



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

FROM: Sharon Hanson, City Administrator

DATE: June 8, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for May are as follows:

May:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	2	1	2		4	7	5	21	9
Dismissed									
Non-Prosecution	2				1		1	4	4
Refer to County									

ADMINISTRATION

- This past month has been mostly City Hall discussions—furniture installation, final punch list items, a few tours for selected individuals, architectural discussions. We also had conducted an input session for the City Hall plaza with Downtown Business Association and the public this last week. The City Hall Committee can provide an update at the City Council meeting for further updates on the schedule of move-in.
- Met with Supt Williams on a variety of topics, completed an employee evaluation, met weekly on comparable worth study (weekly mtgs), EDA Board mtg and related EDA discussions., City Hall Committee meetings, CGMC Board mtg, radio interview, multiple walk-throughs of City Hall.
- The City has met a couple of times for the 150th Celebration in 2022. At the last meeting, several committees were established to help make progress on goals for activities to commemorate the event.
- Aquatic center contracted engineer will meet with staff June 15th to kick-off the project-once we meet, we can share more details on next steps.

Economic Development Authority

- New wayfinding signs have been installed at Liberty Park and on Country Club Drive.
- Staff is working with BSE on land purchase and soil correction.
- Land sale in Parkway II closed on May 25th.
- Board approved recommendation to HRA for land sale on London Road.
- Staff is working on TIF for a new housing development.
- Staff is in discussion with new mall owner and current tenants.
- Staff is in discussion with new Super 8 owner.
- Staff is in discussion with five new developers/businesses.
- Staff is working with two local businesses on an expansion project.
- Staff is working with Studio 1 and CVB on video marketing series.
- Staff has begun working on a Hotel Needs Assessment.
- Staff is assisting Maxfield with updated Housing Study.
- Staff has completed 2020 annual report.

Human Resources

Staffing update: HR has been very busy processing newly hired and re-hired temporary employees for our parks, public ways, aquatic center, and variety of community services recreation and community education positions. Applications continue to be accepted on a year-round basis for many of these positions, which coach, officiate, teach, coordinate, etc. the community services programs. The City is also accepting applications for a full-time, temporary Building Custodian for City Hall and various other municipal buildings—the employee that customarily performs this work is unable to perform these duties, at this time, due to work restrictions.

Employee promotion: The City is pleased to announce that Joseph Karanja accepted a promotion from part-time Checkout Clerk to full-time Sales Associate at the Liquor Store.

Classification/Compensation Study update: Gallagher has performed a review of all job descriptions for the City, Library and Public Housing, a review of each respective organizational structure, and has reviewed our existing compensation system. Gallagher is now performing analyses for the development of a classification structure and initial conversations about labor market. Gallagher will be performing job evaluations over the next several weeks.

Safety program: training in the annually required OSHA topics will occur with our temporary/seasonal/pool staff in June. In July, our MMUA Safety Consultant will perform our annual facility inspections----a “mock” OSHA walk-through to ensure our facilities are safe for employees and visitors. This is a friendly inspection that helps our staff to resolve any existing issues without fear of monetary fines and permits employees/supervisors to consult with our safety consultant on items of question.

Clerk

- Finalizing Audio Visual at City Hall with Tierney Brothers. Final installment, programming and initial training should be completed the week of June 7.

- Letters/ Invoices have been sent out to On Sale Intoxicating Liquor license holders. Fees are due by Wednesday, June 30.
- Amanda Beckler and I will present at the 2021 League of Minnesota Cities Conference regarding the City's DEI Commission on Thursday, June 24.
- Assisting with Marshall's 150th Celebration planning, specifically in special events and arts and entertainment. The subcommittee held its first planning meeting on Wednesday June 2.
- City archives (journals, minutes, resolutions, etc.) dating back to the late 1800's to 1916 have been sent to a company to be digitized. The original documents will be provided back to the City with digital files to be stored in our electronic archive solution.

Finance

- Policy Work – Staff are meeting to discuss updates to the current Purchasing Policy. Division directors met on 6/2 to discuss initial changes and needed improvements. The Ways and Means committee will be the next review for the policy before bringing to the full Council.
- 2020 Audit – The draft audit for 2020 will be presented to Council on 6/8 with a work session prior to council approval. This past audit process was very smooth, and staff are pleased with the results that will be presented to the full Council by BerganKDV.
- 2021 Bonding – Bond proceeds will be received on 6/10, which will conclude the bonding process.
- 2022 Budget – A timeline will be drafted for the 2022 budget process in the next coming weeks.

Assessing

- Quintile inspections are underway for the 2022 assessment.
- Staff continues to assist Lyon County with any further Board appeals.
- Tax Court appeals are being reviewed.
- Staff will begin to analyze Net Tax Capacity numbers for pay 2022 to assist Council and Administration with Budget items.

Liquor Store

- May Financials: Sales \$610,186 (14%), Customer Count 18,218 (9.48%), Ticket Average \$33.49 (5.18%). The store is up against the major spike in sales from 2020 lockdowns/bar closures. Comparing the financials against 2019, Sales up \$110,000 along with healthy increases in customer counts and ticket average.
- Joseph Karanja has begun his new role of Full Time Associate this week.
- Staff is gearing up for a busy Summer!

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Almost 300 open job files. UCAP Headstart new building, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction but issued temporary Certificates of Occupancy.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.

- Sign Ordinance is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z50-2021: 2021 Chip Seals – Asphalt Preservation Company is scheduled to perform seal coating on June 9th. No parking signs will be placed on routes on Monday, June 7th.
- Project Z51-2021: 2021 City Overlay – Duininck has completed all pedestrian ramp replacements on the local routes. Paving is resuming on Tuesday, June 1st and should be completed by the end of the week, weather permitting.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Engineering staff is reviewing potential additional work to correct drainage and establishment issues in the west pond.
- Project Z78: Stormwater Outfall Improvements – R&G has completed the work on this project.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – D&G is expected to perform this work after completion of the work on N. 1st Street (Z82).
- Project Z82: N. 1st/Redwood/Marshall – D&G has completed watermain replacement on the project with the exception of final move-over of services. Sanitary sewer will continue on the final two blocks of 1st Street between Main and Redwood. Storm sewer is expected to be installed after completion of the watermain and sanitary sewer work. They are scheduled to complete the work for this project in September.
- Project Z83: James/Camden – Kuechle is beginning work in the golf course on Tuesday, June 1st. Work in the golf course is expected to be completed by the end of the week, weather permitting. Afterwards, the contractor will proceed to utility work on James/Camden.
- Project Z84: Legion Field Park Stabilization Project – Staff is finishing plans and specs for advertising the repairs and corrections to the slope failure adjacent to the park shelter in the west portion of the park. The stabilization along the bike trail in the east portion of the park has been removed from this project for coordination with the final pool design.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – Staff is completing plan design and review for potential advertisement in June.
- Project Z88: 2021 State Aid Overlay – Duininck intends to begin work on this project immediately following completion of the City-funded Overlay project.

Wastewater

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney Construction is working final punch list items on projects that have been completed so far. Aeration Basin replacement has started. Started using long term storage tanks. Replacement of the Trickling Filter pump station has begun.
- First Blue Storage Tank resealing has been completed. Starting 2nd tank resealing this week.
- Doing a lot of preventative maintenance on equipment.

- Revising and correcting sanitary sewer mapping system.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, PFAS, Lake Pepin TMDL.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to eighteen (18) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (6)
 - Fire; Structure (11)
 - Medical Assist (0)
 - Vehicle Accident (1)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 758 calls for the month of May. One hundred four (104) criminal offenses were reported with a total number of thirty-four (34) adults arrested.

OFFICER'S REPORT

- Alarms (12)
- Accidents (19)
- Alcohol involved incidents (2)
- Assaults (6)
- Domestic Assaults (15)
- Burglaries (1)
- Criminal Sexual Conduct (3)
- Damage to Property (16)
- Keys Locked in Vehicles (30)
- Loud Party (8)/ Public Disturbances (20)
- Thefts (22)
- Traffic Related Complaints (129)
- Vandalism (2)
- Warrant Pickups (14)
- Welfare Checks (28)

DETECTIVE REPORT

- A Marshall man and a Canby man were arrested for aggravated robbery after the completion of an armed robbery investigation where a firearm was used in the commission of a theft of a wallet containing money. The firearm used during the robbery was recovered during the execution of a search warrant. Additional investigation regarding the firearm, including DNA analysis, is being done and additional charges are possible. A separate case involving theft and financial transaction card fraud with the same two men is under investigation.

- A Marshall man was arrested and charged with 1st Degree Criminal Damage to Property after the completion of a damage to property investigation. The man punctured tires on 48 vehicles and damaged some side mirrors on vehicles over a two-day span. In total 188 tires were punctured. The damage is estimated at around \$25,000.
- A Balaton woman was cited for theft at the completion of a theft investigation. The woman had been stealing coins from coin operated laundry machines in apartment buildings in Marshall.
- A Marshall man was arrested and cited in two different incidents of theft from Tall Grass Liquor Store.
- Damage caused by graffiti at Independence Park remains under investigation.
- Damage to Memorial Park as well as two downtown churches is under investigation. It is believed that the three cases are related.
- Eleven cases of theft and two burglaries were investigated during the month of May.
- Four cases of criminal sexual conduct were investigated. Three of those cases have been cleared and one remains under investigation.
- Two cases of identity theft and two cases of theft by swindle (Scams) were investigated.
- Fifteen child protection reports and three reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Sgt. Jason Buysse attended the Minnesota Bureau of Criminal Apprehension's Sex Trafficking Conference on May 13th.

MERIT CENTER

- The MERIT Center continues to host the Marshall City Council meetings, employee safety training, planning, and airport commission meetings.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 10 exams completed on the track in May.
- In May, MN West conducted 3 sessions of EVOG, Hot Water & Boiler training, 2 sessions of Motorcycle Safety, Commercial Vehicle Inspection, and a MOPED Safety course.
- Avera Marshall held their leadership meeting at the MERIT Center on May 18th for 54 employees.
- The entire Redwood Falls Police Department utilized classroom D and the use of force simulator on May 14th for certification.
- The MERIT Center was utilized 25 out of 31 days in May with 417 participants attending these events/trainings.