



MARSHALL

CULTIVATING THE BEST IN US

MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: April 13, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for March are as follows:

March:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	3	1	4		6	4	8	26	24
Dismissed									
Non- Prosecution	2					1	1	4	4
Refer to County	1		1		1			3	

ADMINISTRATION

Economic Development-

- Continue to work with EDA Director and other support staff on several economic development prospects and on-going work. We have a potential airport hangar development, which is currently under evaluation due to rising construction costs, but still moving forward with discussions.
- We continue to discuss with Border States site development-again, rising construction costs have changed their site plan slightly and they are also encountering some soils corrections issues. I anticipate their purchase/construction to move forward, but don't expect construction this spring.
- Staff are discussing Block 11 interest on a potential development. We are consulting with Baker-Tilley on economic development assistance structure.
- Discussed the mall property and future implications for the property. As time progresses, we can share more information.

- Met with West Elementary selected developer Dennis Larson on future plans for the site once the school is vacated. Discussion on zoning, infrastructure and setbacks were favorable to anticipated housing development.
- Mayor and staff have participated in several conversations regarding the MATEC daycare. The City is not able to capture additional revenue by having the program administered through Community Services which have led Marshall Schools to seek out other avenues. The District does have one interested private party.

Pool RFP-

- The Pool RFP Committee met once to review ratings for narrowing down the selected architectural/engineering firms from the original thirteen RFPs submitted. In the next couple of weeks, Director VanDerMillen has set up tours of two sites along with a video presentation from the top 3 firms. We anticipate that a recommendation will be coming forward at the April 27th Council mtg.
- Staff have continued discussions with the YMCA and also enlisted the involvement of two Councilmembers to aid in future discussion-Councilmembers DeCramer and Schafer. We plan to meet again next week with the goal to continue to look at long-range projections of viability for the YMCA. They are to start their capital campaign soon which will help education the public on their future capital and financial needs.

State of the City-

- The Chamber's State of the City will be held April 28th and prep work has been started on the presentation.

ARP Funds-

- Attended virtual webinar on the American Rescue Plan (ARP). The City will receive approximately 1.5 million in ARP funds with guidance from the Federal government forthcoming. There may be some thought that receiving community input as part of any future funding programs.

City Hall-

- We continue to plan for a move in mid-May and hope for operations to begin at the new City Hall first week in June. Brennan remains firm with their projection for completion the first week in May. Finishes such as carpet, paint and tile are now progressing. We have enlisted the help from new Administrative Assistant Amy Acquard to plan for a public open house towards the end of June.

Miscellaneous:

- Attended Lyon County Museum Board mtg, Coalition of Greater MN Cities Board mtg, various staff meetings and attendance at some city Committee meetings.

Economic Development Authority

- Staff is designing new wayfinding signs for downtown.
- Staff is working with BSE on land purchase.
- Staff is working with Horvath Funeral Home on tax abatement.
- Staff is working on TIF for a new housing development.
- 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 four 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 working with the County on EDA initiatives.
- Staff is assisting with Comprehensive Plan.
- Staff is assisting Maxfield with updated Housing Study.
- Staff is developing 2020 annual report.

Human Resources

- Staffing update: testing has been initiated for the Firefighter position; three applicants are participating in the process. A full-time Sales Associate position will be opening shortly as one of our employees has resigned. Many temporary/seasonal positions are being filled as we prepare for our parks/public ways summer maintenance and community services summer programs and pool staffing.
- Classification/Compensation Study: City project staff have completed introductions with the Gallagher team; HR will be scheduling project informational meetings with employees, supervisors, and union representatives to occur in April; staff have begun providing Gallagher background information and job descriptions for their review.
- Safety update: the safety training topic for April was Hearing Conservation. HR is working on scheduling annual audiograms and other testing related to confined space entry and respirator use---this testing is required annually by OSHA.

Clerk

- Diversity, Equity, and Inclusion Commission
 - Internship
 - Member surveys
 - League of Minnesota Cities Presentation (6/24)
 - Minnesota Municipal Clerks Institute Presentation (5/7)
- City Hall
 - Audio Visual walkthrough (4/5)
 - Move Back Meeting

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** – Council will consider a resolution for the issuance and sale of the 2021 A & B bonds. There will be two separate bond issuances as the State Aid Bond will have a different debt payment structure from the other bond issuance. This is due to the State's state aid allotment timeline. Normally the debt is paid in February and August, but the State Aid bond will be April and October.
- **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

Liquor Store

- March Financials: Sales 509,453 (13.8%), Customer Count 15,647 (6.3%), Ticket Average \$32.56 (7.06). We are now going up against the “spike” in Sales/CC/Ticket Average that happened starting the 2nd week of March of 2020. When we look at comparing sales numbers from March of 2019, \$416,080 we see continued sales growth (2021) from this base line figure. Customer Counts and Ticket Average are also strong compared to March of 2019. Tall Grass has continued to retain a large percentage of sales as we run up against the 2020 COVID-19 pandemic numbers.
- Spring cleaning continues with floor/beer cooler resets which will provide our customers with a better shopping experience.
- eShop online ordering module will soon be up and running providing our customers with online ordering, online payment and curbside pickup.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Almost 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 will go to the Council

PUBLIC WORKS DIVISION

Engineering

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – MnDOT cleared the project for closeout. Final documents sent to Hisken for signatures.
- 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 will be starting work the week of April 12th. Should take about a month to complete, weather cooperating. Towne will also be performing the ditch and culvert work for MnDOT adjacent to US 59.
- Project Z82: N. 1st/Redwood/Marshall – D & G is expected to begin work the first week of May. A Pre-Construction meeting with utilities and property owners is expected to take place mid-April.
- 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 Z50-2021: 2021 Chip Seals – Asphalt Preservation Company is expected to perform seal coating around June 1st.
- Project Z51-2021: 2021 City Overlay – Duininck is anticipating beginning mid-May and completion by end of June.
- Project Z78: Stormwater Outfall Improvements – R & G was the low bidder, \$49,358.10 (Estimate \$56,165). Award planned for 4/13 Council Meeting.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – Staff is completing final revisions to the plans to prepare for solicitation. Advertisement expected within a couple weeks with potential award at the 5/11 Council Meeting.
- Project Z88: 2021 State Aid Overlay – Project is currently advertising. Staff still intends to bring bids for recommended award at 4/13 Council Meeting unless advertisement period needs to be extended.

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 Final Clarifier Pump replacement, sidewalk replacement, roofing East Trickling Filter, and final punch list items on projects that have been completed so far.
- 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.
- Just about finished with tagging sump pump connections to the sanitary sewer for summer.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twelve (12) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (5)
 - Fire; Structure (4)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other (0)
- The Hazmat Operations/Technicians training has started for the fire fighters that were selected to be part of the CAT team. The goal is to have members complete the required training by the fall.

- The roof replacement project for the fire station has started and is progressing well.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 715 calls for the month of March. Eighty-one (81) criminal offenses were reported with a total number of twenty-five (25) adults arrested.

OFFICER'S REPORT

- Alarms (8)
- Accidents (21)
- Alcohol involved incidents (4)
- Assaults (2)
- Domestic Assaults (14)
- Burglaries (5)
- Criminal Sexual Conduct (5)
- Damage to Property (12)
- Keys Locked in Vehicles (37)
- Loud Party (4)/ Public Disturbances (13)
- Thefts (20)
- Traffic Related Complaints (137)
- Vandalism (1)
- Warrant Pickups (11)
- Welfare Checks (22)

PERSONNEL/OTHER

- Two Marshall Police Officers may be deployed through the MN National Guard to Minneapolis in response to the current trial being held. The anticipated time the officers will be off our schedule is two weeks.
- Earlier this year, a squad car was backed into by another vehicle. At the time, repairs were made and covered by the other party's insurance company. Recently, the same squad car began experiencing head light issues that were determined to be from the accident. Headlight assembly replacement is \$2,419.00. This expense will be re-submitted to the insurance company for coverage.
- A squad car that is scheduled to be replaced later this year is experiencing significant engine problems. The vehicle is still being diagnosed by KRUSE for needed repairs.
- Chief Marshall and a few other officials within the State of Minnesota were asked to participate in a meeting facilitated by the Attorney General's Office regarding the opioid crisis we are facing.

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 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 forwarded to the detective division for 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.

MERIT CENTER

- We had a great turnout for the National Fire Academy course held here on Feb. 20-21. Thirty-one fire fighters attended this FIRST offering of this course in the whole state!
- MN West conducted a Pilot Car Recertification course and a Trained Medication Aide course.
- MERIT hosted its first Vaccination Clinic put on by SWHHS on March 10th. They administered 498 vaccines that day and will return that number on April 7th for the second dose.
- The State of MM conducted a vaccination clinic at MERIT on March 26-27th. 662 doses were given
- The MERIT Center and Marshall Fire are holding our FIRST Fire Conference on April 10th. Education will be provided by Central Lakes College Fire & EMS Program. There are five vendors from the fire service that will be on-site with booths. Currently there are 70 fire fighters registered for this event.
- There have been approximately 741 people here for training/events in 2021!

EMERGENCY MANAGEMENT

- The month of April often has one week (April 12-16) as Severe Weather Awareness Week. The purpose is to remind and educate everyone about the seasonal threats from severe weather. This is a great time to speak with family members and inform them of the importance of emergency plans and even practice your emergency plan.