

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

FROM: Sharon Hanson, City Administrator

DATE: October 11, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am continuing to work with Staff and legal counsel and Paul Schierholz regarding Broadmoor Valley legal matters. Mediation with the Attorney General’s Office, the City of Marshall and Paul Schierholz and his legal counsel has been scheduled for Friday October 14th in St. Paul.
- Fairview Township has agreed to the annexation of N 7th St. property. The Minnesota Boundary Adjustment Unit has approved the annexation, and all documents related to this matter have been sent to the county for recording.
- I am continuing to work with Staff and legal counsel regarding the purchase of Helena property. The Quonset building has been cleaned up, and demolition is complete. It is now under the review of the Minnesota Department of Agriculture.
- We received an initial purchase agreement proposal for the Aquatic Center location. Purchase agreement is under review and modifications are being made.
- Sale of HRA owned property to Jim Brock Trucking Real Estate, LLC is progressing and moving towards closing prior to November 1, 2022.
- Criminal prosecution numbers for September are as follows:

September:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2022	2021 Comparison
Prosecution	2		5		3	1	5	16	13
Dismissed									
Non-Prosecution	6						2	8	3
Refer to County							1	1	

ADMINISTRATOR

This past month work and meetings include the following:

- Continue to discuss the 2023 budget and levy with staff. We have two upcoming work sessions prior to Truth in Taxation: October 11th Health/Dental Insurance review and November 22nd general overview. Bonding schedule for 2023 is still being reviewed and concerns over the 2024 levy impacts. The previous ARPA funding suggestions still seem to be a good path forward in potential uses and with some impacts on lowering the 2023 and 2024 levy. Soon the 3rd Quarter

budget for 2022 will be released and a good indicator of how we will fare for expenditures versus revenues by the end of the year. In addition, discussion on capital equipment in relation to bonding is still on the table, including the proposal for Council to consider fire truck purchase that was recently presented to the Equipment Review Committee.

- The City/YMCA Indoor Recreation study kicked up on September 26th with meetings with various stakeholders-sports associations, the Marshall School District, SMSU and the YMCA. A follow-up meeting has been scheduled for the week of October 10th to discuss further input and next steps.
- A committee of Division Directors and Chair Pro-Tem DeCramer have been reviewing the submitted City Attorney proposals with interviews being conducted of three of the four RFP respondents. The committee met with the Mayor to discuss and give a recommendation. The Mayor will consider and give his recommendation near the end of October to the full Council.
- The Charter Commission plans on meeting October 19th as part of their annual requirement per MN Statutes, but also to consider Charter amendments to the City Attorney language and terms of office, both which have some conflicting language. A recommendation from the Charter Commission will be forthcoming to the Council prior to the end of the year.
- This past month also had several conversations on signage placement in the City, crafting and coordinating responses with other staff. Public Safety has greatly improved compliance and concerns expressed have been reduced, although not entirely. We will continue to respond as necessary, including educating on proper sign placement.
- The EDA Board met and discussed the mall property and heard a presentation from a potential interested developer. The developer requested an analysis of the building as well as analysis of potential tenants and uses. This analysis was approved by the EDA Board and we expect the analysis to be completed in the near future.
- This past month also included the following meeting and events: meeting with Knochenmus Enterprises and staff regarding the upper room event center space, MMUA Rodeo welcoming, Border States Open House, various economic development meetings, Adult Community Center Director Barb Lipinski retirement reception, health insurance committee meetings.

Economic Development Authority

- **Shopko** - Staff continues to work with Woodcrest Capital on filling the former Shopko building. To date, Woodcrest is finalizing lease agreements for two tenants and seeking a third to complete the space.
- **Block 100** - CBC Fischer Group has started construction on Phase I of development. The developer has submitted an initial site plan for Phase II featuring one commercial tenant.
- **Market Street Mall** – ISG is hosting community stakeholder meetings to complete a feasibility study for redevelopment of the property which is currently under contract.
- **Project Horizon** – Staff continues to work with industrial development interested in locating in Marshall.

Human Resources

- Staffing update:
 - The application period for our Assistant City Engineer position is “open until filled”. Due to a lack of qualified candidates, staff are reviewing alternative options to fill this position.
 - Applications are being accepted for a part-time Program Specialist position to support the Adult Community Center. This is a part-time opening due to the promotion of Katie Brusven.
 - Applications are being accepted for our temporary/seasonal positions at this time including positions in Community Education, Community Recreation, and Public Works.

- Safety: all employees received training on Emergency Preparedness/Fire Safety—OSHA requires this training to be performed annually. The Safety Committee continues to work with our MMUA Safety Consultant on the training plan for 2023.
- HR Staff continue to prepare for the annual benefits open enrollment period. Our benefits vendors will be on-site to meet with employees on October 31. Open enrollment is scheduled for November 1-14.
- Staff are reviewing the temporary/seasonal employee wage schedule. The Minnesota minimum wage will increase effective 01/01/2023 from \$10.33 to \$10.59. A recommendation on changes to the existing schedule will be brought to the Personnel Committee and then the Council for consideration.

Clerk

- Liquor license renewals have been sent out and are being processed as they come in.
- Tobacco license renewals have been sent out and are being processed as they come in.
- Taxicab license renewals were sent out.
- Recruitment of a few more election judges is on-going.
- Garbage bids for City of Marshall facilities were received and being analyzed.

Finance

- Insurance: Finance staff met with North Risk Partners to discuss transition items (auto insurance cards, etc.), policy delivery, communication sign ups and a tentative service timeline.
- Provided required supplemental information regarding 2022 and 2023 budgets for truth-in-taxation notices to Lyon County in September. County plans to have the additional (new) summary data presented on the County website.

Assessing

- No report.

Liquor Store

- September Financials: Sales \$603,155.74 +16%, Ticket Count 17,808 +8.09%, Ticket Average \$33.38 + 5.69%. Overall, a strong month for sales heading into the holiday season. We are seeing some impact of higher top line retail prices causing ticket average to trend higher.
- Online sales using our new City Hive platform has been well received. Over this past month we have pushed through 100+ orders. We will continue to focus on this area with present customers and also attracting new customers.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 250 open permits.
- Ralco, two Avera projects, Block 11 apartment building, and Dollar General are the largest projects under construction.
- New permit software is open for applicants since May and is being refined.
- Sign Ordinance is going to L&O Committee.

PUBLIC WORKS DIVISION

Engineering

- PK-001 Independence Park Trail Replacement Project – Project is substantially complete; awaiting contractor approval of final project paperwork.
- Project ST-002-2022: Overlays and ADA Improvements –Project is complete.
- Project ST-003: South 1st, Greeley, and Williams Street Reconstruction – R&G has installed all underground utilities. Gravel and curb & Gutter have been installed on all streets. Hess Concrete is expected to pour concrete sidewalk and driveways.
- Project ST-004: Halbur Road reconstruction –Musch Construction has completed the curb and gutter and concrete paving work on Halbur Road. Will need to black dirt and seed the project.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – All concrete work is complete and the sign bases have been installed. Duinick Inc. is still waiting for RRFB and speed limit signs to be delivered; signage is not expected for delivery until October 14, 2022. Signs will be installed after they are shipped and received.
- 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-008: Channel Parkway Resurfacing –Plans are available, bids to be received October 20th with Council award on October 25th.
- Project ST-009: N. 3rd St./W. Lyon St. Reconstruction –Plans are being designed.
- Project ST-023: W. Lyon St. (College to 1st) Reconstruction – R&G Construction has completed all of their work; we are waiting on the bituminous to be patched.
- Project ST-024: Baldwin Parking Lot Reconstruction – R&G Construction plans to start the last week in September or the first week in October, weather permitting.
- 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.

Building Maintenance

- No report.

Street Department

- Yearly street painting. Hoping to finish this week or next with all painting.
- Removing the island on Jefferson Circle
- Street patching. Several areas around town.
- Replacing two storm lines and four catch basin structures on Mercedes Dr.
- Repairing a sinkhole and storm pipe on Hahn Rd.
- Tree trimming and removal.
- Crack filling. East Lyon from Bruce St to Hwy 23
- Crack filling bike path from Kossuth St to Hwy 23 / Stadium Dr.
- Sussner Construction is insulating the cold storage building getting ready to install radiant heat and new overhead doors. Working with Great Plains Gas to get piping to the building.
- Street sweeping.

Airport/Public Ways Maintenance

- Getting ready to start crack filling the runways, taxiways, apron areas and parking lots.
- Building maintenance.

- Nav-aid maintenance.
- General turf maintenance at the airport and city owned parcels around town.
- Resided the MALSR building due to graffiti painted on it.
- Repaired the rubber roof on the WPA shop that came loose but not leaking.
- Getting quotes for a new maintenance equipment fuel tank that failed inspection due to bad anodes and spill containment. The current tank is an underground tank that was installed in 1997. Therefore, it's five years from its life expectancy. We are looking to go with an above-ground system which won't have all the regulations tied to it and hopefully a lot less expensive.
- Working with Enterprise to install a new counter for them.

Wastewater

- Staff has completed 257 preventative maintenance work orders in the last 30 days.
- Working through MESERB concerning the MPCA's PFAS Memorandum of Understanding (MOU). The second version of the MOU should be released ~~mid-~~ late September for the city's review.
- Working on contacting local businesses to promote the water softener rebate program.\
- Assisting our local water softening companies with chloride grant requirements.
- Working on our NPDES permit reissuance.
- Talking with our Significant Industrial Users about future chloride, and sulfate limits.
- Various sanitary Manhole repairs.
- Collection system preventive maintenance on lift stations. Completed for the year
- Continuing with summer jetting of sanitary lines.
- Preparing equipment for the upcoming Biosolids application season.
- Biosolids have been thickened and tested in preparation for application.
- The primary clarifiers have been cleaned and inspected.
- The MPCA has given us a written response to our new limits letter. Working with Bolton & Menk to address their response.
- Fall preventive maintenance is underway.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to thirteen (13) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (4)
 - Fire; Structure (9)
 - Medical Assist (0)
 - Vehicle Accident (0)
 - Other (0)

The Marshall Fire Department submitted an RFP for the continued funding of the Southwest Chemical Assessment Team through the State Fire Marshal's Office. The past state contract provided funding through September 30th, 2022. Emergency authorization to continue with staffing and response is in place until current RFPs are negotiated, and contracts signed.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 947 calls for the month of September. Eighty-one (81) criminal offenses were reported with a total number of twenty-five (25) adults arrested.

OFFICER'S REPORT

- Alarms (32)
- Accidents (31)
- Alcohol involved incidents (3)
- Assaults (5)
- Domestic Assaults (13)
- Burglaries (4)
- Criminal Sexual Conduct (7)
- Damage to Property (7)
- Keys Locked in Vehicles (22)
- Loud Party (9)/ Public Disturbances (13)
- Thefts (29)
- Traffic Related Complaints (201)
- Vandalism (5)
- Warrant Pickups (12)
- Welfare Checks/Mental Health (56)

Officer Connor Roth successfully completed his 14-week Field Training program and has begun solo patrol duties.

Officer Aaron Furth official resigned from his role as a police officer and has started his new employment with the Tea Police Department in South Dakota. Aaron represented the City of Marshall well and will be missed.

Tannyr Curry has been hired to replace the vacancy left by Aaron Furth and started the Field Training Program with the MPD. Officer Curry is originally from Marshall.

EQUIPMENT: Our current body camera system company (Watchguard) has been purchased by the Motorola Company. We have received notification that our current cameras will have limited warranty coverage and these models will be discontinued. We will be working close with Lyon County as this transition will impact both departments. New style cameras will be phased in and improvements to our current server and docking stations will need to be completed. Preliminary up-front costs could exceed \$20,000 for the police department.

DETECTIVE REPORT

- A 29-year-old Marshall man was arrested for criminal sexual conduct at the completion of an investigation. As part of the investigation a search warrant was executed on a Marshall residence. During the search narcotics were found. Additional drug charges are pending.
- A 35-year-old Redwood Falls man was arrested for auto theft and domestic assault. The stolen vehicle was recovered in Redwood Falls.
- Six additional cases of criminal sexual conduct were investigated during the month of September.
- A missing person case is under investigation. The missing person was last known to be in Cass County.
- The theft of money from a Marshall business is under investigation.
- A case of financial transaction card fraud where a missing/stolen credit card was used without authorization at multiple Marshall businesses and throughout Southwest Minnesota is under investigation.
- Thirteen theft related cases and four cases of theft by swindle involving scams were investigated.
- Fifteen child protection reports and six 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 13 exams completed on the track in September.
- In September MN West conducted a Motorcycle Safety course, Steam & Hot Water Boiler Course, a CPR/AED course, Dental Continuing Ed class, and continues to use the driving track for CDL training.
- In September Emergency Management for Lyon and Lincoln counties conducted a FEMA applicant briefing meeting, communications truck training as well as Region Five Emergency Operation Center training.
- On Sept 1 the MN State Patrol conducted DIAP training at the MERIT Center for 21 officers.
- The Mankato Police Department conducted EVOC training on Sept 9 for 18 of their officers utilizing the driving track.
- On Sept 20 the Marshall Police Department provide a presentation/tour of the MERIT Center and law enforcement simulators for 22 attendees.
- ADM utilized classroom space as well as the Rescue Tower and Confined Space tank for their Industrial Safety course on Sept 22 for 25 employees.
- On Sept 26 Meier Electric held their employee safety training at the MERIT Center. 21 participants attended.
- The Regional Communication Board held their board meeting at the MERIT Center on Sept 28. 23 people attended this meeting.
- On Sept 29 SWEMS held an EVOC class for 14 ambulance drivers.
- The MERIT Center was utilized 23 out of 30 days in September with 314 people attending.