

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

FROM: Sharon Hanson, City Administrator

DATE: July 14, 2020

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Criminal prosecution numbers for June are as follows:

**June:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	3		3	1	1	2	5	15	20
Dismissed									
Non-Prosecution	1	1				2	1	5	1
Refer to County									

**ADMINISTRATION**

- Staff continue to contribute inputs into the draft 2021 budget. A preliminary budget presentation on the overall budget will take place the last mtg in July. We will not receive April sales tax data until mid-July. At that time, we hope we can make some assumptions about revenue going forward and better assess budget impacts.
- The City played a large partnership role with Avera, County and Public Health for the community-wide testing event held mid-June. We have provided the State of MN a cost estimate of staff time and resources and will await the State’s guidance for possible reimbursement.
- The City received the CARES act funding of just over \$1 million last week. City EDA staff have formulated a draft grant assistance program that will be reviewed by EDA Board on July 15<sup>th</sup>. City and County staff have also been communicating on the CARES act funding in terms of US Treasury guidance. City and County staff/elected officials/Mayor met on Friday July 8<sup>th</sup> to discuss possible partnership in any grant allocation program.
- Lauren Deutz, EDA Director and I have had several business meetings with local and non-local developers/businesses regarding development in Marshall. In addition to working on the CARES

act grant assistance program detail work, Lauren has assisted several businesses with other types of loans/grants currently available due to COVID.

- City Hall Committee met on-site July 1 to review progress on hotel demolition and City Hall construction. Scott VanDerMillen has been assigned City Hall Owner's Representative to fill in for the position vacated by retiring Glenn Olson. Ray Henriksen has been on-site daily and provides reports back to Scott and whenever needed.
- General City Hall Progress Update:
  - The majority of the hotel has been demolished, there is 30-40' remaining
  - The debris fills the basement yet, it will be hauled out next week
  - Work on the front part of the municipal building will be halted to allow for the remaining hotel demolition process
  - Basement slabs have been removed from the municipal building
  - The main floor steel deck is in place
  - Elevator pit slab has been placed
  - Sumps are in place but not connected
  - Basement underfloor plumbing is nearly in place
- Other meetings I attended over the last month and work: Jason Anderson and I met with County officials to discuss ditch assessments within the City, multiple staff meetings, Archery Park Ribbon Cutting, multiple meetings regarding Avera testing event, radio interview, newspaper article, discussion with Museum on Hotel artifacts.

### **Economic Development Authority**

- Staff continues attending webinars regarding COVID-19 related economic development tools and resources.
- Staff is assisting recruitment efforts on Block 11 for tenants for commercial space.
- Staff is continues working on new brand materials.
- Staff continues to update the properties inventory spreadsheet (commercial buildings and sites available for sale and rent) and LOIS (Location One Information System) to help further assist businesses that are looking for space.
- Staff is working with two local businesses on expansion projects.
- Staff has two land proposals out for review.
- Hoganson's Façade Improvement project is now complete. They have provided all documentation for reimbursement.
- Henle's Façade Improvement project is now complete and is working through the reimbursement process.
- Staff is working with owners of Broadmoor Valley on a grant program through Minnesota Housing.
- Project Cobra RFI Update: Received notification from DEED – Lisa Hughes that Project Cobra's timeline may be pushed back 1 week due to some scheduling adjustments the company has requested. I'll still strive to have feedback on submitted sites the week of July 6th, but may need to delay this to the following week. Other than this potential minor delay, everything remains on track.

### **Human Resources**

## Clerk

- Publications for city offices will be in the Marshall Independent during the month of July. Candidate Filing will begin July 28 – August 11 5:00 PM. Four elected officials have expiring terms in 2020; Mayor Byrnes, Councilmember Bayerkohler, Councilmember Meister, Councilmember Lozinski.
- The City of Marshall, Lyon County and Minnesota Secretary of State's office are continuing to plan for the August 11 state primary and November 3 election. Securing PPE, sanitation supplies and ensuring social distancing are top priorities along with election day security.
- Continuing to monitor the 2020 Census response, currently the City of Marshall is reporting over a 72% response rate. With the self-response timeline extended until October 31 we will begin developing plans with SMSU and landlords and households located in census track 3605 as that track is producing our lowest responses.
- The 2019 FEMA Grant project (flood) is wrapping up another project (bike trail). This is the second to last open project under the 2019 FEMA grant project. The frost boils repair project is still open as FEMA has not giving the City of Marshall a direct response regarding coverage for the damage caused in 2019. All other projects are closed, and reimbursement has been received.
- Continuing to secure and disperse technology to employees to ensure a more effective telecommunication experience.
- Continuing to work with staff implement the City of Marshall COVID-19 Preparedness plan throughout all City of Marshall facilities.

## Finance

- 2021 Budget Work – the first budget work session will be 7/14/2020 and the agenda topics will be on business like funds.
- 2020B Bonding – Proceeds will be received 7/9/2020
- CARES Act Funding – The City of Marshall received just over a million dollars from the federal CARES act and the finance department is working on identifying expenses directly related to the COVID-19 public health emergency. The City has until November 15, 2020 to spend this federal assistance money. Any funds remaining after November 15, 2020 will be turned over to Lyon County.

## Assessing

### Liquor Store

- June Financials: Sales \$637,727 + **29%**, Ticket Average \$33.89 +**17.67%**, and customer count 18,817 + **10%**. Overall another strong month for financials. Customers continue to purchase large pack sizes across the board for all categories. We are running into supply outages across several products recently.
- Our store has seen an increase in call ahead for in-store/curbside pickup this month. We are currently working on a module for on-line ordering that would be integrated into our point of sale system to better accommodate these orders.

## COMMUNITY SERVICES

- The Aquatic Center enters its third full week of being open to the public. Almost 600 admission wristbands have been purchased. Average daily attendance thus far is at about 105.

- State Farm Insurance (Charlie Aufenthie's Agency) in collaboration with Cold Stone Creamery provided 200 FREE scoops of ice cream to Aquatic Center users on July 8<sup>th</sup>.
- Staff continues work on the 2021 Budget as well as preparing for Fall 2020 Community Education & Recreation offerings.
- Marshall will host the 2020 Minnesota Sports Federation 13 AA Youth Baseball State Tournament July 24-26 at both the Amateur Sports Complex and Independence Park.
- Adult Softball & Sand Volleyball Leagues began play this week. Sand Volleyball has 34 teams competing while Softball has a total of 18.
- Veteran's Memorial Final Phase progress continues. All flatwork concrete has been completed. Concrete will cure for 30 days before being sealed.
- Freedom Park restroom/storage project should be completed within the next three weeks. Exterior of building is finished, and doors have been installed. Plumbing fixtures and electrical scheduled to be completed next week.
- Red Baron Arena update: Chiller has been repaired and system was engaged this week. Building of ice and painting on Lockwood rink will take place over the next four days with goal of being available to public on July 13<sup>th</sup>.

## **COMMUNITY PLANNING**

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

- Over 500 open job files. Horvath Remembrance Center, UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- City buildings ADA-compliance review is complete.
- New permit software development/implementation is going well.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- MERIT Phase 2 – Seeding has been completed. A protective chip seal surface including striping will be placed early fall.
- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Construction has been completed. Minor cleanup remains.
- Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney) – Currently providing a cost estimate for concrete paving of alley for the property owners to evaluate.
- Project Z75/SAP 139-124-004: South 4<sup>th</sup> Street -- R & G Construction Co. will be beginning construction activities on South 4<sup>th</sup> Street between Southview Drive and Country Club Drive beginning this week. The contractor will begin with removing the existing roadway. During this time, the roadway will continue to be passible. It is recommended that only local traffic and no thru traffic use the street during pavement removal. After the roadway is removed, the contractor will begin underground construction. During that time, the roadway will be closed to all traffic. Construction on South 4<sup>th</sup> Street is anticipated to continue until November 2020.

- Project Z76: South 1<sup>st</sup> Street – Duininck anticipates a project start in late August/early September. Project is anticipated to be completed by mid-November.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Project awarded to Towne & Country Excavating LLC of Garvin, MN. Construction is anticipated for August.

### **Building Maintenance**

- No report.

### **Street Department**

- No report.

### **Airport/Public Ways Maintenance**

- No report.

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction has completed the new Final Clarifier tank, finished underground piping at Biosolids Storage Tank, Storage tank is painted, roofing for storage tank building is scheduled for this week, painters are sand blasting interior of Trickling Filter, new Return Structure is scheduled for next week.
- Working on manhole repairs.
- Staff has performed 270 equipment work orders in the last 30 days.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to sixteen (16) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (5)
  - Fire; Structure (9):
  - Medical Assist (1)
  - Vehicle Accident (1)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 709 calls for the month of June. 90 criminal offenses were reported with a total number of 26 adults arrested. This month we have responded to the most calls for service since January and the beginning of the pandemic.

### **OFFICER'S REPORT**

- Alarms (14)

- Accidents (18)
  - Alcohol involved incidents (5)
  - Assaults (0)
  - Domestic Assaults (18)
  - Burglaries (4)
  - Criminal Sexual Conduct (3)
  - Damage to Property (17)
  - Keys Locked in Vehicles (34)
  - Loud Party (3)/ Public Disturbances (12)
  - Thefts (20)
  - Traffic Related Complaints (47)
  - Vandalism (3)
  - Warrant Pickups (7)
  - Welfare Checks (24)
- Four DWI/DUI arrests were made during this month. In one incident the suspect became unresponsive due to a drug overdose. The drug Narcan was administered on the scene and the suspect was revived.
  - The high number of damage to property reports received include vehicle tires that were slashed. In another incident, a male party was arrested for damaging the flowerpots in Memorial Park.
  - A large number of domestic assaults were responded to in June. In two incidents the suspects were charged with felonies based on the substantial injuries to the victims.
  - Arrest warrant pick-ups and traffic stops have increased slightly as a result of the court system slowly re-opening.

## **PERSONNEL/OTHER**

- Sergeant Tim Tomasek retired after 31 years with the Marshall Police Department. Tim's integrity and willingness to take on complex cases will be missed. The Police Advisory Board has met and has approved the hiring and promotional process to begin. The open police officer position has been posted with a tentative date of September for an anticipated hire date. Once an officer is hired, the promotional process to fill the vacant sergeant position will begin.
- Both police squad cars that were ordered last August were received June 23<sup>rd</sup>, 2020. The company that installs the emergency equipment has started the process to remove equipment and re-install into the new vehicles.

## **DETECTIVE REPORT**

- A 29 year old woman was arrested for 2<sup>nd</sup> Degree Assault following the investigation of a stabbing.
- A 38-year-old Marshall man was arrested for Financial Transaction Card Fraud following an investigation of the unauthorized use of a credit card. A second case of Financial Transaction card fraud is under investigation.
- A Marshall juvenile was charged with 5<sup>th</sup> Degree Controlled Substance Crime following a narcotics investigation.

- A 55-year-old Marshall man was arrested for Threats of Violence at the conclusion of an investigation of a neighborhood complaint.
- A 34-year-old Taunton man was arrested for Burglary, Domestic Assault, and Cruelty to Animals. Further investigation is being conducted.
- A report was forwarded to the Lyon County Attorney's for consideration of charges against a Marshall juvenile for Criminal Damage to Property at Westside Elementary School.
- 7 cases of Criminal Damage to Property are under investigation, including damage to the George Floyd memorial art display in the SMSU Alumni Foundation parking lot.
- A case of a sexual assault on a minor was investigated and determined to have occurred in another jurisdiction. The case was forwarded to the Lyon County Sheriff's Dept.
- 3 additional cases of Criminal Sexual Conduct are under investigation.
- 7 cases of Theft are under investigation.
- 2 cases of Theft by Swindle where Marshall residents lost money in scams are under investigation.
- 3 cases of Voter Registration Fraud were investigated. One case remains under investigation, one case was unfounded, and the third case was forwarded to the Lyon County Attorney's Office for consideration of charges.
- A case of Ineligible Possession of a Firearm is under investigation, pending analysis at the BCA Forensic Laboratory.
- 3 Death Investigations were conducted.
- 2 cases of Check Forgery are under investigation.
- 3 cases of Child Neglect and 2 cases of Child Endangerment are under investigation in conjunction with Southwest Health and Human Services.
- A case of the financial exploitation of a vulnerable adult is under investigation.

## **MERIT CENTER**

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings.
- A Comprehensive Advanced Life Support (CALS) class was hosted at MERIT on June 9-11. The organization utilized the entire facility to conduct medical training for 35 medical professionals.
- The National Guard utilized the driving track for training on June 12-14<sup>th</sup>.
- MN West conducted EVOG training for law enforcement on June 9<sup>th</sup> as well as fire service training on June 15<sup>th</sup> and 17<sup>th</sup>.
- MN West conducted Trained Medical Aide classes, CDL class, Commercial Vehicle Inspection class, Moped Certification and Basic Rider Motorcycle Safety classes in June. Combined, 79 people attended the training.
- Community Services hosted Adult Yoga class at the MERIT Center 6 times in June.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing.

## **EMERGENCY MANAGEMENT**

- City leadership continues to communicate with the Minnesota Department of Health, Lyon County and our local healthcare provider, AVERA regarding our community's response to the pandemic.