

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

FROM: Sharon Hanson, City Administrator

DATE: February 11, 2025

SUBJECT: Administrative Brief

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**CITY ATTORNEY**

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

- Attended meetings.
- Answered questions about Broadmoor Valley questions.
- Worked with staff and Attorney Sonsalla on easement issue.
- Responded to questions about change of use of ACC and new policy.
- Updated staff about OCM filing deadlines and requirements.
- Discussion with Staff regarding Resolution for declaring surplus, and best practice for trade-ins.
- Update staff on numerous federal executive orders.
- Answered questions about city decision making and furthering public purpose.
- Discussion on receipt of donations and distribution of funds.
- Respond to questions about existing THC retailers and notifications.
- Review and additional revisions on Parkland Ordinance changes.
- Draft response to Mr. Schierholz' attorney regarding notice.
- Review of bid documents.
- Discussion of possible nuisance activity and licensed home.
- Answer questions about Builder's Insurance.
- Review and respond to proposed ordinance changes on three ordinances from I. Gutman.
- Discussion with Staff regarding Municipal dispensary. Discussion regarding municipal liquor and registration requirements.
- Review MMU agenda and packet.
- Prepare memo for council and outline for meeting for explanation of determination of validity of notice by AG.
- Review agenda and work with staff to update agenda.
- Multiple internal meetings regarding Statement of Closure.
- Review agreements for Red Baron with SMSU and rentals.
- Prepare materials for competitive bidding presentation.
- Meet with J. Anderson about city owned property and adverse possession.
- Review and revise easements for J. Anderson.
- Discuss grant programs with J. Anderson.
- Conduct training for new councilmember.
- Discuss payment and performance bonds with S. Hanson and J. Anderson.
- Finalize graffiti ordinance for L&O.
- Discuss external Facebook page.

- Review letter for rental registrations.
- Answered question from J. Anderson regarding Surface Water Management Utility Question.
- Discussion of subpoenas and attend depo prep of various employees.

Work of other K&G Attorneys:

- Sarah Sonsalla, easement issue
- Michelle Weinberg, contract reviews

## CITY PROSECUTOR

- Criminal prosecution numbers for the year 2024 are as follows:

**2024:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2024	2023 Comparison
Prosecution	28	7	63	3	67	64	19	251	246
Dismissed									1
Non- Prosecution	32	8	1		10	6	18	75	83
Refer to County			1			1	1	3	5
	28	7	63	3	67	64	19	251	246

- Criminal prosecution numbers for January 2025 are as follows:

**January :**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2025	2024 Comparison
Prosecution	1		7		7	3	4	22	10
Dismissed									
Non- Prosecution	4				4		1	9	3
Refer to County			1					1	1

## ADMINISTRATION

This past month the Aquatic Center Committee met and finalized plans and the following schedule was presented:

- Advertise to Bid: Feb. 11, 18 & 25
- Open Bids: March 11
- City Council Bid Award: March 25
- Pre-Construction Meeting: April 28 – May 2
- Start Construction: May
- Construction Substantial Completion Date: July 15, 2026
- Construction Final Completion Date: July 29
- Open New Aquatics Center: August 1, 2026

## Economic Development Authority

- Les Schwab is nearing completion on construction. Anticipated to open late March.
- Interior work is underway at former Shopko building for Marshalls. Anticipated to open late March/early April. Continue to seek tenant for third space.

- Completed tour of two properties for potential pod model daycare remodels. The Daycare Committee is hosting an event on Feb. 10<sup>th</sup> for individuals interested in starting their own daycare.
- Site visit scheduled for industrial project to review utilities and infrastructure.
- Received revised Project Kettle assumptions and providing new estimates and timelines for project. Site selection is scheduled for end of Q1 2025.
- Staff is scheduled to meet with hotel developer for a project/financing update.
- Staff is scheduled to meet with the Tapestry Group to review 2024 Tax Credit application score and begin planning for 2025 application.

### **Human Resources**

- Staffing: recruiting has been initiated to establish a Police Officer eligibility roster for future hiring; staffing for spring/summer positions in public works, community ed/rec, and parks has begun.
- Safety program: select employees received Forklift Safety and Qualified Operator training in February.
- Updates to the Liquor Store employee handbook and procedural manual are in progress.
- A variety of departments will be participating in the Marshall High School Career Fair and Summer Job Expo on March 21, 2025. The City will have staff representing Wastewater, Engineering, Building Inspections, and the Police Department.
- 2024 Payroll/Benefits Audit---staff are working with the City's auditors on providing reports and information.

### **Clerk**

- Congratulations to Mayor Robert Byrnes, Councilmembers Amanda Schroeder and James Lozinski for being re-elected to another term of office. Welcome to newly elected Councilmember Amanda Schwartz who has now officially joined the City Council. All four members were officially sworn in prior to the first regular council meeting in January.
- Annual reporting for Fire State Aid and Police State Aid were submitted to the Minnesota Department of Revenue.
- The Ways and Means Committee met and approved authorization to have the Fire Chief begin advertising for the local Marshall Fire Department Scholarship. The topic of the essay is "How has having a parent on the Marshall Fire Department affected and/or influenced my life."
- Met with the Diversity, Equity and Inclusion Commission to review their by-laws and discussed a transition to a Consensus-Decision Making Process instead of following Robert's Rules of Order for regular meetings.
- Met with township officials at the Marshall Fire Hall to discuss fire service agreement contracts. A good discussion was held and a possible revision to the cost allocation formula might be brought forward. The township officers and city staff would meet again in February to make final decisions before new contracts are sent for approvals.
- A new year means new opportunities. Many boards and commissions will have vacancies coming up this May and joining a board/commission is a great way to have your voice directly heard. The following board/commissions will have upcoming vacancies and would love to have you:
  - Adult Community Center Commission
  - Airport Commission
  - Convention & Visitors Bureau
  - Diversity, Equity, and Inclusion Commission
  - Economic Development Authority
  - Marshall Municipal Utilities Commission
  - Planning Commission
  - Public Housing Commission

## Finance

- 2025 Bonding – Finance continues to work with Mikaela Huot of BakerTilly on potential bonding. Council will consider resolutions calling for street reconstruction and abatement public hearings, and issuance of airport bonds. Public hearings would be held on 2/25. Planned future items include: Council will consider resolutions authorizing the sale of bonds on 3/11; Council will consider aware of the bonds on 4/08; and, City would receipt proceeds and settlement of the bonds on/around 5/08.
- Questica budget system – City transitioned to support (from implementation) on 2/06.
- 2024 Audit – Our auditors plan to be on site for audit fieldwork the week of April 14<sup>th</sup>.

## Liquor Store

- January Financials: Sales \$483,811 +.21%, Customer Count 14,208 (.66%), Ticket Average \$34.05 +.36%. Financials up slightly from 2024. This is positive start for the year considering the weather and 'Dry' January in the news.
- Manager will attend MMBA Legislative Day at the capitol next week. Meetings with Senator Dahms and Representative Swedinski about liquor issues are scheduled during the day.
- Dusting and detail cleaning of the floor is continuing with a finish date of end of February.
- **Cold Days Hot Deals** promotion is currently running through February. Customers can purchase several products at deep discount prices.

## COMMUNITY SERVICES

### Parks & Recreation

- Independence Park Restroom and Pavilion project is out to bid – due February 20<sup>th</sup>.
- Traveled to Capitol with Mayor to discuss Bandshell Project for Legacy Funds.
- Posted jobs for upcoming summer season – many applications already received.
- Working on several grant opportunities for various projects.
- Reviewing and met with aquatic center design team on 95% plans – rebidding to start February 11<sup>th</sup>.
- Youth junior boys' and girls' basketball camps have concluded with over 70 Preschool-3<sup>rd</sup> graders getting instruction from the MHS boys' and girls' Tiger basketball players and coaches.
- Youth gymnastics recreational session 1 lessons are completed with great participation, session 2 recreational lessons will again be offered in the spring, these sessions are led by the MHS Tigers girls' gymnastics coaches and athletes. The TAG gymnastics competition team recently took 1<sup>st</sup> place out of 9 gymnastics teams at their meet in Owatonna. Way to go!
- Community open skating and hockey at the Red Baron Arena is offering 43 hours of open skating and hockey in the month of February. Time to lace up those skates.
- Adult winter leagues including co-rec, men's and women's volleyball, men's basketball and mixed curling will all soon start their respective league tournaments in the coming weeks leading into March Madness.

### Community Education

- Community Education wrapped up a fun-filled fall season! We had approximately 393 registered participants in classes and events.
- We are in the midst of our Winter/Spring season with several new opportunities available! Some new and exciting classes are a Sourdough bread making class, a graphics design class for teens and four new virtual classes that are geared around social media and other technology apps or websites.
- A new 7-week program aimed at educating citizens about the workings of local government is scheduled to begin in late March.
- We have begun planning for the 2025 Juneteenth event as well as early planning for the 4<sup>th</sup> of July event.
- Driver's Education is still in the transition phase with a full in-person classroom session scheduled to begin February 17<sup>th</sup> and registration is open for in-person session starting in early June. A+ Driving School

is taking registrations for the online classroom option and CE is working closely with them to make the process as seamless as possible for the community.

- The It Begins with Us Conference will be held Feb 10-11 at the Upper Room with a virtual dementia tour and guest speaker Anton Treuer.

### **Studio 1**

- We continue to work with Bluepeak and Spectrum on the upgrade of our channels to high definition.
- We provided live coverage of three weekend MAHA tournaments in January.
- Alex gave a presentation about our drone program to the Marshall Leadership Academy class at the beginning of January.
- We have been capturing video interviews to create a video for the State of the City event in late February.
- A calendar of all scheduled live broadcasts can be found at [www.marshallstudio1tv.com](http://www.marshallstudio1tv.com).
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk and Community Connect.

### **COMMUNITY PLANNING**

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

- Over 200 open permits.
- An SRE building, Les Schwab's tires, Marshall's, SWWC building, and Stone Meadow apartments are the largest projects under construction.
- Almost 600 Rental registrations have been issued. About 100 properties left to register.
- Sign ordinance is being reviewed.
- The department web page and access to information have been updated and improved.

### **PUBLIC WORKS DIVISION**

#### **Engineering**

- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota - Project is complete and open to the public. City staff working with contractor punch list items will be completed in 2025. The final reconciling change order and final payment will be completed in 2025 as well.
- Project PK-013: RRFB & Trail Extension - 2/11/2025 Council items: 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
- Project ST-002-2025: Bituminous Overlays – 2/11/2025 Council items: 1) Public Hearing on Improvement; 2) Consider Resolution Ordering Improvement and Preparation of Plans; 3) Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids
- Project ST-012-2025: S Hill Street / S Minnesota Street / Charles Avenue Reconstruction Project – 2/12/25 Bid Opening

#### **Wastewater**

- Staff have completed 285 preventive maintenance work orders in the last 30 days.
- Working on annual MPCA reports due in March.
- Updating our Mercury Minimization Plan.
- Rebuilding an automated valve operator.
- Working on servicing the lift station generators.
- General cleaning in the wastewater facility.

### **PUBLIC SAFETY DIVISION**

## **FIRE DEPARTMENT**

- The Fire Department responded to twenty (20) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (7)
  - Fire; Structure (9)
  - Medical Assist (0)
  - Vehicle Accident (4)
  - Other – Assist (0)



## **POLICE DEPARTMENT**

- The Marshall Police Department responded to 1163 calls for the month of January. 62 criminal offenses were reported with a total number of 32 adults arrested.

## **OFFICER'S REPORT**

- Alarms (12)
- Accidents (28)
- Alcohol involved incidents (5)
- Assaults (7)
- Domestic Assaults (9)
- Burglaries (2)
- Criminal Sexual Conduct (0)
- Damage to Property (2)
- Keys Locked in Vehicles (25)
- Loud Party (2)/ Public Disturbances (6)
- Thefts (18)
- Traffic Related Complaints (445)
- Vandalism (2)
- Warrant Pickups (14)
- Welfare Checks/Mental Health (29)

## **DETECTIVE REPORT**

- A possible forgery was investigated and referred to the Lyon County Attorney's Office for consideration of charges.
- A residential burglary report involving a juvenile was investigated and forwarded to the Lyon County Attorney's Office for formal charges.
- Thirteen theft cases and four assault cases were investigated in January.
- Six thefts by swindle cases involving scams and three identity theft cases were investigated during the month.
- Twenty-five child protection reports and twelve reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- A pre-employment background investigation for a full-time Police Officer candidate was completed.

- Sgt. Buysse joined Safe Harbor Regional Navigator Allan Bakke on KMHL on January 14<sup>th</sup> for an interview about human trafficking as part of January's human trafficking awareness campaign.



### **MERIT Center**

- In January MN West continued with utilization of the driving track for CDL training.
- From January 7<sup>th</sup> to January 10<sup>th</sup> ARMOR Training Services held GWO Training with 6 attendees each day.
- On January 9<sup>th</sup> the Marshall Area Chamber of Commerce held the Marshall Leadership Academy with 31 attendees.
- On January 14<sup>th</sup> Minnwest Bank held a meeting with 32 attendees.
- On January 21<sup>st</sup> the Marshall Area Chamber of Commerce held Young Professionals with 31 attendees.
- On January 22<sup>nd</sup> the Radio Board meeting was held with 35 attendees.
- On January 29<sup>th</sup> the USDA/FSA held meetings with 54 attendees.
- On January 31<sup>st</sup> North Star Training and Consulting held Fire School with 28 attendees.
- The MERIT Center was utilized 9 out of 31 days with 10 reservations in January with 342 attendees.