



MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: April 4, 2019

SUBJECT: Administrative Brief

CITY ADMINISTRATOR

- This past month participated in several meetings related to emergency operations planning and subsequent declaration of emergency that was issued on March 24, 2019.
- On March 26th, the Mayor, Chief Marshall and I reviewed current spring flooding status and toured the flood control project with Senator Klobuchar's State Director and Director of Field Operations.
- Participated in discussion on city branding request for proposals and eventual selection of North Star. Kick-off discussions have begun and input from community will be thorough.
- Worked on State of the City presentation with eventual presentation on March 14, 2019.
- Met with MMU Director Brad Roos, Finance Director Karla Drown, Director of Administrative Services Annette Storm and WWW Superintendent Bob VanMoer to discuss funding of water softening project with existing funds and the current level approved by City Council.
- Met with Mayor, Community Services and community partners regarding Bicycle Friendly Community program and bike sharing program that is scheduled for implementation May 20th.
- Had several meetings regarding long term debt study, capital improvement planning, City Hall, planning and zoning items.
- Attended introduction of new SMSU President on March 21st as well as participating in farewell remarks to current SMSU President Gores on April 5, 2019.
- Many staff and community discussions on a variety of city operations and topics this past month that have taken up time on my unscheduled calendar.

CITY ATTORNEY

- We are working to finalize all of the documents for sale of HRA owned property to Action Manufacturing.

- We are waiting the 30 day appeal period regarding special assessments for Michigan/Superior Road Reconstruction projects.
- Considerable time is being spent to review conditional use permit for property located at 405 Country Club Drive.
- Below are the numbers for February and March criminal prosecution matters.

February:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	4		6	1	11		4	26	31
Dismissed									
Non-Prosecution	3				2		3	8	4
Refer to County					1			1	

March:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution			4	2	15	1	3	25	40
Dismissed									
Non-Prosecution	3	1						4	9
Refer to County									

ADMINISTRATION

General Administration

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Economic Development Authority

- **Parkway III**
 - Herzog Project: Framing underway. Encourage you to drive by the site to check it out.
- **Commerce Park**
 - Signage was installed. Staff continues working on Shovel Ready Certification designation. Staff placing an ad in Connect Business Magazine to achieve regional awareness. Listed on Co-Star, LoopNet and Location One, among others.
- **Block 11**
 - Asbestos inspections complete. RFP's for Redevelopment are due in April. Information on RFP is available for anyone to review. Glenn Olson coordinating demolition estimates.
- **Sonstegard Subdivision**
 - Staff is working with Action Manufacturing. Purchase Agreement signed. Need lot pin locate. Closing will be scheduled in April.

- **UCAP Parkway II**
 - UCAP will be doing soil borings on the lots they have Right of First Refusal on. Their new application (for next year) is due in June, so they may be present at a future meeting to discuss options on additional lots. Not yet determined if they will build 4, 5 or homes.
- **Small Cities Development Program Grant Update**
 - The kick off meeting was held on Wednesday, March 6th. Great attendance for both Commercial and Residential meetings. Applications are now being accepted.
- **EDA Annual Report**
 - Staff has finalized the EDA Annual Report and the hard copy reports have now been printed and are located at the EDA Office for distribution.
- **Business Development Network Monthly Meetings**
- Lisa Hughes from DEED has implemented Business Development Network Monthly Meetings on the 3rd Friday of every month. This replaced our Discover Southwest MN Meetings. We hosted this meeting on Friday, March 15th 10:00-12:00 at the Marshall Lyon County Library.

Human Resources

- Staffing: Police Captain—oral testing occurred on April 3 with two applicants. The Police Advisory Board will convene to certify the roster on April 5. Final interviews will occur between April 5 and April 8, with a hiring decision to be made the week of April 8th. Applicants continue to be accepted for Hazardous Materials Technicians. Applications are also being accepted for a wide variety of temporary/seasonal positions for our Community Services and Public Works Divisions, as well as an EDA Internship opportunity.
- Safety training: Hearing Conservation training will be offered to select positions this month, in compliance with OSHA's hearing conservation regulations.
- Labor negotiations: Administrator Hanson and I have been contacted by the Police Supervisor's business agent. Contract negotiations will be initiated.

Clerk

- Continuing to work with FEMA regarding the July 3, 2018 event.
- Starting to work on the March 8, 2019 river event with staff. This reporting will be submitted to the State through Lyon County to apply for a state disaster grant.
- Our Race Equity Cohort is currently working on Marshall's history and identifying any racial inequities and racial equity and are developing a vision statement for the City of Marshall. The Cohort is made up of mostly cities located in greater southwest Minnesota. Our next full meeting is scheduled for April 25.
- The State of Minnesota officially launched their Complete Count Committee. I will be formalizing Marshall's CCC and plan request the Committee be created at the April 23 regular council meeting.
- There are several Board and Commission positions that will be expiring on May 31, 2019. These positions have been posted and advertised in the Marshall Independent with a deadline date to apply of May 10, 2019.

Finance

- Work continues with the 2018 audit process and the auditor's will be on site for the audit at the end of April.

- Finalizing 2019 capital improvements financing and continuous work on long term financial plan, which will be discussed in detail at the April 9th work session.

Assessing

- Valuation notices and Tax Statements are out! Phone calls have been less than anticipated. We are allowed by statute to make any changes up to 10 days prior to the LBAE without bringing them to the board for approval, a list of those changes will be provided as an FYI to the Board.
- The Local Board of Appeal and Equalization will be held Monday, April 15th beginning @ 5:30pm at the Marshall-Lyon Community Library.
- Packets regarding the LBAE meeting will be delivered on Friday, April 12th

Liquor Store

- Our team is almost finished with full-store inventory of liquor, beer and wine.
- We are transitioning from private freight delivery to house delivery in April which will improve receiving accuracy and management of inventory.
- March sales and traffic were up over the previous years.

COMMUNITY SERVICES

- Barb, Lipinski, our Adult Community Center Coordinator, serves as president for the Minnesota Association of Senior Services. Barb is in Deerwood this week for the annual conference which focuses on promoting the growth, development and resources to older adults.
- The Prairie Home Hospice Charity Event and Auction will be held at the Red Baron Arena & Expo this Saturday (April 6).
- Healthy56258 will also host the Healthy & Green Living Expo this month at the Arena Expo. Saturday, April 27th is the date beginning at 9:00am.
- An application for a DNR Grant has been submitted for the construction of a picnic pavilion at the Amateur Sports Complex. The grant request is for an equal split of the \$149,568 estimate.
- All departments continue the hiring process for summer/seasonal employees.
- Park shelters, and restrooms should be opened within the next two weeks as the weather allows.
- Marshall Public Schools Superintendent Scott Monson presented an informational session to the MCS Advisory Board on April 3rd regarding the upcoming school bond referendum in May.
- Summer programming offerings will be made available to the public on Wednesday, May 1st.
- SW Adult Basic Education will be presented with the President's Community Partner Award from retiring SMSU President Connie Gores on April 10th.
- Studio 1 TV staff covered 19 community events in the past month, in addition to their local assistance with the ongoing flooding concerns within the area.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open job files. Menards warehouse/remodeling, Unique Opportunities 36-unit apartment building, Bus Garage, and Ashley Furniture are the largest commercial projects under construction.
- Currently revising zoning ordinances as they relate to conditional use permits to ensure compliance with state statute.
- City of Marshall Tree Policy is complete. The tree policy is cited in the recently revised landscaping section of our ordinances.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.

PUBLIC WORKS DIVISION

Engineering

- Project Z47: Commerce Industrial Park- All utility work is complete. The contractor has installed fabric, gravel and curb and gutter on Michigan Road. Work remaining for spring 2019: Michigan Road street paving, Northeast Pond subsurface drainage, final shaping/seeding around Michigan Road, and final shaping/seeding in the Northeast Pond drainage ditch. Farm leases are being prepared for 2019-2021.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor sidewalk paving and complete final seeding between C Street and the Redwood River bridge near Hamden Drive.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor concrete work for drainage facilities and final grading and seeding.
- Project Z74: Superior Road/Huron Road Reconstruction Project – Bids to be received April 18, 2019 and awarded April 23, 2019.
- Project Z51-2019: Bituminous Overlay Project – Bids to be received on April 16, 2019.
- Stormwater Study – Work is progressing on the stormwater study by Bolton & Menk for the area including Buffalo Ridge Concrete, areas along Burlington Northern Railroad Tracks from TH 19 to Parkway III due to the significant recent flooding in the area and potential development in the Parkway III area. A draft proposal may be available in March 2019.
- TH 23 and Lyon J-Turn Mn/DOT Project- Work is substantially completed. Landscaping items remaining for spring 2019.
- MERIT Center Phase 2- Bids received 02/05/2019. Recommendation to award to R&G Construction Co. for base bid plus Alt. B plus Alt. C in the amount of \$\$2,712,530.50.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
 - Country Club Drive Utility Replacement project; water, sanitary sewer, storm sewer from a point approximately 200' west of 4th Street to 2nd Street.

- Superior Rd/Huron Rd Reconstruction project: The project has been revised to include the complete replacement of water main, storm sewer catch basins, and sanitary sewer spot repairs on Huron Road and Superior Road between Huron Road and Erie Road. The project was initially being proposed as a complete reconstruction, but the scope has been altered due to special assessment considerations.
- Hahn Rd Storm Sewer Reconstruction project: replacement and addition of storm water facilities and a ditch cleaning effort to improve drainage and help reduce localized street flooding in the area.
- UCAP Transit Bus Shelters: Design continues for the installation of UCAP bus shelters at 3 locations; S. 4th/Stephen Ave, N. 4th between Redwood and Lyon, Birch Avenue between Mustang Trail and Village Drive. Project includes new sidewalk at all 3 locations, nearby ADA ramp reconstruction, and a street bump out at S. 4th to allow buses to pull off street. Project is a partially grant funded and coordinated effort between City and UCAP Transit.
- East Lyon Street Paving Project: pave East Lyon Street from Hwy 23 to a point approximately 750-FT east of Hwy 23. Staff will be holding a meeting in late February to discuss the project with neighboring businesses and residents.
- 2019 Chip Seal Project
- Other alley projects. Interest from two neighborhoods for alley improvements. A meeting was held with neighborhood residents on January 28th to discuss the potential projects. Feedback from the neighborhood was generally positive. Staff will be preparing plans for alley improvements.
- River slope stabilization projects near the flood protection levee west of town and street protection projects at Bladholm and High Streets
- Parking lot projects as directed by Council at a later date. The potential projects include: Rose Lot, Addison Lot, and a new parking lot north of Red Baron Arena.
- Nearing completion of an ADA self-evaluation of sidewalk pedestrian ramps at city intersections in the City of Marshall. The self-evaluation inventory will be included with the city ADA transition plan for city rights-of-way. An ADA transition plan is a required document if the City wishes to be awarded federal and State funding for future construction projects. Our transition plan is currently being developed.
- Currently reviewing State Aid roadway network. We are reviewing street mileage in the city and with recent changes to the State Aid funding mechanism, we are evaluating the efficacy of the current State Aid network and reviewing for possibility of proposed changes and additions.

Building Maintenance

- No report.

Street Department

- No report.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Cleaning sewers.
- Pump maintenance.
- Plant Upgrade project. We met with the engineers April 2nd and reviewed all drawings and concerns. It was a very good meeting and I feel comfortable with the drawings and design. Bid opening was rescheduled from April 9th to April 11th at 2:00 p.m. to ensure complete plan changes and for review to avoid any unnecessary change orders. Potential award would be April 23rd.
- Started mixing Biosolids for sampling and land application early May.
- Doing work orders and reports.
- Started tagging sump permits to go outside.
- Slowly getting back to normal after flooding and high influent flows. We normally average about 3 million gallons per day- last week we have been averaging nearly 7 million gallons per day.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to thirty-two (32) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (23)
 - Fire/Structure/Other (4):
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Gas Leak (2)

POLICE DEPARTMENT

- The Marshall Police Department responded to 833 calls of service for the month of March. 122 criminal offenses were reported with a total number of 34 adults and 3 juvenile arrest's being made.

OFFICER'S REPORT (MARCH)

- Accidents (49)
- Alcohol involved incidents (5)
- Assaults (6)
- Assault, Domestic (7)
- Burglaries (1)
- Damage to Property (4)
- Keys Locked in Vehicles (35)
- Loud Party (4)/ Public Disturbances (14)
- Thefts (15)
- Traffic Related Complaints (219)
- Warrant Pickups (16)
- Welfare Checks (22)

- Three DWI arrests were made during the month of March.
- Approximately 20 vehicles are in impound and waiting for the administrative process to be completed. Once the administrative process is completed, these vehicles will be declared surplus and either sold or destroyed.

PERSONNEL/OTHER

- Officer Ben Kelly has successfully completed 14-week FTO training program and has started in solo patrol.
- Interviews for the two vacant police officer positions have been completed and the Police Advisory Committee had created an eligibility roster that will take effect on April 8th, 2019. Background investigation on the top three candidates are being completed and conditional offers will be made the second week of April.
- Applications for the newly created Captain position were received and interviews for this will take place on April 3rd, 2019. This will be an internal promotion within our police department that will include oral interviews and involvement by the Police Advisory Committee.

DETECTIVE REPORT (MARCH)

- A theft from an assisted living facility is under investigation.
- A predatory offender registration violation was investigated, and the case has been forwarded to the Lyon County Attorney's Office for charges with an arrest warrant being sought.
- A felony case of the issuance of dishonored checks at a Marshall business was investigated. The case was forwarded to the Lyon County Attorney's Office for charges.
- A case of a Marshall Police Officer being impersonated on a social media account is under investigation.
- A case of a Marshall resident being swindled out of nearly \$20,000 in an extortion scam is under investigation.
- A harassment/stalking case where a Marshall resident was being impersonated on text messages with allegations of the sexual abuse of children is under investigation.
- A case of financial exploitation of a vulnerable adult was investigated. The case was forwarded to the Lyon County Attorney's Office for consideration of charges.
- The report of an assault on an infant is under investigation, however at this point it does not appear that the child was assaulted.
- A romance scam in which a Marshall resident was swindled with a fictitious cashier's check is under investigation.
- 11 cases of child endangerment were investigated in the month of March in conjunction with Southwest Health and Human Services. Nine of those cases have been cleared while two cases remain under investigation.
- 17 cases of child neglect were investigated in the month of March in conjunction with Southwest Health and Human Services. Eight of those cases have been cleared while nine cases remain under investigation.
- 9 cases of malicious punishment of a child were investigated in the month of March in conjunction with Southwest Health and Human Services. Six of the cases have been cleared while three cases remain under investigation.
- A case of receiving and distributing child pornography is under investigation.
- A potential theft of rent money from a Marshall apartment complex is under investigation.
- Pre-employment background investigations are being conducted. .

CHEMICAL ASSESSMENT TEAM (CAT)

- Information was received from the Department of HSEM (Homeland Security Emergency Management Office) that due to restructuring at the state level, HSEM will no longer be the oversight body for the CAT Teams. The State Fire Marshal's Office will oversee all the teams including funding, equipment etc. A Chief's meeting is scheduled for April 23rd, 2019 at Camp Ripley to discuss the transition and how this may impact existing teams.

MERIT CENTER

- In March, the MERIT Center hosted a variety of training/events. These events included employee meetings, a regional training, safety training, CDL training, first aid/CPR training, electrician training, trench safety training, law enforcement training, driver's education, CDL exams, employer group meeting and several meetings for Emergency Management.
- Border States electric hosted two separate lighting training days with 25 local electricians in attendance.
- D&G Excavating conducted a two-day safety training event utilizing the classroom and the bay space for hands-on learning. 40 people attended this training
- R&G Construction hosted Competent Person/trench safety training for 20 participants
- Fagen Inc. held Climb Training at the MERIT Center utilizing the wind tower prop
- MN State Patrol held a Standard Field Sobriety Testing refresher course for 12 local police officers
- The MERIT Center was utilized 32 of the last 35 business days with 702 people attending these training/events.

EMERGENCY MANGEMENT

On March 8th, 2019, city personnel that would play an important role in the Emergency Operations Plan (EOP) met to discuss potential flooding concerns and how this may impact the City of Marshall. Additional meetings were held at the MERIT Center in the Emergency Operations Center (EOC) as the flooding event unfolded. On March 24th, 2019, a request was made of the Mayor to implement a Local Declaration of a State of Emergency. This declaration/resolution was brought before the City Council on March 26th, 2019 and extended until April 23rd, 2019.