

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

FROM: Sharon Hanson, City Administrator

DATE: December 8, 2020

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Criminal prosecution numbers for November are as follows:

**November:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	4		2		5	2	9	22	15
Dismissed									
Non-Prosecution	1						1	2	4
Refer to County									

**ADMINISTRATION**

- This past month much discussion and work by the City Hall Committee on the SE wall changes and final costs. The Committee held a session with Brennan and Engan to review the costs and there was agreement on cost reduction. Additional review is being conducted. Once we receive the final numbers, they will be presented to Council for approval. A tour was conducted by the City Hall Committee the week of Thanksgiving and work on interior sheetrock, electrical including low voltage is progressing. In addition, we anticipate the final exterior wall finish on the Main Stay Café to occur as the same time as the City Hall exterior work—near the end of December. To date, Brennan maintains its goal of having completed the work outlined in the contract by April.
- Held a discussion with SWWC regarding future facility needs—a learning facility and corporate offices. They have looked at a couple of existing properties in Marshall and may want to partner with the City in possible financing/long term lease to help get the project off the ground. We will review with Baker Tilley for further analysis.
- Mayor, Public Safety Director Jim Marshall, HR Director Sheila Dubs and I met to review the Pandemic Plan and current response/city operations as it relates to COVID. We had seen

increased cases for City of Marshall employees, with some improvement over the last two weeks. Our sub-group will meet on a weekly basis until there is considerably less community spread. This week, SWHHS Public Health has brought forward the idea of meeting again with a core group to talk about messaging around vaccinations. A worn-out statement, but a positive one: there is light at the end of the tunnel on COVID.

- Engineering and I met with members of the Marshall Golf Course board and discussed the Camden/James project that will replace a storm water line through Holes 7 and 8. Discussion mainly focused on timing as course has numerous tournaments and need to avoid those dates. They will bring back to their Board. The overall discussion was positive.
- Met via Zoom with Avera Community Partnerships to discuss possible support from them for the community pool project. Mayor, Scott VanDerMillen and Preston Stensrud joined in on the discussion. A follow-up discussion will take place.
- Held several discussions with Border States Electric on purchase of land and potential tax abatement.
- Scheduling regular meetings with my direct reports on a regular basis as a follow-up to my 360 evaluation where it was noted that staff feedback/providing objective guidance was noted by the direct reports.

### **Economic Development Authority**

- Staff continues implementing new brand materials.
- Staff is working with Community Services to add communication portal on the City's mobile app.
- Staff is working with two local businesses on expansion projects.
- Staff is finalizing a land purchase with Action Companies.
- Staff is working with BSE on land purchase and tax abatement.
- Staff is also having conversations with four new developers.
- Staff is working with Avera on plans for the Carlson Street Clinic/new CEO transition.
- Staff is working with management company to send proposal for former Shopko building.
- Staff continues working with developers on Block 11.
- Staff developed the Marshall Resiliency Grant.
- Staff is working with Studio 1 on video marketing series.
- Staff presented at Chamber Young Professionals and Downtown Business Association.

### **Human Resources**

- Staffing: the City welcomes Darren Harris as our new Plant Operator I at the wastewater treatment facility. Darren will start on Monday, Dec 7<sup>th</sup>. Ryan Hoffmann, formerly Detective, was promoted to the Sergeant position on 11/23/2020—congratulations to Ryan! Applications for the Detective position have been accepted; interviews will be scheduled shortly. The hiring process has also been initiated for the new FD truck company positions of Captain and Lieutenant—this new truck company will encompass the CAT team expertise. The City is also accepting applications for part-time liquor Checkout Clerk positions.
- Job Classification and Compensation study proposals are being received. To date, 3 proposals have been received. Staff will review and summarize the proposals and bring them back to the Council for a determine of whether or not to proceed with a study.
- The annual Employee Service Award and Recognition Program will be held on January 28, 2021. Due to the pandemic and social distancing guidelines, we will be unable to host the normal dinner banquet and award program as has been done in the past. Instead, service awards, employee of the year award, and

retirement plaques will be presented individually, in January, and included in a service award video program to be developed by Studio One. A lunch will be provided to all employees (there won't be on-site dining). We will be celebrating 20 employee service milestones and recognizing 3 employee retirements. More details will be coming to the Council and employees shortly.

### **Clerk**

- Issued reimbursements to On-Sale liquor license holders and continue to finalize 2021 license renewals.
- Continue to work with Vast on the City's phone installation. Hopefully for a 2020 install but it may carry over into early 2021.
- Meeting with the Diversity Committee Co-Chairs to discuss amendments to the Human Rights Commission Ordinance. A Diversity Committee meeting will be held in December to finalize any amendments.
- Reviewed final Audio-Visual proposal for the new City Hall building. On site visit with general contractor to verify questionable conduit locations.

### **Finance**

#### **Assessing**

- Staff is working on reviewing building permits issued throughout 2020. We are also wrapping up all sales data from the previous sales study period and will be working on our sales analysis.
- The MN Department of Revenue has issued a "time trend" for all sales within the City of Marshall. This means all sale prices will be adjusted upwards to the January 2, 2021 assessment date – More info will be shared on this at our annual meeting prior to LBAE next spring. This, along with a strong residential market will result in some significant valuation changes for the 2021 pay 2022 assessment.
- One of our "Big Box" retail stores has dismissed their pay 2018 and 2019 Tax Court Appeal. We still have five other active court cases with two of them nearing hearing dates early in 2021. Working with County Assessor and County Attorney on a settlement with one of the cases. Contact our office with any inquiries.
- Staff has been extremely diligent and cautious when working with the public to insure COVID protocol is being met. The MN Department of Revenue still requires that our inspections and new construction criteria are still being fulfilled.

#### **Liquor Store**

- November Financials: Sales \$546,699 + 10%, Customer count 16,166 - 2%, Ticket Average \$33.82 +12%. It was another strong month for our financials. Our numbers look a little down from what our trend has been this past 6 months. In 2019 we had 5 weekends in November, with the bigger volume days on Friday/Saturday we lost some sales/customers with only having 4 weekends this year.
- The holiday season is upon us...lots of gifts and stocking stuffers line the shelves. For sure, there will be something for that someone on your Christmas list this year.

### **COMMUNITY SERVICES**

## **COMMUNITY PLANNING**

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

- About 400 open job files. UCAP Headstart new building, 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 is going well.
- Sign Ordinance is under review.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Construction has been completed. New bus shelters have been installed. Need to discuss quantities with Hisken before preparing a Final Estimate.
- Project Z75/SAP 139-124-004: South 4<sup>th</sup> 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 1<sup>st</sup> 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 City is currently waiting on a schedule from the contractor to have the riprap replaced with turf mats in the park.
- Project Z82: N. 1<sup>st</sup>/Redwood/Marshall – Construction plans are nearing completion. Aiming for advertisement in January.
- Project Z83: James/Camden – Construction plans are in progress. Goal is to have plans completed in January for advertisement in February.
- Planning on submitting an application for grant funding in late December/early January for the C St.-Southview Trail in partnership with the School District.

### **Building Maintenance**

- Converting lights to LEDs at the library.
- Moving cabinets and making a counter by book drop at the library.
- Painting street department office area.
- Converting lights to LEDs at the Merit Center.

### **Street Department**

- Cleaning buildings
- Cleaning equipment
- Finishing street sweeping for the season.
- Tree trimming. Starting at Camden Dr going south to Elaine Ave.

- Core drilling for street projects in 2021.
- Replacing faded out street signs.

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

- Replacing bulbs in nav-aids/runway lights.
- Converting runway signs to LEDs.
- Replacing faded airfield directional signage legend panels.
- Doing maintenance on t-hangar doors. Gearboxes, Belts and pulleys.
- Checking with the FAA and Mn/Dot office of Aeronautics to see what the city needs to do to keep the MALSR and MALSF certified since our contract technician has retired.
- Cleaned all the culvert ends of slit and debris.
- Seal coated and restriped the parking lot areas.

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction is installing underground piping, blower installation, interior plant piping, stairway assembly and site grading.
- Working on fall maintenance.
- Working on manhole repairs.
- Installed flow monitoring system in sanitary manholes for tracking I&I. We plan on purchasing this system next year after the trial period is up.
- 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.
- Working with MMU on Chloride Reduction public education for upcoming Water Treatment Plant improvements.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to thirteen (13) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (4)
  - Fire; Structure (6)
  - Medical Assist (0)
  - Vehicle Accident (3)
- In a response to the increase in COVID-19 cases within the community, the Marshall Fire Department has resumed on-line training to prevent the spread within the fire department.
- The creation of a new truck company for the SW Chemical Assessment Team has started the promotional process within the fire department. The State Fire Marshal's office expressed their appreciation for the efforts made by the fire department and the City of Marshall to strengthen the SWMN Chemical Assessment Team.

## **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 576 calls for the month of November. Sixty-three (63) criminal offenses were reported with a total number of twenty-seven (27) adults and 2 juveniles arrested.

## **OFFICER'S REPORT**

- Alarms (14)
  - Accidents (20)
  - Alcohol involved incidents (1)
  - Assaults (3)
  - Domestic Assaults (8)
  - Burglaries (2)
  - Criminal Sexual Conduct (1)
  - Damage to Property (11)
  - Keys Locked in Vehicles (30)
  - Loud Party (6)/ Public Disturbances (8)
  - Thefts (6)
  - Traffic Related Complaints (70)
  - Vandalism (6)
  - Warrant Pickups (6)
  - Welfare Checks (30)
- Officers responded to numerous complaints of loud party or public disturbance calls. In all incidents, officers informed individuals of the executive order and concerns related to the pandemic.
  - In November the police department completed the tobacco compliance checks within the City of Marshall. All local businesses were complying. All businesses that passed the compliance checks received written notification of the check and their compliance results.

## **PERSONNEL/OTHER**

- Detective Ryan Hoffmann was promoted to sergeant from his detective role. Sergeant Hoffmann began his new role on November 23<sup>rd</sup>, 2020. The promotional process to fill the vacant detective position will begin with the Police Advisory Board providing oversight of the process.

## **DETECTIVE REPORT**

- Two Ohio men were arrested for 5<sup>th</sup> Degree Controlled Substance Crime and possession of marijuana following the completion an investigation into the males using a fraudulent prescription in an attempt to obtain controlled substances from two Marshall pharmacies. Detectives also assisted a metro agency where fraudulent prescriptions using the same Doctor's DEA number was used.

- A case of the possession, distribution, and production of child pornography investigated earlier in the year was accepted by the U.S. Attorney's Office, with the assistance of the FBI. A man that lived in Marshall at the time of the offenses was arrested by the FBI with the assistance of the Marshall Police Department on a federal arrest warrant.
- A burglary at a residential hall at Southwest Minnesota State University was investigated. The case was forwarded to the Lyon County Attorney's Office for consideration of charges.
- A report of an auto theft is under investigation. The vehicle was recovered in northern Minnesota.
- The negligent discharge of a firearm in which a Marshall man shot himself in the leg with a pistol was investigated. The matter was deemed to be accidental, and no charges are being sought.
- A report of an assault where a patient receiving COVID testing forcefully coughed on a health care worker's face was investigated. The case was forwarded to the Lyon County Attorney's Office for consideration of charges.
- Five cases of theft and six cases of damage to property are under investigation.
- A case of criminal sexual conduct is under investigation.
- Four separate cases of theft by swindle involving scams were reported. Two of those cases have been cleared and the other two remain under investigation.
- A predatory offender registration violation was investigated. The case was sent to the Lyon County Attorney's Office requesting an arrest warrant. A second case of a predatory offender registration violation was forwarded to the Lyon County Attorney's Office for consideration of charges.
- Seven child protection cases were investigated in conjunction with Southwest Health and Human Services. Four cases of vulnerable adult abuse were investigated.
- Sergeant Buysse attended background investigation training.

## **MERIT CENTER**

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings/planning.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing.
- MN West conducted a CDL Preparation Course, dental assistant training and a trained medical aide class in November.
- The Marshall Police Department utilized MERIT Center classroom and bay space for tactical training.
- Comprehensive Advanced Life Support (CALS) medical training returned to conduct training for 20 local medical professionals utilizing all of the MERIT Classrooms and bay space for hands-on and classroom learning.
- Central Lakes College Fire & EMS program returned to host their Fire Academy Skills weekend at the MERIT Center Nov 20-22. 30 firefighters attended this officer training.
- The MERIT Center was utilized 23 out of 30 days in November.

## **EMERGENCY MANAGEMENT**

- The Department of Public Safety continues to hold weekly briefings on Mondays and 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 civil unrest.
- Mayor Byrnes, City Administrator Hanson, HR Manager Sheila Dubs and I have been communicating weekly to discuss any concerns related to the pandemic and if there is an impact on city staffing and operations.
- The Joint Information Center (JIC) will begin meeting to plan for possible distribution of the COVID-19 vaccine and ensure our message is consistent and accurate regarding the logistics on how it will be distributed. The following organizations are part of the JIC: City of Marshall, AVERA, Southwest Health and Human Services