner meetings on Tuesdays at 8:30am.

- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Awarded to Towne & Country Excavating LLC on 03/14/2023. Proposed start date of 07/24/2023.
- Project MMU-001: TH 23 Watermain Crossing Project – Proposed start date of 07/24/2023.

### **Building Maintenance**

- No report.

### **Street Department**

- No report.

### **Airport/Public Ways Maintenance**

- No report.

### **Wastewater**

- Staff have completed 287 preventative maintenance work orders in the last 30 days.
- Completed the Wastewater Infrastructure Needs Survey (WINS).
- Working on the 2024 budget and CIP.
- Sealing of leaks has been started in our east blue bio-solids storage tank.
- Repaired an airline break in the one of our aeration basins.
- Repaired a water main break in the plant.
- Repaired the grit collection system.
- Lift station cleaning has been completed and we have moved on to station maintenance.
- Working on summer jetting of sanitary lines.
- Working on verification and inspection of sanitary lines along West College Drive near 4<sup>th</sup> Street.
- We are working out the final details concerning schedules of compliance for meeting new NPDES permit renewal. Awaiting a reply from the MPCA.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to seventeen (17) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (5)
  - Fire; Structure (12)
  - Medical Assist (0)
  - Vehicle Accident (0)
  - Other – Assist (0)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 846 calls for the month of June. 98 criminal offenses were reported with a total number of 37 adults arrested.

### **OFFICER'S REPORT**

- Alarms (5)
- Accidents (29)
- Alcohol involved incidents (2)

- Assaults (5)
- Domestic Assaults (12)
- Burglaries (4)
- Criminal Sexual Conduct (1)
- Damage to Property (2)
- Keys Locked in Vehicles (21)
- Loud Party (10)/ Public Disturbances (14)
- Thefts (28)
- Traffic Related Complaints (145)
- Vandalism (17)
- Warrant Pickups (7)
- Welfare Checks/Mental Health (28)

The Police Advisory Board conducted interviews and created an eligibility roster for the two open full-time police officer positions. Eight candidates were interviewed, and one position was filled with Officer Nathan Holden. Officer Holden had recently completed our field training program for a part-time position. One full-time position remains open.

#### **DETECTIVE REPORT**

- An 18-year-old Sioux Falls, SD man was arrested for 2nd Degree Assault, Dangerous Weapons charges, and additional assault charges at the completion of an assault investigation.
- A 29-year-old Marshall man was arrested for burglary after the investigation of someone who had entered an unoccupied residence.
- A 65-year-old Marshall man was arrested for 2nd Degree Assault and Threats of Violence after an investigation of an assault with a knife involved.
- Twenty cases of theft and fourteen cases of criminal damage to property were investigated during the month.
- Three cases of identity theft and five cases of theft by swindle are under investigation.
- Two wrongfully obtaining assistance cases were investigated. One case was referred for charges and the other case remains under investigation.
- Four deaths were investigated during the month.
- Eleven child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Detective Kopitski and Detective Sandgren attended the BCA's Crime Scene Course in Marshall June 6th – June 8th.

#### **MERIT CENTER**

- In June, MN West conducted a Motorcycle Safety training course, an EVOC course and CDL training utilizing the driving track at the MERIT Center.
- The Hibbing Community College Law Enforcement program conducted EVOC training at the MERIT Center on June 5-8th. 27 students attended this training.
- June 6-8 the Bureau of Criminal Apprehension (BCA) held a Basic Crime Scene course at the MERIT Center. This course was attended by 25 officers from throughout the state of MN. The BCA is holding another course in 2023 and two more courses are scheduled for 2024.

- The MN Ambulance Association held their quarterly board meeting at the MERIT Center on June 9. 32 people attended this meeting.
- On June 13, the Mankato PD conducted their EVOG training utilizing the MERIT Center track. 13 officers attended this training.
- The Emergency Communication Network conducted a Next Gen 911 meeting at the MERIT Center on June 14. 20 people attended this meeting.
- ADM conducted Manager Safety training at the MERIT Center on June 15 for 39 employees.
- On June 20, the Farm Service Agency held their District 5 Training at the MERIT Center. 48 employees attended this training.
- The NRCS conducted their regional staff meeting at the MERIT Center on June 22. 41 employees attended this event.
- The MERIT Center was utilized 26 out of 30 days in June with 286 people attending these training/events.