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## MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: August 13, 2019

SUBJECT: Administrative Brief

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### CITY ATTORNEY

- No Report

### ADMINISTRATION

#### General Administration

- This past month Finance and Administration have been holding many discussions on the 2020 Budget and Levy, including meeting with Division Directors. The goal of reducing long term debt is factored into the 2020 budget along with realistic projections on 2020 proposed revenues and expenditures. LGA increase and a health insurance rate increase capped at 8.5% and proposed to be split 50/50 with employees alleviates some of the pressure to control levy increase. However, the cost of personnel, goods and services, pent up demand for maintenance of facilities and meeting goals set by Council means there are increases on the expenditure side.
- Attended the Coalition of Greater MN Cities Conference July 24 and 25<sup>th</sup> in Bemidji. During the Legislative Awards Dinner, the City of Marshall was recognized for their work in communicating the need for bonding dollars for the PSIG grant that will be utilized for the water softening project. Legislative testifiers for the PSIG grant in the last two legislative sessions included Former Councilmember David Sturrock, Brad Roos and Mayor Byrnes.
- Held several meetings with EDA Director on Block 11 development and other general economic development work.
- Met with Alex Peterson on website updating, we still are hoping by the end of 2019 for new website implantation.
- Took time to prepare for the Strategic Planning sessions to be held in late August.
- Met with Mayor, Tara and School District officials regarding potential future uses of West Elementary property.

- Met with Mayor and Museum Director on preliminary planning for 150<sup>th</sup> Marshall Celebration in 2022.
- Met with CVB Director Lauren Deutz regarding branding and CVB matters.
- Met with City/County law enforcement facility committee, planned spending in 2020 for LEC building updating at \$50,000, to be split 50/50.

## **Economic Development Authority**

- **Commerce Park**  
ISG is doing high-level industrial park assessment to assist in determining target industries. Hosted ISG and showed the site as they do their high-level industrial assessment. Drone video is in production now. Plan is to be featured in DEED's e-mail to site selectors – they reached out and want to include the video and our site specifically.
- **New Hotel Recruitment**  
No abatement application received at this time. Conversations and e-mail correspondence continue
- **Downtown Hotel**  
Held walk-throughs with developers who are currently researching feasibility options.
- **Block 11**  
Internal staff and identified EDA Representatives Herrmann and Bucher met with proposal group in June. Onken and Hanson have had further conversations with potential occupants, as well as with the developer. Preliminary Development Agreement will be drafted to set mutual expectations. Advanced Health, Safety & Security removal of hazardous materials is complete. Property RFP's for demolition are out now to get estimates.
- **Harrison Truck Center Tax Abatement**  
Abatement Agreement finalized, expansion project starting soon.
- **Parkway II**  
Purchase Option for lots with UCAP was executed and being recorded. 314 Warsaw contingency on securing a building agreement was not met, so a cancellation of purchase agreement was signed.
- **Small Cities Development Program Grant**  
We have 15 commercial projects and 11 owner-occupied projects in the works. Commercial filled up extremely fast.
- **City Branding**  
Staff participating in branding committee. EDA Board participation will be requested in near future. EDA Board encouraged to complete community survey if they have not done so already. World Café event will be held on August 26<sup>th</sup> from 6-8:30PM at YMCA.
- **Façade Improvement Program**  
Advertised online, in newspaper, chamber newsletter, and EDA intern Kritika Shah has made 25+ business visits so far. Some property owners are having trouble securing second bids.
- **ShopKo Building**  
Sent opportunity to other developers who have looked for space before. Raider Hill said they have received a few inquiries on this location, but nothing close to solid at this point. ShopKo Optical will be relocating.
- **Ashley HomeStore & Hobby Lobby**

Ashley HomeStore is now open for business, grand opening on August 21<sup>st</sup> at 11:30am. Hobby Lobby grand opening on August 26<sup>th</sup>.

## **Human Resources**

- The Safety Committee reviewed a summary of the all-facility safety audit completed by our MMUA Consultant in July. The summary resulted in a total of 11 recommendations for corrective actions across 14 facilities. The majority of items found were corrected within 24 hours. The MMUA Consultant was complimentary regarding the cleanliness of our facilities and the safety consciousness and knowledge of our employees.
- Internal discussions have been initiated regarding ALICE training for the City Council and employees. ALICE is an active shooter civilian response training that can apply to any organization and any location. ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate. We currently have 4 police officers that have been through a “train the trainer” program and can provide the training. More information will be forthcoming about the ALICE program itself and training sessions that will be offered.
- Network security training has been initiated with all employees. A baseline test was completed, followed by a module of 3 training videos, and then two phishing campaigns were launched, where fake phishing emails are sent to our employees that tracked the “clicks” on what appear to be malicious links. The cycle of training and phishing campaigns will continue to increase awareness of what malicious emails look like and how to recognize them before clicking/opening them. By conducting this cycle regularly, our employees will become increasingly knowledgeable, resulting in a more secure server and avoidance of IT issues, ransomware, etc.

## **Clerk**

- Continuing to work on the rollout of the Complete Count Committee.
- A meeting with HSEM and FEMA representatives will be scheduled in the near future to discuss the 3/12 – 4/28 declared disaster damage amounts.
- Reviewed and tested new election equipment that would replace the AutoMARK. The AutoMARK is dated, no longer sold or supported and are in limited supply.

## **Finance**

- A work session is scheduled on August 13, 2019 to go over preliminary 2020 budget proposals.
- Chart of Account work has begun for the InCode 10 update. This process will continue for another 4 weeks.
- Staff have been coordinating with financial advisors to finance the City Hall Capital Project.

## **Assessing**

- **No Report**

## Liquor Store

- Sales continue to be strong with July being up 12%, customer count up 5% and average ticket up 6%.
- We have just rolled out the new Pick Six Mix & Match section where customers can choose single cans and bottles of craft beer, hard seltzers and other products to make their own six pack. Each can or bottle is individually priced for the customers convenience.
- It is hard to believe that October Fest craft beer has already started to land and is ready to purchase, signaling that the Summer season is slowly coming to a close.

## COMMUNITY SERVICES

- Our 2019 Fall programming offerings will be made available to the public on Tuesday, August 13<sup>th</sup>. Flag & Junior Football, Back to School Movie Night, ECFE Parenting classes, Adult Yoga and much, much more!
- Hometown Heroes Walk will be held at Independence Park on Tuesday, August 14<sup>th</sup> from 5-7pm. As a kickoff to the Sounds of Summer celebration, a one-mile, family friendly walk, will honor military, law enforcement, firefighters and clergy. This event is co-sponsored between the YMCA and the Adult Community Center.
- 'Our Courts. Our Future' a Minnesota Timberwolves program and presented by US Bank, will unveil a community SportCourt at Independence Park on Thursday, August 15<sup>th</sup> beginning at 4pm.
- The air conditioning unit at the Adult Community Center was replaced in July.
- Parks Superintendent Preston Stensrud will be giving a tour of the Aquatic Center on Tuesday, August 27<sup>th</sup> beginning at 4pm. Tour invitations have been extended to Council members along with the MCS Advisory Board.
- Preliminary work has begun on the Red Baron Arena & Expo parking lot addition project with a completion date set for October 11<sup>th</sup>.
- The Arena will host a wedding reception on the evening of August 17<sup>th</sup>. VAST will also sponsor a Welcome Back to School event on the Expo floor on August 22<sup>nd</sup>. Preston Stensrud also worked with VAST for them to provide a free charging station (iPhone, tablets & devices) at the Arena.
- Staff has completed the 2020 budgeting process.
- As of August 1<sup>st</sup>, the Aquatic Center attendance for the season was 14,605. The 2018 attendance total was 18,179. The MAC closes on Sunday, August 25<sup>th</sup>.
- The nine bicycles in the City BikeShare program have logged over 1300 miles combined to date. The program is available at no charge and will continue to be accessible through mid-October.
- Studio 1 TV staff covered 11 citywide events during the month of July. They will also provide live coverage of the Sounds of Summer Grand Festival Parade on August 17<sup>th</sup> beginning at 4pm.
- On August 1st, the FCC voted 3-2 to confirm the new rules that will allow cable companies to assign a market value to in-kind services that were negotiated in franchise agreements with the cities they serve. These rules could potentially reduce funding for PEG stations nationwide.

## COMMUNITY PLANNING

### Building Services / Planning & Zoning

- Over 300 open job files. Menards warehouse/remodeling, Unique Opportunities 36-unit apartment building, Bus Garage, and Ashley Furniture/Hobby Lobby are the largest commercial projects under construction. UCAP Headstart new building project and SRO apartment building at Stephen Ave have been approved. The UCAP Headstart project appears to be delayed. At this point, we do not expect to see construction in 2019.
- Two duplexes and four new single-family dwellings permits have been applied for.
- Zoning ordinance related to conditional use permits to ensure compliance with the state statute is under final review.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- Potential new software for building permits is being evaluated.

## PUBLIC WORKS DIVISION

### Engineering

- Project Z47: Commerce Industrial Park- Contractor will finish placing topsoil and final seed the site as weather permits. MMU is ordering street lighting for Michigan Road and the intersection of Pacific Avenue and TH68.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Work is substantially complete. Staff will work through final closure through MnDOT State Aid Office.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Work is substantially complete. Staff will work through the project closure process.
- Project Z74: Superior Road/Huron Road Reconstruction Project –All utility and street paving work is complete. Contractor will final grade and seed disturbed areas in the coming two weeks.
- Project Z51-2019: Bituminous Overlay Project Milling, Overlays and ADA work is complete in the project areas.
- Project Z50-2019: Chip Seal Project – Contract awarded to Allied Blacktop Company of Maple Grove, Minnesota, on May 28, 2019. Contractor plans to begin work in Marshall on August 15<sup>th</sup>, weather permitting.
- MERIT Center Phase 2 – The Contractor is placing Class 5 aggregate base for the track expansion to the north. The ditching and ponding areas have been excavated. The cold storage building, and skid pad construction is set to begin the week of August 5<sup>th</sup>. The skid pad construction process is very long due to the required concrete grinding and polishing procedure to encourage a slide.

- Project Z72: Hahn Road Storm Sewer Project – Final seeding remains. This work is expected to be completed within the next week.
- Red Baron Arena & Expo Parking Lot Project - Project is expected to start the week of August 12<sup>th</sup>.
- Project Z73: Country Club Drive Utility Replacement project; water, sanitary sewer, storm sewer from a point approximately 200' west of 4<sup>th</sup> Street to 2<sup>nd</sup> Street – Contractor has installed most of the sanitary sewer and nearly half of the water main. The intersection of 4<sup>th</sup>/Country Club is expected to be opened to traffic within the next 2-3 weeks, prior to the start of school at Westside Elementary. Once the intersection is opened, there will be a disruption to traffic on Country Club near the 2<sup>nd</sup> Street intersection as the contractor installed new water main pipe across Country Club Drive. Contractor expects to be finished with the project in the next 4-5 weeks.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
  - UCAP Transit Bus Shelters: Bids were received, and the Council will act on the project at the August 13<sup>th</sup> meeting.
  - Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): The petition for improvement was received and the feasibility report was completed and placed on the July 9 Council agenda for a public hearing on July 23.
  - There was emergency slope protection on a portion of the river just west of CSAH 7. Discussions were held with the U.S. Army Corps of Engineers (USACE) to determine emergency work and to initiate assistance through PL 84-99 with the Corps. The USACE is currently designing a project that may require some financial assistance from the City of Marshall. The Council will be briefed on this project soon. If permitting and plan design progresses quickly enough, a project may be completed before Winter 2019.
- 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.

**Building Maintenance**

- No report.

**Street Department**

- No report.

**Airport/Public Ways Maintenance**

- No report.

## **Wastewater**

- Cleaning sewers.
- Starting to mix bio-solids in preparation for fall application.
- Contacting farmers and preparing application sites.
- Plant repairs.
- Magney Construction has started ground work for the bio-solids storage tank.
- Staff has performed 323 equipment work orders in the last 30 days.
- Working on various outdoor painting projects in the plant.
- GPS work on manholes in town is near completion.
- Located, uncovered, and raised multiple sanitary manholes in the collection system.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Marshall Fire Department responded to eighteen (18) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (16)
  - Fire/Structure/Medical Assist/Other (1):
  - Vehicle Accident (1)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to 1001 calls of service for the month of July. 113 criminal offenses were reported with a total number of 48 adult arrests being made.

### **OFFICER'S REPORT (JUNE)**

- Accidents (19)
  - Alcohol - DWI (4)
  - Assaults (3)
  - Domestic Assault (10)
  - Burglaries (2)
  - Damage to Property (8)
  - Keys Locked in Vehicles (32)
  - Loud Party (3)/ Public Disturbances (0)
  - Thefts (13)
  - Traffic Related Complaints (330)
  - Warrant Pickups (16)
  - Welfare Checks (31)
- During the month of July, we responded to nineteen (19) vehicle accidents with none resulting in personal injuries to those involved. The J turn at Hwy 23 & County RD 7 is nearing completion and no accidents have been reported during construction. An added presence by the MPD and State Patrol during the construction may have helped in reducing speeds during this time.
  - The number of burglaries reported this summer continue to be lower than past summers. Two reports were received during the month of July.

- Ten (10) domestic assault calls were reported during this month. This trend of a higher number of domestic assault calls continues to be concerning. All victims of these calls are provided information regarding resources available.
- The police department participates in monthly meetings with AVERA staff to continue to strengthen our partnership. Police Administration met with hospital staff and toured the ER renovation and discussed protocol when assisting hospital staff and bringing in patients.

#### **PERSONNEL/OTHER**

- As a result of the police department's restructuring and promotional process, a vacant position was left on the Drug Task Force. Interviews were held with participation from the DTF. Officer Jon Ellis from our police department has been assigned to the DTF and has begun his new role.
- All of the new officers hired have completed the Field Training Program and are currently filling shifts and part of the regular rotation. Because of their experience, the FTO program was able to be shortened.
- Officers responded to an assault at a local liquor establishment at closing. Three men were physically fighting while officers were trying to intervene. During the altercation with the officers, the taser was deployed striking two suspects. Two male suspects were arrested for the incident.

#### **DETECTIVE REPORT**

- A Marshall woman reported someone used her debit card to make unauthorized ATM withdrawals totaling \$450.00 at a Marshall convenience store. Investigation identified who the suspect was, and the victim then declined to press charges because the suspect was a friend. No further investigation was done.
- An Ivanhoe man was investigated for a Harassment Restraining Order violation. During the course of that investigation, it was discovered the man had numerous images of child pornography on his phone, including nude photos of a 17-year-old Marshall girl. The case was referred to the Lyon County Attorney's office for charges.
- The detective division investigated another report of Child Pornography which was reported by the FBI. An 18-year-old Marshall man was interviewed, and a search warrant was executed at his home after receiving information that the man downloaded numerous images and videos from child porn websites. When interviewed, the man admitted his sexual preference was for 5-10-year-old girls. Charges are pending. Allegations that he also sexually abused young female family members was also investigated but there was no evidence for those charges.
- A case of Identity Theft/Fraud is under investigation. A male working at a Marshall processing plant appears to have been working there under a false identity.
- A case of burglary is under investigation. A Marshall man is suspected of entering his former place of employment and stealing about \$1300.00 in tools and equipment. The case remains under investigation.
- A Marshall woman reported three checks from her account were forged. Investigation showed the checks were cashed at an area casino, so the case was referred to the appropriate authorities.



- 2 cases of counterfeit US currency were reported. Both cases involved “bills” that came to Marshall banks by ways of overnight business deposits.
- A vulnerable adult abuse report was investigated. Allegations were that the VA’s mother was using his funds for her own personal needs instead of the VA’s. Investigation did not substantiate these allegations and the case was determined to be unfounded.
- A Marshall resident reported someone entered their unlocked garage and stole a bicycle. No leads.
- An investigation into a sexual assault was conducted. Information received was that a Mankato man had raped his wife repeatedly while living in Marshall. The man admitted the allegations were true but as of this writing, his wife is not pursuing criminal charges. She is receiving services from New Horizon’s Crisis Center.
- A 21-year-old Marshall man was arrested for employee theft and for possession of hypodermic needles. The man is accused of stealing more than \$2000 from his place of employment.
- An investigation into criminal sexual conduct is currently underway. Information received was that a 6 and 7-year-old girl were possibly sexually abused at the daycare by a 13-year-old boy.
- A home burglary was investigated where a piccolo, coin collection, and social security card were taken. A suspect was identified but insufficient evidence exists to charge him at this point.

#### **MERIT CENTER REPORT**

- In the last month the MERIT Center has hosted a variety of trainings/events. These events include driver’s education training, CDL exams on the driving track, new system training, emergency management meetings, safety training, law enforcement training and driving training and search and rescue fire training.
- The US Postal service conducted training for 30 postal supervisors on July 9<sup>th</sup>
- Centrol Crop Consulting hosted their annual safety training at MERIT on July 17<sup>th</sup>. 70 participants attended this training.
- MN West conducted an Emergency Vehicle Operations Course for 14 local law enforcement officers using a classroom, driving simulator and the driving track on July 23<sup>rd</sup>.
- Casey’s General Stores conducted training on their new OMS systems for 150 staff members in two different sessions on July 30<sup>th</sup>.
- Marshall Fire Department utilized the rescue tower for search and rescue training in smoke filled rooms on July 30<sup>th</sup>.
- The MERIT Center was utilized 23 out of the last 24 business days with 464 people attending these trainings/events.

#### **EMERGENCY MANAGEMENT**

- Employees who have been participating in EM training certification have had discussion related to bringing training opportunities to city leadership. An outline/plan is being developed.