



## MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: January 14, 2020

SUBJECT: Administrative Brief

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### CITY ATTORNEY

- We continue to work on closing matters for the Helena Chemical property. We have been in contact with representatives from Helena Chemical and The Minnesota Department of Agriculture regarding chemical cleanup matters that need to be resolved prior to closing.
- We have done research regarding the legal age to purchase tobacco. While there has been some discrepancy as to the legal age to purchase tobacco, a federal law has been passed indicating the legal age is now 21 to purchase tobacco. City Attorney's office has sent a letter to City Clerk along with a notice to provide to tobacco retailers in the City of Marshall.
- City prosecution statistics for the month of December 2019 are as follows:

#### December:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	4	1	6		6	10	6	33	28
Dismissed									
Non- Prosecution	1	1			1	1	3	7	7
Refer to County									

### ADMINISTRATION

#### City Administrator/Economic Development Authority

- This past month has been relatively light in the area of EDA, due largely to the fact that was a mix of time off for me personally and time off in the private sector.
- Recently met with an interested party on the Hotel next to City Hall. The redevelopment would be office/retail/apartments. Concerns over parking and cost to renovate. The City is willing to incentivize the project with same costs to tear down/rehabilitate the empty site.
- Scheduled follow-up visit with business owner on hangar construction at airport.

- Staff worked on updating the City Owned Properties listing including binder and map.
- Staff secured Connect Business Magazine advertising for 2020 related to Commerce Park.
- Staff assisted Ted Stamp from Southwest Center for Independent Living on a Power-Operated Door-opener grant program for local businesses.
- Staff is starting to work on 2019 EDA Annual Report.
- The City continues to work on Block 11. The pre-development agreement will be expired at the end of the day on Tuesday January 14<sup>th</sup>. We have proposed that we move forward with the development stage which means a timeline will be established around TIF financing.
- The Mayor and I had our monthly discussion with Brian Knochenmus from Ralco regarding Ralco/tru-Shrimp updates and City of Marshall updates. This past month the Mayor and I also met with key Schwan's executives as well as Paul Schwan, son of Marvin Schwan.
- Received interest in commercial tax abatement-Marshall Machine Shop, public hearing proposed to be scheduled for January 28<sup>th</sup>.
- Spent time on EDA Director interview questions and eventual interviews that were held on January 9<sup>th</sup>.
- Further refinement of the City's strategic plan. Council and other community stakeholders should have received a survey asking for feedback. A community presentation will be scheduled followed by a Council presentation with a recommendation to approve the strategic plan.
- Attended various mtgs over the last month: branding work, EDA Board, City Hall/SMSU move, staff meetings.

## **Human Resources**

- Interviews for the Economic Development Director will begin on January 9<sup>th</sup>. There will be 1 additional interview the week beginning January 13<sup>th</sup>. A hiring decision will be made once all candidates have been interviewed. The interview process includes a selection committee interview, a community leadership panel interview, and a community tour for each candidate.
- Staffing for a part-time Police Officer eligibility roster will begin in January. We currently have no part-time police officers on staff; we are looking to fill two open positions.
- The Safety training topics for January were AWAIR, Employee Right to Know, and SDS/GHS.
- Employees are looking forward to the Employee Recognition Event on January 10, 2020. We will be celebrating 3 employee retirements, 11 employee years of service milestones, and welcome 16 employees hired in 2019.

## **Clerk**

- Finalizing Annual License renewals.
- Met with the Marshall Area YMCA for collaboration effort regarding the 2020 Census.
- Kick off discussion with Tierney Brothers out of St. Paul on the future audio and visual capabilities of the new city hall building. There will be future meetings with Tierney over the next several months to meet with staff and discuss their audio and visual needs for offices, meeting spaces, lobby areas and council chambers.
- There are a number of items regarding City Hall/SMSU transition that are ongoing and should be finalized in the near future.

## **Finance**

- City Hall Bonding – Staff are getting ready for a bond rating call scheduled for January 14. Bond bids will be received on January 28 and brought to council for awarding.
- Staff are currently working on closing out the 2019 year and preparing for the 2019 audit.

- Work continues for moving all bank activity from Wells Fargo to Bremer. So far, the process has been smooth.

## **Assessing**

- No Report

## **Liquor Store**

- 2019 ended on a high note with December sales +6.51%, Ticket Average +4.59%, and customer count +1.91%. For the year 2019 compared to 2018, sales were +8.75%. A good trend for 2019.
- Our month long holiday rush is over, our staff will focus on organization of the warehouse and the sales floor.
- Emphasis will be on new product news/sale items through traditional media and social media during our slower months of January and February.

## **COMMUNITY SERVICES**

- Studio 1 TV staff will live broadcast 14 events over the next month including two MAHA youth tournaments at the Red Baron Arena & Expo.
- Staff has submitted a grant request to the Otto Bremer Trust for assistance in adding an inclusive playground at one of our existing parks within the community. Awards are announced in May.
- Over the holidays the interior of the Adult Community Center welcomed an updated look by replacing the 1988 original carpeting in three rooms including the main lobby.
- Community Services and Studio 1 TV offices will be closed for the upcoming Martin Luther King holiday on Monday, January 20<sup>th</sup>. The Red Baron Arena & Expo and the Adult Community Center will be open with adjusted hours.
- The Community Services Advisory Board will hold their first meeting of 2020 on Wednesday, February 5<sup>th</sup>.
- Our Community Education and Adult Basic Education coordinators have collaborated to host the 2<sup>nd</sup> Annual Cultures on the Prairie Conference on Tuesday, February 11<sup>th</sup> on the campus of SMSU. SMSU President Kumara Jayasuriya will be the keynote speaker.

## **COMMUNITY PLANNING**

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

- Almost 400 open job files. UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, 2<sup>nd</sup> Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- Four duplexes and fourteen new single-family dwellings permits have been approved.
- Interim use was added to Zoning ordinance.
- Beginning stages of reviewing all City buildings for ADA-compliance; part of a self-evaluation process for inclusion in a City ADA Transition Plan.
- New permit software development/implementation has begun with a kick-off teleconference.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- MERIT Phase 2 -- Work is suspended until next spring to do final shaping and seeding.

- Project Z67: Michigan Road/Superior Road Reconstruction Project – Work is substantially complete. Contractor has all final numbers to review. Final change order and pay request anticipated.
- Project Z72: Hahn Road Storm Sewer Project – Work is substantially complete. Staff will work through the project closure process.
- 2020 Projects are currently in the design and scoping process. Projects currently include:
  - UCAP Transit Bus Shelters: Contract was awarded to HCI construction with an anticipated 2020 start date.
  - Project Z75 South 4<sup>th</sup> Street: Call for plans and specs? Currently setting project limits and scope of the project.
  - Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): Currently in design phase.

#### **Building Maintenance**

- No report.

#### **Street Department**

- No report.

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

- No report.

#### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction still pouring walls for the Biosolids storage tanks.
- Staff has performed 236 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**

### **DECEMBER ACTIVITY REPORTS 2019**

#### **FIRE DEPARTMENT**

- The Marshall Fire Department responded to twenty-four (24) calls for service. Total calls for service included:
  - o Fire/CO2 Alarm (10)
  - o Fire/Structure/Medical Assist/Other (10):
  - o Vehicle Accident (4)
- **2019 TOTAL CALLS: (256)**
  - o Fire /CO2 Alarm: (125)
  - o Fire/Structure/Medical Assist/Other: (83)
  - o Vehicle Accidents: (48)

#### **MFD PERSONNEL/OTHER**

- Five new firemen were hired and have started NFPA training

- 13 current fireman/officers are completing Firefighter 1 & 2 training certification
- The Fire Department has transitioned into using the Active 911 system. This notification software system will allow all personnel to have needed data on their phones and fire trucks. Fire hydrant locations, flow rates, pre-plans for different buildings or facilities can be accessed through this software and will strengthen the fire departments response and safety procedures.

## **POLICE DEPARTMENT**

- The Marshall Police Department responded to 790 calls of service for the month of December. 131 criminal offenses were reported with a total number of 52 adult arrests being made. The initial time spent responding to the 790 calls for service totaled 697 hours. This does NOT include time spent in investigations or follow-up time conducted by officers.
- 2019 TOTAL CALLS: 10,228 o Accidents (21) - **(374)**
  - o Alcohol - DWI (7) – **(49)**
  - o Assaults (2) – **(50)**
  - o Domestic Assault (9) – **(121)**
  - o Burglaries (0) – **(38)**
  - o Damage to Property (6) – **(93)**
  - o Keys Locked in Vehicles (45) – **(456)**
  - o Loud Party (2)/ Public Disturbances (2) – **(57)**
  - o Thefts (27) – **(231)**
  - o Traffic Related Complaints (220) – **(2694)**
  - o Warrant Pickups (19) – **(179)**
  - o Welfare Checks (16) – **(246)**
  - o Animal Complaints (20) – **(494)**

## **OFFICER'S REPORT (BOLD numbers are 2019 year-end totals)**

- During the month of December, we responded to 18 vehicle accidents with three (3) being coded as personal injury accidents.
- Nine (9) domestic assault calls were reported during December. In three of the cases, the male suspects were located and arrested for domestic assault.
- In December, twenty-seven reports of theft were received. Many of the reported cases of theft were from local businesses reporting shoplifting incidents.

## **MPD PERSONNEL/OTHER**

- We received notice that two officers may be deployed to Kuwait as part of their service in the MN National Guards. Some of the information regarding their deployment is unknown at this time and may change. They anticipate that the length of service could be up to 1 year. MPD leadership has started to plan and prepare for their deployments and is looking at advertising for the open part-time police officer positions and planning to make changes to the current schedule to ensure adequate coverage during peak times of the day/night.
- The School Resource Officer responded to 11 incidents at the public schools in December. Additional meetings with Child Protection and other agencies were part of the SRO's activity for the month.
- The partnership with AVERA continues to be strong and beneficial. Officers have averaged 105 hours of time each month with obligations at the AVERA campus. Mental health issues with patients continues to be the main reason for time spent at AVERA.
- The equipment to implement the body-worn camera program has arrived and is currently being installed. IT has started the process of transferring all data onto the new server and have had no issues to date with the

process. Officers are currently completing on-line training and we anticipate the officers to be utilizing the cameras by January 13th, 2020

- **SQUAD CARS:** No information regarding the two new squad cars ordered in August 2019 has been received. KRUSE Ford has not received notice of a build-out date for the City of Marshall units. We are hoping for early part of year.

#### **DETECTIVE REPORT**

- Two separate cases of counterfeit currency being passed at Marshall businesses is under investigation.
- A case of a theft from a vulnerable adult was investigated and forwarded to the Marshall City Attorney's Office for charges.
- Two unrelated cases of the possession of child pornography are under investigation.
- A theft from a Marshall business was investigated. The case has been forwarded to the Marshall City Attorney's Office for charges.
- Two cases of theft by swindle were investigated. The cases involved a contractor with a suspended contractor's license receiving partial payment for jobs but not completing the work. The cases have been forwarded to the Lyon County Attorney's Office for charges.
- A case of identity theft is under investigation.
- A theft by swindle case is under investigation. The case involved a scam on a fraudulent website.
- Five cases of child neglect were investigated in conjunction with Southwest Health and Human Services.
- Detectives assisted the Brown-Lyon-Redwood-Renville Drug Task Force with a search warrant at a residence in Marshall. Marijuana, marijuana wax, marijuana vape cartridges, Morphine, and Xanax were seized. Two Marshall men, ages 19 and 25, were arrested.

#### **MERIT CENTER REPORT**

- In the last month the MERIT Center has hosted a variety of training/events. Some of these events include Emergency Management classes, CDL training utilizing the driving track, leadership meetings, safety training, industry continuing education class and medical skills training.
- MN West hosted a Steam & Hot Water Boiler training class on Dec 2-3. 26 people attended this training
- On Dec. 3, Farm Business Management held a Suicide Awareness training for 31 participants
- Ralco hosted their quarterly employee meeting at the MERIT Center on Dec 6 for 90 employees
- MN West conducted two sessions of EMT/EMR basic skills classes in December
- On Dec 12, Plumbology LLC returned to conduct their second session of Continuing Education class for 42 local industry professionals
- The MERIT Center was utilized 21 out of the last 24 business days with 302 people attending these training/events

#### **2019 PUBLIC SAFETY NOTEABLE EVENTS**

- Four new police officer hires
- AVERA funding for a new police officer position
- Restructuring within the police department (Captain/Corporal positions)
- LEC Committee (Building lock system & AC Unit (unplanned expenses))
- Implementation of the Body-Worn-Camera program
- \$23,500 anonymous donation received by the Marshall Area Crime Fund to purchase a drone & surveillance equipment for the police department.
- SCBA (self-contained breathing apparatus) purchase for Marshall Fire Department

- MERIT Center phase two project (3.1 million dollars)
- New Lease Agreement with MN West at MERIT Center
- 7,252 people attended meetings or training at the MERIT Center in 2019 (23% increase from 2018)