



MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: March 9, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am finalizing the completion documents for Phase 2 of the Unique Opportunity Development and working towards initiating Phase 3.
- The land sale to BEST TOPSOIL LLC has concluded and land transfer documents have been sent for recording.
- I am working toward the completion of land sale to Border States.
- Criminal prosecution numbers for February are as follows:

February:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution		2	4	1	6	1	3	17	23
Dismissed									
Non-Prosecution	1				1		4	6	2
Refer to County									

ADMINISTRATION

- At this point and time Brennan has indicated that they plan on turning over the building to the city the first week in May. Final punch list, information technology arrangements along with audio visual equipment and furniture installation would be major pieces of work to be completed prior to official move-in. Feel like early June is better forecast of when the City would official move back to City Hall. Recently, a major portion of City Hall furniture was ordered, except the chairs which we are still in the process of finalizing.

- Mayor and staff continue to meet and discuss the MATEC daycare.
- EDA Board meeting, Cultures on the Prairie Conference, staff meetings, Personnel Committee. Various discussions with individuals on economic development. Other work: Miscellaneous phone calls, emails, city hall responses.
- Met with Baker Tilley, Finance staff, Scott VanDerMillen and Mayor regarding pool financing options.
- Met with SWHHS Director regarding COVID vaccinations, Diversity Commission, other county-city related work.
- Met with Mayor, EDA Director and new Avera CEO Debbie Streier.
- Met with Library Director and Dean Coudron regarding geothermal system and issues with HVAC equipment failures. Consensus of the group to have a third-party review of the geothermal system and report back to the group.
- Had a phone call with MNDEED rep regarding BDPI grant and the requirements of BDPI statute.
- EDA Board meeting, Cultures on the Prairie Conference, staff meetings, Personnel Committee. Various discussions with individuals on economic development. Other work: Miscellaneous phone calls, emails, city hall responses.

Economic Development Authority

- Staff is designing new wayfinding signs for downtown.
- Staff is closed on land sale with Action Companies.
- Staff is working with BSE on land purchase and tax abatement.
- Staff is working with two additional companies on tax abatement.
- Staff is in discussion with mall receivership company.
- Staff is in discussion with Block 11 developer.
- Staff is in discussion with two additional developers.
- Staff is in discussion with three potential new businesses.
- Staff is working with management company to send proposal for former Shopko building.
- Staff is working with Studio 1 on video marketing series.
- Staff is meeting with Marshall Public Schools on CTE/workforce development.
- Staff is working with SWIF and Marshall Public Schools on daycare solution.
- Staff is assisting with Comprehensive Plan Proposal review.
- Staff is developing 2020 annual report.

Human Resources

- Staffing update: The City welcomes Amy Aquared on March 9th into the CS/ADM Administrative Assistant position. Staff are also preparing for the spring Firefighter testing process. Applications are also being accepted for a wide variety of seasonal positions in the Community Services and Public Works departments.
- Safety: selected City positions were trained in Respiratory Protection. OSHA requires annual training on this topic for employees who wear respirators.
- Payroll: 1094/1095's have been distributed to employees and filed with the IRS. Payroll has initiated training with selected personnel on using electronic timesheets. This training and rollout will continue, incrementally, until all full and part-time employees have been trained.
- All departments have initiated a review of job descriptions for the Classification and Compensation Study. This review process will take several weeks to complete. A master services

agreement has been signed with Gallagher Benefit Services, Inc. An introductory meeting with Staff will be scheduled within the next two weeks.

Clerk

- Beginning 2021 city technology equipment updates for staff.
 - Equipment is cycled and reused where appropriate every 5-7 years (depending on the specifics of the equipment)
- Continued work with the AV consultant for the City Hall Project.
 - Lectern has been ordered
 - PCs for conference rooms are being reviewed
- Diversity, Equity, and Inclusion Commission continues to meet and build its foundation. Additional appointments are to be considered (both standing and at large) as well as bylaws and technical amendments to the vision, mission statements and guiding principles.

Finance

- **2020 Audit** – Auditors began initial testing and work continues to finalize the 2020 financial reports. The auditors will be back on site the week of April 19th to continue their audit work. The 2020 audit will include the usual financial statements along with two single audits (the PFA funds on the Wastewater upgrades and the other for the CARES Funds received)
- **2021 Bonding** – A public hearing was called at the February 23rd council meeting to begin the 2021 bonding process. Next step will be a public hearing at the March 23rd council to approve the Capital Improvement Plan, Street Reconstruction Plan, and Abatement Area.
- **Policy Work** – Finance staff have begun gathering information from comparable cities on their purchasing policy. Work will continue to update the City's current purchasing policy and will be brought to the Ways and Means committee in the future for staff and council input on proposed changes.

Assessing

- Staff is wrapping up final edits and proofing values for the 2021 assessment (pay 2022).
- We have received some early appeals from the Commercial sector and are reviewing those.
- Valuation notices are on schedule to be mailed out the week of March 22nd
- Our LBAE informational meeting is scheduled for March 23rd prior to the regular Council Meeting. This will be held in a "hybrid" format, in person meeting is preferred but a zoom call will be set up also.

Liquor Store

- February 2021 Financials: Sales \$445,073 +13%, Customer Count 13,897 (2.5%), Ticket Average \$32.03 +15.46%. Overall a strong month considering February is usually the slowest month of the year for sales. 2020 was leap year with one extra day of sales/customers compared to 2021.
- Staff is continuing the work on cleaning/dusting of display shelves and organization of other areas of the store.
- March Madness sale starts. We have several aggressive sale prices in place to thank our customers for their past years business. Be sure to stop by on March 17th, for our 1st annual St. Patrick's Day bag sale...save 17% on everything you can put in it.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 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 construction.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.
- Shipping containers ordinance changes are under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Documents received and sent to MnDOT for Final Clearance to close the project.
- Project Z75/SAP 139-124-004: South 4th Street -- R & G Construction Co. has completed construction on this project. The contractor will be returning in spring 2021 to complete final seeding and turf establishment.
- Project Z76: South 1st Street – Duinick has completed the street reconstruction portion of this project including utilities, pavement and driveways. Due to cold weather and schedule constraints, new sidewalk on the west side of the street will be completed in spring 2021.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has completed work on this project. The Contract will be closed after turf has established in spring 2021.
- Project Z81: MERIT Drainage - Towne & Country to complete work in 2021 (contract end July 30th).
- Project Z82: N. 1st/Redwood/Marshall – D & G Excavating awarded the construction project. Staff will be reaching out to D & G to discuss expected timeline for construction.
- Project Z83: James/Camden – Kuechle Underground awarded the construction project. Staff will be reaching out to Kuechle to discuss expected timeline for construction.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – Staff is completing final revisions to the plans to prepare for solicitation. Advertisement planned for March 12th.
- Project Z88: 2021 State Aid Overlay - Staff is completing final revisions to the plans to prepare for solicitation. Advertisement planned for March 12th.
- RFP for S. 4th St/Country Club Intersection study – Intersection study awarded to SEH, Inc. of Mankato. Staff will be executing an agreement and working with SEH to begin the investigation.
- **Policy Updates**
 - MS4 General Permit

- The new MS4 General Permit application is due in April. Engineering staff is working on preparation of the application including a “renovation” of the existing MS4 program including policies, procedures and ordinances to achieve compliance with the new General Permit requirements.
- Engineering Design Standards (new) – In development
- Driveway Ordinance (update) – In development
- Snow Plowing and Removal Policy (update) – In development

Building Maintenance

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Street Department

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Airport/Public Ways Maintenance

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Wastewater

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney Construction is working on building plumbing, fencing, door replacement, and large ATAD pump and valve replacement.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on year end reporting requirements.
- 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 nineteen (19) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (8)
 - Fire; Structure (6)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other (1)
- The Marshall Fire Department responded to two barn fires in the month of February. Both structures were determined to be total losses. No injuries to firefighters occurred during these responses.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 521 calls for the month of February. Seventy-seven (77) criminal offenses were reported with a total number of twenty-five (25) adults arrested.

OFFICER'S REPORT

- Alarms (12)
- Accidents (26)
- Alcohol involved incidents (1)
- Assaults (4)
- Domestic Assaults (13)
- Burglaries (3)
- Criminal Sexual Conduct (4)
- Damage to Property (5)
- Keys Locked in Vehicles (26)
- Loud Party (4)/ Public Disturbances (10)
- Thefts (19)
- Traffic Related Complaints (51)
- Vandalism (1)
- Warrant Pickups (7)
- Welfare Checks (22)

PERSONNEL/OTHER

- The Marshall Police Department has continued to assist AVERA Regional Medical Center with their vaccination site located on Carlson Street. Officers and CSOs spent 41.25 hours assisting with traffic and logistics at the vaccination site. In addition, officers logged 101.75 hours of time at the AVERA campus related to our partnership agreement.

DETECTIVE REPORT

- A case of an ineligible person being in possession of a firearm is under investigation, pending analysis of DNA evidence at the BCA Laboratory. The firearm was found during the execution of a search warrant at a Marshall residence. Drugs were also located during the search. Charges are pending.
- The death of a 32-year old Marshall man is under investigation pending toxicology testing and the postmortem examination.
- A 45-year old Marshall man was arrested for 5th Degree Controlled Substance Crime following a narcotics investigation.
- A 46-year old Marshall woman was arrested following the investigation of a series of thefts from a Marshall business.
- Four cases of identity theft are under investigation. Two of those cases involve fraudulent applications for unemployment benefits.
- The dissemination of a pornographic image of a minor by juveniles was investigated. The case was forwarded to the Lyon County Attorney's Office for consideration of charges.

- A predatory offender violation was investigated. The case was forwarded to the Lyon County Attorney's Office for an arrest warrant.
- A felony case of the issuance of dishonored checks at a Marshall business was investigated and the case was forwarded to the Lyon County Attorney's Office for charges.
- A 25-year old Tracy man was charged with felony mail theft at the completion of an investigation.
- The theft and forgery of a payroll check from a Marshall business was investigated. The case was forwarded to the Lyon County Attorney's Office for charges.
- Four cases of criminal sexual conduct are under investigation.
- Ten cases of theft were reported during the month. Four of those cases have been cleared and six remain under investigation.
- Nineteen child protection cases and four reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services. One of the child protection cases was forwarded to the Lyon County Attorney's Office for charges against a Marshall man and a Marshall woman for methamphetamine crimes related to children and child endangerment.

EMERGENCY MANAGEMENT

- The Department of Public Safety continues to hold weekly briefings on Fridays with all the CLEO'S (Chief Law Enforcement Officers) in the state. These meetings are conducted at the State Emergency Operations Center and cover a variety of topics related to COVID-19 response and issues related to public safety. These meetings have decreased from twice a week to once a week as positive progress in terms of vaccinations continues.
- Recent meetings with CLEO's regarding the response to upcoming trials in the Metro and possible out-state assistance have continued.