

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

FROM: Sharon Hanson, City Administrator

DATE: January 11, 2022

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for December are as follows:

December:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	1		6	1	11	1	4	24	20
Dismissed									
Non-Prosecution								0	4
Refer to County									

- Criminal prosecution numbers for the year of 2021 are as follows:

2021:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	23	5	51	8	62	25	56	230	214
Dismissed									
Non-Prosecution	17	3			3	3	13	39	52
Refer to County	1	1	2		1	2		7	1

ADMINISTRATION

- Reviewing and advising CVB on Red Baron sponsorship agreement for both rinks. The two rinks will be sponsored by Lockwood (renewal) and Action Companies (in place of Reinhart Foods).

- Met with Library Director to discuss 2022 Library Budget. Next steps could be presentation to County for technology funding.
- Met with Mayor and staff to discuss aquatic center, park and recreation funding, including next steps with securing legislative approval. In addition, I continue to meet with individuals and groups to discuss park and recreation survey results and the aquatic center project.
- Human Resources Director and I continue to discuss comparable worth study and anticipate near the end of January/early February we would schedule a closed work session to present the results along with union negotiation strategy.
- The Director of Administrative Services position was posted on December 27th and we will await the interest for the position in terms of next steps.
- This past month, the Mayor, Lauren and I met with MN Deed Commissioner to discuss economic climate, transportation, and overall impacts on Marshall and the region. Later in the day, the Mayor, Lauren and I met with Schwans Home Services CEO and supporting staff to discuss their future operations.

Economic Development Authority

- Block 11 developers have submitted a proforma and TIF application which has been reviewed by Mikaela Huot at Baker Tilley. Predevelopment agreement is scheduled to expire on December 31st. The developers continue to follow provided schedule with construction on Phase 1 anticipated to begin this Spring. The developer presented preliminary site plans to the Planning Commission on 12-8. EDA has applied for a CUP which will be reviewed at Planning Commission on 1-12. Planning Commission will also review the draft Project Area and TIF Plan for adherence with the Comprehensive Plan. TIF remains the most advantageous financing option for the project in order for the City to receive reimbursement on the site work previously done on the site.
- Discussions continue with Knochenmus Enterprises regarding assistance on the Mercantile project. Staff has met with Knochenmus Enterprise's leadership team who has shown interest in alternative redevelopment efforts in the parking lots.
- Woodcrest Capital continues to work on the redevelopment of the former Shopko building. Staff has been informed that two national credit retailers have shown interest in the property. Woodcrest Capital has requested financial assistance options available to assist with capital improvements needed to complete the project. Options to be reviewed.
- Construction on Border States Electric's new building on London Road is underway.
- Staff has received Tax Abatement applications for Wayne's Tractor and Today's Fireplace for an expansion and new construction projects, respectively.
- Staff continues to assist with the Comprehensive Plan update being conducted by SRF. The Community Survey is currently open online through January 17th (paper copies are also available) and an open house is scheduled for January 13th from 4:00 pm to 6:00 pm.

Human Resources

- Staffing: The City welcomed the following new employees: Lyle Snyder, Accounting Specialist; Tom Sando, Maintenance Worker; and Zachary Jacoby, Plant Operator I. The testing process for a Police Officer and eligibility roster is underway. Two candidates are currently being backgrounded from the eligibility roster. Final interviews will be scheduled when the backgrounds are complete. The City has initiated the recruitment process for a Director of Administrative Services position. Review of applications will begin on

January 10th for this position. Hiring for a variety of temporary and seasonal employees continues year-round.

- Safety: our MMUA safety consultant presented the topics of AWAIR, Employee Right to Know, GHS, and SDS in January. These are all OSHA required topics for all employees.
- Staff are busy preparing for the Annual Employee Service Award Program and Recognition Event that will occur on Friday, January 14th.
- Human Resources is continually monitoring the COVID-related Emergency Temporary Standard as it makes it's way through the courts/legal system. HR is also continually assisting managers and supervisors in the MDH and CDC guidance as relates to isolation and quarantine timelines for employees who test positive or are exposed to COVID.

Clerk

- The 2022 license renewals have been completed and sent to the State of Minnesota. I have begun to reach out to comparable cities and collecting liquor license fee data. A Ways and Means meeting will be called at a later date to discuss in greater detail.
- City and County staff have meet to a future Count Question Resolution (CQR) Case to be submitted to the Census Bureau. A CQR case will task the Census Bureau to review the geographic location or placement of housing and associated population as well as the census results to determine whether census processing error(s) excluded valid housing and associated population.
- Beginning in the Spring of 2022, the Census Bureau is proposing to allow local governments the opportunity to request the census Bureau to review their populations counts for group quarter facilities through a separate program, 2020 Post Census Group Quarters Review (20202 PCGQR).

Finance

- 2022 Budget – The 2022 budget was adopted in December of 2021. Staff have begun to put together budget books for staff and an electronic copy will be sent to the Council once completed. If you would like a hard copy, please let finance know.
- 2021 Audit – Work is underway to close out 2021 and to prepare for when the auditors will be on site for testing in the next month or two.
- 2022 Bonding – The process will begin in the next coming weeks to ensure funding is secure for 2022 projects.

Assessing

Liquor Store

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Just under 300 open permits.
- The third Unique apartment building and Border State Electric building are the largest projects under construction.
- New permit software development implementation will begin next week.
- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z83: James/Camden – Minor punchlist items remain before completion.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – R&G intends to complete this work in Spring 2022. Contract end date is October 14th, 2022.
- Project Z88: 2021 State Aid Overlay – Replacement of pedestrian ramps on N. 4th Street adjacent to Walnut and Elm Streets is planned to be completed in Spring 2022.
- Project PK-001: Independence Park Trail Replacement Project – A&C has completed trail replacement in the east portion of the park nearby the baseball fields and basketball court. Remaining trail will be replaced in Spring/Summer 2022.
- Project ST-003: S. 1st/Greeley/Williams Reconstruction – Staff is planning to have the bidding package prepared for advertisement starting January 14th. The intention would be to bring the request for plan approval and authorization to advertise to the Council at their 1/11 meeting.
- Project ST-004: Halbur Road Reconstruction - Staff is planning to have the bidding package prepared for advertisement starting January 14th. The intention would be to bring the request for plan approval and authorization to advertise to the Council at their 1/11 meeting.
- Project ST-005: Rose and Addison Parking Lot Reconstruction – Project plans are currently being developed.
- Project ST-006: SRTS School Pedestrian Crossing Improvements – Project plans are being revised based upon MnDOT review comments. Bidding package is expected to be prepared for a potential January advertisement.
- Project ST-007: UCAP Bus Shelter Installations – Project plans are currently being developed. Staff will recommend advertisement once plans are complete.
- E. Lyon Street Trail Project – Staff is preparing a Transportation Alternatives application for the 2021 grant solicitation. Staff will be requesting a letter of support from the City Council as well as the school. If awarded, project is planned for construction in 2026.

Building Maintenance

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Street Department

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Airport/Public Ways Maintenance

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Wastewater

- Assisting the street dept. with snow removal.
- Working on compliance reports.
- Working on control room walls & ceilings now that the plant project is done.
- Magney construction completed. Working on close out documents.

- Working on lift station and vehicle maintenance and cleaning.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting biosolids land application site records.
- Snow removal in the facility.
- Repairs to the facility's non-potable water system underway.

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 (10)
 - Medical Assist (0)
 - Vehicle Accident (0)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 734 calls for the month of December. Seventy-five (75) criminal offenses were reported with a total number of sixteen (16) adults arrested.

OFFICER'S REPORT

- Alarms (11)
- Accidents (30)
- Alcohol involved incidents (4)
- Assaults (2)
- Domestic Assaults (14)
- Burglaries (2)
- Criminal Sexual Conduct (2)
- Damage to Property (6)
- Keys Locked in Vehicles (30)
- Loud Party (3)/ Public Disturbances (6)
- Thefts (18)
- Traffic Related Complaints (117)
- Vandalism (1)
- Warrant Pickups (9)
- Welfare Checks (26)

Interviews for the open police officer were held on December 8th, 2021. Six candidates participated in the interview process and the eligibility roster was validated by the Police Advisory Board. Extensive background investigations are being completed on the top two finalists. The hiring process will continue with a goal of a conditional offer being made by February 1st, 2022.

DETECTIVE REPORT

- Two separate cases of electronic solicitation of minors are under investigation.
- Three unrelated cases of financial transaction card fraud were investigated in the month of December. Two of the cases have been cleared while one case remains under investigation.
- Four unrelated cases of identity theft are under investigation.
- Two cases of criminal sexual conduct are under investigation.
- Thirteen cases of theft and three burglaries were investigated in the month of December. A theft of coins from laundry machines at an apartment complex is under investigation.
- Fifteen child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Pre-employment background investigations are being performed on candidates for a Police Officer position.
- Detective Kopitski and Detective Sandgren attended an Investigative Interviewing training on December 7th and December 9th.

MERIT CENTER

- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 12 exams completed on the track in December.
- In December, MN West conducted an industrial safety course and CDL training at the MERIT Center.
- On Dec 2, Ralco hosted their annual leadership meeting at the MERIT Center. 84 people attended this training.
- The Bureau of Criminal Apprehension (BCA) conducted Force Unit training on Dec 3rd. 42 local law enforcement officials attended this training.
- On Dec 4th, SWEMS conducted an ambulance driving course. This is the 5th course they have brought to the MERIT center utilizing both a classroom and the driving track.
- The Marshall Police Department conducted department interviews at the MERIT Center on Dec 8th.
- Blue Line Fire, LLC conducted regional fire department training at the MERIT Center utilizing the rescue tower on Dec 11th. 20 firefighters attended this training.
- On Dec 21st Avera hosted their leadership meeting. There were 57 people in attendance.
- The MERIT Center was utilized 21 out of 31 days in December with 316 participants attending events/trainings.