



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

FROM: Sharon Hanson, City Administrator

DATE: May 11, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for April are as follows:

April:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	3		1		4		4	12	7
Dismissed									
Non-Prosecution	3						1	4	3
Refer to County		1						1	

ADMINISTRATION

- The City, following a rating call with Administrative Services Director Annette Storm, Baker Tilley representative Terri Heaton and myself participated in a bond rating call for our upcoming bond sales. Standards and Poor (S&P) did maintain our AA bond rating. The AA bond rating means there is low risk for default. S&P credited the rating due to good financial management and reserve balances. The bond rating will help ensure good bond interest for the upcoming bonding sale.
- Gallagher has begun the comparable worth study with initial kick-off meetings with all city staff and initial review of job descriptions. HR Director Sheila Dubs is the lead on this project and has reviewed all job descriptions prior to submitting to Gallagher.
- City Hall will have a punch-list walk through early next week. An initial list has been developed by Building Official Ray Henriksen and the City Hall Committee continues to meet and note items needing correction. Dave Parsons, City Assessor has once again volunteered to lead the moving process. Late next week, existing office furniture to be used in the new City Hall will be moved as well as cold-storage items in the basement. New furniture is expected to arrive and be installed the week of May 17th. We anticipate possibly some residual furniture items still needed

placement at SMSU near the end of May and possibly into June. We will work with SMSU on a weekly lease arrangement for the reduced space. Amy Acquard, Administrative Assistant plans on leading an Open House event which we hoped to have near the end of June, but we may need to delay based on when we can officially move in and when we think final punch list items have been corrected. However, prior to a public Open House, we do plan on having some initial groups to be given a tour prior to Open House—Senior Citizens and Downtown Business Association to name a couple.

- Presented at State of the City and to the Noon Student Rotary group. Next week have an upcoming presentation to Avera Community Partnerships to discuss possible relationship with aquatic center.
- Met with Jason Anderson and with League attorney regarding pending litigation. A response is being written and due for submission within the next 20 days.
- Various EDA meetings with prospective developments-with all businesses asking for confidentiality. Lauren Deutz and I did meet with new owners of former Ramada Inn—Bird Dog Equity Partners—they are completely renovating the restaurant and have begun a remodeling of the guest rooms.
- Attended staff discussion on water softening and impacts on softeners in the home and subsequent education. Presentation on upcoming resident information was provided at previous Council meeting.

Economic Development Authority

- New wayfinding signs being installed by Liberty Park and on Country Club Drive.
- Staff is working with BSE on land purchase and soil correction.
- Land sale approved by board for lot in Parkway II.
- Staff is working on TIF for a new housing development.
- Staff is in discussion with new mall owner and current tenants.
- Staff is in discussion with two additional developers.
- Staff is in discussion with three potential new businesses.
- Staff is working with local business on an expansion project.
- Staff is working with Studio 1 and CVB on video marketing series.
- Staff has begun work on a Hotel Needs Assessment.
- Staff is assisting Maxfield with updated Housing Study.
- Staff is developing 2020 annual report.

Human Resources

- Staffing update: interviews for a Sales Associate position at Tall Grass Liquors will be held on May 10-11th. Eight candidates will be interviewed. Firefighter testing was held in April; three candidates have accepted conditional offers of employment. Pre-employment screening for the firefighter candidates will be completed by late May for a tentative June 1 start date. Spring/Summer seasonal hiring in Parks and Public Ways continues. Temporary employee hiring also continues for a variety of recreational and community ed programming.
- Safety Program: Competent Person and Excavation/Trenching training will be presented for selected personnel in May. We are also administering our annual hearing testing, hazmat

testing, and fit testing for selected employees this month in accordance with OSHA requirements.

- Payroll/Benefits Specialist is assisting the Finance Department with auditor requests applicable to benefits/payroll and continued training of departments on the electronic timekeeping system.
- Classification and Compensation Study update: Gallagher presented Project Kick-off Informational meetings for all employees during the week of April 19th. Gallagher is currently performing a review of our organizational structure, job descriptions, union agreements, personnel policies related to compensation, etc. An internal review of job descriptions is almost complete. Staff will continue to provide the necessary support and information to Gallagher during this initial review process.
- Like all other departments, HR staff are also preparing offices, the supply room, and the file room for the move back to City Hall.

Clerk

- Diversity, Equity, and Inclusion Commission continues to meet monthly to discuss short-term and long-term goals, grant opportunities, and current events.
- Nearing completion of a Certification for Diversity, Equity, and Inclusion in the workplace.
- Two DEI presentations will be giving on 5/7 with the Minnesota Municipal Clerks Institute and on 6/24 with the League of Minnesota Cities Annual Conference. Amanda Beckler and I will present at those conferences.
- City Hall project items include.
 - Audio Visual walk through with Tierney
 - Vast installation
 - A&B Business equipment
- General packing for the move back to city hall.
- Attended Minnesota Municipal Clerks Institute (Virtual) the week of May 3

Finance

- **2020 Audit** – Auditors were on site the week of April 19th. Testing has been complete and draft financial statement should be received in a few weeks. Council will have the 2020 audit presented at the June 8th council meeting for consideration of adoption.
- **2021 Bonding** – Staff participated in a bond rating call and those results will be available May 7th. At the May 11th council meeting the council will consider the sale and award of the 2020A & 2020B bonds.
- **May 19th Work Session** – Staff are preparing for a debt work session to review current debt and review the long-term levy plan.
- **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 a ways and means committee meeting will be set in the next month to review proposed changes.

Assessing

- Our final LBAE meeting was held on Tuesday May 4th.
- Staff has begun quintile inspections. Physical inspection areas this year include the neighborhoods around the “alphabet” streets and East to Nuese Lane, Horizon Drive and the “president” streets East of S. Bruce street to Jewitt Street, and the residential neighborhood south of the Armory to George Street. Commercial review will be focused on Industrial properties.
- Also, as part of our review process, 2021 is an “Exempt” year. Exempt property, by statute, is to be inspected every six years. Staff will be inspecting and reviewing all property with and exempt classification.
- Staff will be working on data collection to assist with the upcoming budget season.
- Select staff will be attending the MAAO Summer Seminars at the end of May.
- The pay 2021 Tax Court filing deadline has passed. We received only one repeat filing.

Liquor Store

- April Financials: Sales 516,733 (8%) Customer Count 15,905 (Flat) Ticket Average \$32.49 (7.54). Overall a decent month for numbers. Going against the increases of 2020, we are trending down. The decrease was less this month compared to March. Comparing 2021 against 2019 Financials, we are up significantly across the board.
- Staff is continuing to do ‘Spring’ cleaning of the warehouse, sales floor and exterior grounds.
- Interviewing will begin on the open position of full-time associate this week.

COMMUNITY SERVICES

- Staff continues work on Summer 2021 programming offerings. The brochure will be available to the public for a sneak peek on May 12th with registration beginning on May 19th.
- The Aquatic Center is scheduled to open (weather permitting) on Sunday, May 30th.
- Hiring of part-time employees for summer work continues – various positions are still available.
- Only a couple of parks remain in the Adopt-a-Park program (Loyalty Dog Park, Independence and Victory).
- Garden Plots were opened this week for planting. Only five plots out of 60 remain for rent this summer.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Almost 250 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.

PUBLIC WORKS DIVISION

Engineering

- Project Z50-2021: 2021 Chip Seals – Asphalt Preservation Company is expected to perform seal coating around June 1st.
- Project Z51-2021: 2021 City Overlay – Duinick has begun manhole adjustments and pedestrian ramp replacements on the overlay routes. Milling is expected the week of May 17th.
- Project Z75/SAP 139-124-004: South 4th Street -- R & G Construction Co. has completed construction on this project. The final seeding and mulching has been completed and the project will be reviewed for closeout.
- Project Z76: South 1st Street – Duinick is finishing the remaining sidewalk construction that was carried over from 2021. Some minor punch list items and final seeding remain to be completed before closeout.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Engineering staff is reviewing potential additional work to correct drainage and establishment issues in the west pond.
- Project Z78: Stormwater Outfall Improvements – R&G will complete this work during the construction season in 2021. No date has been set of when the work will take place.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – Bids opened on May 5th for this project. D&G Excavating was the apparent low bid with a bid amount of \$189,448.50 (Engineer’s Estimate was \$188,552.25).
- Project Z81: MERIT Drainage - Towne & Country has completed the work on this project including final seeding. They are expected to complete the grading work along US 59 within the next week.
- Project Z82: N. 1st/Redwood/Marshall – D&G has completed utility replacement on Marshall and 1st Street (between Redwood and Marshall). They will continue with utility replacement on Redwood, followed by the remaining two blocks of 1st Street. They are scheduled to complete the work for this project in September.
- Project Z83: James/Camden – Kuechle is planning to begin work in the golf course at the beginning of June. Work in the golf course is expected to take roughly a week, weather permitting. Afterwards, the contractor will proceed to utility work on James/Camden.
- Project Z84: Legion Field Park Stabilization Project – Staff is working with MnDNR to discuss repairs and corrections to the slope failure adjacent to the park shelter in the west portion of the park. The stabilization along the bike trail in the east portion of the park has been removed from this project for coordination with the final pool design.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – Staff is completing plan design and review for potential advertisement in May.

- Project Z88: 2021 State Aid Overlay – Duininck intends to begin work on this project immediately following completion of the City-funded Overlay project. They are scheduling this work to begin after Memorial Day and completion around mid-July.

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 Final Clarifier Pump replacement, sidewalk replacement, roofing East Trickling Filter, and final punch list items on projects that have been completed so far. Aeration Basin replacement has started. Started using long term storage tanks.
- First Blue Storage Tank resealing has been completed.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, PFAS, Lake Pepin TMDL.
- Finished with tagging sump pump connections to the sanitary sewer for summer.

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 (8)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 658 calls for the month of April. Ninety-nine (99) criminal offenses were reported with a total number of thirty-two (32) adults and one (1) juvenile arrested.

OFFICER'S REPORT

- Alarms (11)
- Accidents (33)
- Alcohol involved incidents (1)
- Assaults (3)
- Domestic Assaults (14)
- Burglaries (3)
- Criminal Sexual Conduct (6)
- Damage to Property (5)
- Keys Locked in Vehicles (34)
- Loud Party (9)/ Public Disturbances (17)
- Thefts (15)
- Traffic Related Complaints (106)
- Vandalism (6)
- Warrant Pickups (16)
- Welfare Checks (25)

PERSONNEL/OTHER

- Two Marshall Police Officers returned to work after being deployed to Minneapolis for two weeks in response to the trial.
- Chief Marshall has had meetings and discussions with mental health providers and health care officials regarding changes that have affected law enforcement's response to mental health calls. Ideas on ways to strengthen our working relationships and procedures are being discussed.

DETECTIVE REPORT

- A Marshall man and Marshall woman were arrested for 3rd Degree Controlled Substance Crime after the execution of a search warrant at a Marshall residence by the Brown-Lyon-Redwood-Renville Drug Task Force with the assistance of the Marshall Police Department. Methamphetamines, L.S.D, marijuana, and THC wax and oil were seized. Children from the home were put on an emergency hold and placed by Southwest Health and Human Services.
- A Marshall man was arrested for Arson after the investigation of a car fire showed that he was responsible for starting it. The Marshall Fire Department and State Fire Marshal's Office assisted in the investigation.
- A Lake Benton man and Marshall woman were arrested for 5th Degree Controlled Substance crime after the completion of a narcotics investigation. Methamphetamines, marijuana, and THC wax were seized.
- An arson case stemming from a domestic disturbance and fire in a Marshall apartment was investigated and the case was forwarded to the Lyon County Attorney's Office for consideration of charges.

- A search warrant was executed as part of a financial transaction card fraud investigation stemming from a Marshall woman stealing credit card information at a Marshall restaurant and the credit card information being used by others to make unauthorized purchases. The case has been forwarded to the Lyon County Attorney's Office for formal charges against multiple people.
- An auto theft from a Marshall car dealership remains under investigation.
- A theft from a Marshall church was investigated and the case was forwarded to the Marshall City Attorney's Office for charges. Most of the stolen property in the case was recovered.
- Ten cases of identity theft were reported in the month of April, with most involving unemployment benefit fraud. Three of the cases remain under investigation.
- Ten cases of theft and six cases of criminal damage to property were investigated.
- Six cases of criminal sexual conduct were investigated. Two of the cases have been forwarded to the Lyon County Attorney's Office for consideration of charges.
- 22 child protection reports and 2 reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Detective Kaylynn Sandgren attended the Minnesota Bureau of Criminal Apprehension's Predatory Offender Investigations training on April 7th.

MERIT CENTER

- The MERIT Center continues to host the Marshall City Council meetings as well as employee safety training and planning and airport commission meetings.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 13 exams completed on the track in April.
- SWHHS conducted the second dose vaccination clinic at the MERIT Center on April 7th.
- MERIT and Marshall Fire held a Fire Conference on April 10th. Education was provided by Central Lakes Community College Fire & EMS Program. 68 fire fighters attended this event and 5 vendors were on site with their product for the fire service.
- The Marshall Police Department held a Standard Field Sobriety Testing refresher course at the MERIT Center on April 12th for 15 local officers.
- Avera Marshall held their leadership meeting at the MERIT Center on April 20th for 42 employees.
- On Saturday, April 24th MN West conducted Motorcycle training on the track and Southwest EMS conducted an ambulance driving course.
- MN West held an Emergency Vehicle Operation Course (EVOC) for students in the law enforcement program on April 29-30th.
- The MERIT Center was utilized 23 out of 30 days in April with 313 participants attending these events/trainings.

EMERGENCY MANAGEMENT

- The City of Marshall contracts with Frontline Warning Systems to provide maintenance on our severe weather warning sirens. Frontline will be providing on-site testing of all our sirens and system in the month of May.

