

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

FROM: Sharon Hanson, City Administrator

DATE: July 12, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- Broadmoor Valley Updates: I am continuing to work with City Staff and opposing legal counsel regarding various outstanding matters related to Broadmoor Valley. The following is a summary of the current status of various pending matters.
 - Minnesota Housing Finance Grant. Schierholz and Associates, the owners of Broadmoor Valley Manufactured Home Park, have been awarded a \$500,000.00 infrastructure grant related to Broadmoor Valley property. There have been ongoing discussions and negotiations related to the terms of the infrastructure grant and serious considerations from the property owner as to whether or not he would accept the grant and terms as provided within the grant. Pursuant to those discussions, City of Marshall has developed the scope of work provisions regarding the infrastructure within Broadmoor Valley Manufactured Home Park. Mr. Schierholz did execute the agreement incorporating the scope of work terms as developed. The State of Minnesota Housing Finance Agency has also executed the fully executed agreement regarding the use of the \$500,000.00 infrastructure grant monies has been approved.

The City of Marshall pursuant to the terms of the infrastructure grant, is to oversee the infrastructure improvements. The grant monies will not be disbursed until the City of Marshall has approved the infrastructure improvements pursuant to pay requests.

The Scope of work does require that the property owner retain licensed engineering firm (Bolton & Menk) to design the infrastructure parameters for Broadmoor Valley. Infrastructure grant is to address the improvements to the water, sanitary sewer and electrical utilities facilities within the manufactured home park. Another area of major concern is reconstruction of the roadways. All work to be done pursuant to the grant must be done in accordance with City of Marshall's standard specifications.

Minnesota public bidding law must be complied with by the property owner and consultation with consulting engineer. Updates will be provided to the council regarding this infrastructure grant as improvement work continues.

- City of Marshall Abatement Order. A court hearing is scheduled for Monday, August 8, 2022 at 11:00 o'clock A.M. The purpose of the hearing is to obtain district court enforcement order authorizing the City of Marshall to remove three hazardous or substandard buildings as located within Broadmoor Valley Manufactured Home Park.

- Tenants’ Remedies Action. Civil trial has been held regarding the tenants’ request for court intervention regarding various matters within the Broadmoor Valley Manufactured Home Park. The trial has been concluded and the matter is under advisement by District Court Judge Zimmer.
- Attorney General’s Enforcement Action. The discovery process continues on that matter. Minnesota Attorney General Keith Ellison and his staff continue to monitor the situation at Broadmoor Valley Manufactured Home Park. A trial on the Attorney General’s pending action is scheduled for January of 2023.
- I am continuing to work with City Staff and Purchasers regarding two lot sales in Parkway II Addition.
- Criminal prosecution numbers for June are as follows:

June:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	4		7		11	2	2	26	18
Dismissed									
Non-Prosecution	3	1					1	5	6
Refer to County									

ADMINISTRATION

This past month included the following meetings and work:

- Met with Lyon County Museum Board members and Lyon County Commission Liaison regarding 2023 Museum budget and Director salary comparisons. A budget presentation and information from this meeting will be presented to Council during the budget work sessions.
- Presented to Southwest Amateur Sports Commission on Indoor Recreation Study RFP.
- Both the City Attorney and Indoor Recreation/YMCA Feasibility RFP are due July 15th.
- June 22-24th attended League of MN Cities Annual Conference with Councilmember Lozinski and Mayor Byrnes.
- Attended MMU meeting to discuss energy alerts, L&O and PIT Committee meetings, radio interview, met with EDA Director on various economic development issues, met with various staff and had several staff mtgs. Assisted with City Clerk duties and Council packet items.
- July 6th-we reached a tentative agreement with AFSCME union representation and expect a ratification vote in the next couple of weeks with hopes of bringing contract approval to the July 26th Council mtg.

Economic Development Authority

- Shopko – Woodcrest
 - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest is working with five potential tenants with the intention of accommodating three tenants in the build out. They expect to start construction in the next three to six months.
- Block 11
 - CBC Fischer Group is finalizing the building permit but has been approved to start groundwork on the project. We are starting to look at potential commercial tenants for future phases.
- Market Street Mall
 - Staff is working with developer on potential redevelopment plan for the Market Street Mall.

Human Resources

- No report.

Clerk

- Recruiting and hiring election judges.
- Preparing for General Election filing, beginning Aug. 2 through Aug. 16.
- Transitioning duties back from city staff.

Finance

- 2023 Budget: Division Heads have worked to submit budgets to Finance (were due July 1st). Finance staff are in the process of inputting information into the accounting system.
- At the Work Session at 4:00 PM on July 26th Council will hear community organization requests, along with a presentation from the Marshall-Lyon County Library.
- The annual reporting form required for each TIF district for 2021 is due by August 1st. Finance has consulted with BakerTilly on those reports, the pay-go distributions, and a required decertification before year-end.

Assessing

- No Report

Liquor Store

- June Financials: Sales \$663,942.65 +10%, Customer Count 18,872 +5.98%, Ticket average \$35.18 +3.8%. A very good month for all financials. Customers are stocking up for their Summer plans with ready to drink cocktails, seltzers and beer. YTD sales are trending up around 2%- a good trend to see mid-year.
- We have hired 2 part-time liquor clerks earlier in June. We are currently advertising again to hire 1-2 more to fill out our employee schedule. With Increased business and more focus on helping customers on the floor it has been necessary to add staff to cover the priorities of the store.

COMMUNITY SERVICES

- Aquatic Center numbers remain steady as the warm weather continues to attract families. Following the July 4th holiday, the MAC was open 34 days and was averaging 305 visitors per day. Season Pass numbers were consistent this summer with 472 sold compared to 487 in 2021.
- Staff continues to assist and plan for the City's Sesquicentennial Celebration as well as the auxiliary events leading up to mid-August.
- The City received 15 applications for the Adult Community Center Coordinator position. Interviews are scheduled to be held the week of July 11th.
- The annual Junior T-Ball and Baseball Family Night (June 29th) at the Amateur Sports Complex drew over 500 participants. Burgers and beverages were provided out of the City's mobile concessions trailer.
- An outdoor Drive-In movie is scheduled for Saturday, August 6th at the Red Baron Arena & Expo parking lot. The cost of the movie is FREE.
- Studio 1 TV continues to work with our cable providers for Closed Captioning access within the City's three cable channels and online feeds.
- Staff received notification from officials at the MN DNR that the City's grant application for inclusive playground components at Independence Park was selected for funding. The project can start as early as late fall 2022 with an anticipated completion date of Summer 2024.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 280 open permits.
- Ralco, three Avera projects, the third Unique apartment building, and Border State Electric building are the largest projects under construction. Block 11 project is under review
- New permit software is open for applicants since May.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z83: James/Camden – Reviewing Final Change Order and Pay Request
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G has completed the sheet pile removal and slope repairs. Riprap and seeding is planned for the week of July 5th and should be complete by the end of the week of July 11th.
- Project PK-001: Independence Park Trail Replacement Project – A&C is completing grading and gravelling of the remaining trail segments the week of July 5th. Hisken is continuing to pour segments of concrete trail as weather allows. Final topsoil and seeding is anticipated to take place in mid-July.
- Project ST-002-2022: Overlays and ADA Improvements – Musch Concrete is expected to begin curb and pedestrian ramp replacements during the week of July 5th with milling to occur shortly afterwards.
- Project ST-003: South 1st, Greely, and Williams Street reconstruction – Temporary water has been set up on the project and underground work is anticipated to begin in early July.
- Project ST-004: Halbur Road reconstruction – Duinick will be completing the storm sewer construction during the week of July 5th which will complete much of the underground utility work. They are anticipated to continue to road base construction shortly following.
- Project ST-005: Rose Parking Lot Reconstruction – This project is complete and staff intends to bring a Final CO and Pay Request to the 7/12 Council meeting for consideration.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Staff is coordinating with Duinick to determine a construction schedule.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are complete. Staff is waiting on final contract requirements from UCAP for their MnDOT grant. Once received, staff will recommend advertisement.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction – Staff met with the MDBA on July 6th to discuss the project development so far. Staff and Bolton & Menk will be hosting a stakeholder engagement meeting with the MDBA, presenting street layout and streetscaping concepts and collecting comments and input on the morning of July 13th.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – R&G is beginning underground utility construction during the week of July 5th.
- Project ST-024: Baldwin Parking Lot Reconstruction – Bids were received for this project and the low bid will be presented for Council consideration for award at the 7/12 Council meeting.
- Project SWM-002: Legion Field Stormwater Project – Phase II (Parkway Basin) – Staff is working with BNSF to obtain permitting for this project. Project plans are at the 99% stage currently.
- Project SWM-007: Independence Park Pond Forebay Expansion – Towne & Country Excavating has completed construction on this project. Staff intends to present a Final CO and Pay Request to the 7/12 Council meeting for consideration.

Building Maintenance

- No report

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- Staff has completed 302 preventative maintenance work orders in the last 30 days.
- Staff is replacing corroded parts in our old long-term storage tanks.
- Staff is doing maintenance work on our sodium hydroxide system.
- Reaching out to residents in the areas that we observed high sanitary flows during and immediately after the May 11th flooding event. 200 letters have been sent so far, 300 left to send.
- Water softener optimization/rebate program started on 7/5/22.
- Yard work & exterior building maintenance at the wastewater facility.
- Working on our NPDES permit reissuance.
- Talking with our Significant Industrial Users about future chloride, sulfate, & TDS limits.
- Various sanitary Manhole repairs.
- Collection system preventive maintenance on lift stations. Completed for the year
Tiger Lake storm water intake grate maintenance and repairs.
Halbur RD televising near completion of new sanitary and stormwater lines.
Continuing with summer jetting of sanitary lines.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-four (17) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (5)
 - Fire; Structure (7)
 - Medical Assist (1)
 - Vehicle Accident (3)
 - Other (1)

The Southwest Chemical Assessment Team was called to a business within the city limits. The execution of the team and coordinated effort between the fire department and CAT personnel worked well. Both teams worked together to identify and evacuate the area that was impacted.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 770 calls for the month of June. Sixty-seven (67) criminal offenses were reported with a total number of twenty-five (25) adults arrested.

OFFICER'S REPORT

- Alarms (27)
- Accidents (31)
- Alcohol involved incidents (2)
- Assaults (5)

- Domestic Assaults (11)
- Burglaries (0)
- Criminal Sexual Conduct (2)
- Damage to Property (3)
- Keys Locked in Vehicles (23)
- Loud Party (9)/ Public Disturbances (13)
- Thefts (19)
- Traffic Related Complaints (111)
- Vandalism (5)
- Warrant Pickups (12)

Officer Connor Roth began the city's field training program with the police department. His anticipated completion date of the FTO program will be in September. Efforts to create an updated eligibility roster have started for both part-time and full-time officers.

DETECTIVE REPORT

- Four cases of criminal sexual conduct are under investigation.
- Three separate cases of catalytic converter thefts from vehicles are under investigation. It appears that specific models of vehicles were targeted.
- A 25-year-old Marshall man was charged with a predatory offender registration violation at the completion of an investigation.
- A threat of violence case was investigated and forwarded to the Lyon County Attorney's Office for consideration of charges.
- A theft by swindle case involving an e-mail impersonation scam is under investigation.
- A case of financial transaction card fraud is under investigation.
- A case involving the electronic solicitation of a minor is under investigation.
- Nine cases of theft were investigated during the month of June.
- Seventeen child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.

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 June.
- In June, MN West conducted an OSHA Safety course, Motorcycle safety course, industrial safety course, and CDL training at the MERIT Center.
- On June 2 MERIT hosted a Preliminary Damage Assessment meeting for Lyon/Lincoln County conducted by FEMA. 16 people attended this meeting.
- The Marshall Fire Department continues to utilize the Rescue Tower to conduct Technical Rope Rescue training.
- June 6-9 Hibbing Community College brought their law enforcement students to utilize the driving track for the EVOC course. 24 students attended this course.
- On June 14 the Toward Zero Death (TZD) Regional committee conducted their meeting at the MERIT Center with a presentation and a tour of the MERIT Center. 27 people attended this meeting/tour.
- The Marshall Chamber hosted a legislative meet and greet at the MERIT Center on June 15th. 41 people attended.
- The Southwest MN Healthcare Preparedness Coalition conducted their Advisory Board meeting at the MERIT Center on June 24th with 14 people in attendance.
- The Marshall Radio club utilized the Rescue Tower on June 15th for their Radio Field Day.
- The Marshall Police Department utilized the driving track and skid pad for EVOC certifications.

- On June 28th Region 5 held regional Emergency Operation Center training. 21 people attended this event.
- The MERIT Center was utilized 23 out of 30 days in June with 327 participants attending these events/trainings.