

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

FROM: Sharon Hanson, City Administrator

DATE: October 13, 2020

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Criminal prosecution numbers for September are as follows:

**September:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution		1	7	1	6	2	8	25	39
Dismissed									
Non-Prosecution	2	1				1	2	6	5
Refer to County									

**ADMINISTRATION**

- **EDA:** Over the last month several meetings, phone calls on various economic development items/projects.
- Attended City/County EDA discussions on County collaborative. A facilitator will be hired by the County to bring the discussion into focus and hopefully gain some structure for next steps. Another meeting date has not been set at this time.
- As of this date, nearly \$220,000 of CARES Act funds have been encumbered for city expenses and the approximately \$500,000 of business grants have been assigned to business grants. We hope to have all documentation by October 15<sup>th</sup> in order to meet the State of MN imposed deadline of November 15<sup>th</sup>. As per September 21, 2020 US Treasury Guidance, use of CARES Act for public safety was expanded and thus the City will be able to encumber all the funds.
- Met with MMU General Manager Dave Schelkoph on MMU and City of Marshall partnership agreement. The agreement will come forward to City Council in November.
- Met with Brian Knochenmus to discuss Ralco/tru-Shrimp activities/future planning.
- **Avera:** Met with Avera regarding Carlson Street Clinic, and future transition goals for their next CEO/President.

- **City Hall:** Multiple meetings, phone calls, conversations regarding City Hall. Staff in the next couple of weeks will be working closing with City Hall Committee on audio visual, IT and phone system needs for City Hall. A staff walk-through of City Hall is scheduled for Friday October 16<sup>th</sup> to better review IT locations and future furniture needs. Almost all of the offices will be smaller than current/past City Hall space. This was intended, to facilitate greater use of meeting space that will be more abundant in the new City Hall.
- **Budget 2021:** A budget work session has been scheduled on October 27<sup>th</sup> to review labor relations questions as it relates to 2021 budget saving measures.
- Also, the Equipment Review Committee has met and reviewed the 2021 equipment and has made a recommendation to reduce for the 2021 budget. We hope to review/cover this as well following the October 27<sup>th</sup> Council meeting.
- **General meetings/work:** Met with Tara Plante on Light Up the Night for 2020. Prairie Home Hospice plans on having the event and will be modifying some of the activities due to COVID. Attended League of MN Cities regional event in Slayton. Met with Library Director, wrote monthly newspaper column, monthly radio interview. Conducted staff annual and probationary performance evaluations. City Hall Committee meetings, Equipment Review Committee, Personnel Committee meeting.

### **Economic Development Authority**

- Staff continues conversations with the County about pursuing a county partnership.
- Staff continues implementing new brand materials.
- Staff is working with two local businesses on expansion projects.
- Staff is working with two local businesses on the purchase of land for expansion projects.
- Staff is also having conversations with five new developers.
- Staff is working with Avera on proposals for the Carlson Street Clinic.
- Staff is working with management company to send proposal for former Shopko building.
- Staff continues working with developer on Block 11.
- Staff awarded 78 grants in the Marshall CARES Grant Program for a total of \$552,708.33. Staff is now reviewing grant reimbursement documentation and finalizing payments. As of 10/8, staff has approved \$290,000 in reimbursement expenses.
- Staff continues working with owners of Broadmoor Valley and the Hindi store on grant applications through Minnesota Housing and the Department of Agriculture, respectively.
- Director is completing continuing education course through EDAM.

### **Human Resources**

- Staffing update: interviews are scheduled for 4 candidates for the WW Maintenance Operator position. The employee formerly in this position resigned due to a relocation. Applications are being accepted for the position of Police Sergeant---to fill the position vacated by former Sgt. Tim Tomasek. This Sergeant position is open to internal candidates only. Applications are also being accepted for part-time liquor checkout clerk positions and a variety of community services temporary positions. Applications are accepted on an ongoing basis for the Fire Department and CAT team. In September, the City welcomes the following newly hired employees: Holden Greeley (CAT), Quinn Bullard (PD), and Jonathan Monterroso (PD). In October, the City

welcomed the follow newly hired firefighters: Nicholas Schultz, Joseph Newhouse, Bryce Gorder, and Nicholas Duis.

- Staff have been working with our benefit vendors to coordinate open enrollment for employees. Open enrollment is the period of time when employees may elect or change their benefit options. The open enrollment meetings for employees will be handled differently this year, due to the pandemic. HR staff are coordinating with benefit vendors on a variety of communication strategies: individual in-person meetings, small group meetings, virtual presentations, and individual virtual visits.
- City Administrator Annual Evaluation: Sharon Hanson's annual anniversary with the City is on November 16<sup>th</sup>. During Sharon's evaluation last year (11/2019), the Council suggested performing a 360-degree feedback evaluation. A 360-degree feedback evaluation is a tool to detect strengths and weaknesses in an effort to build upon existing management and leadership skills. The Council Personnel Committee met on September 29, 2020 and approved the 360-degree feedback process, the survey form, and the participants that will be requested to provide feedback. The City has a software system that facilitates this type of evaluation, called Custom Insight. The Council has utilized this system in the past for a prior Administrator 360-degree evaluation. Participants will include all members of the Council, the Administrator's direct reports, a peer group, and a variety of other individuals that interact with the Administrator. These include: several board/commission members, business owners/representatives, two Lyon County Commissioners, and consultants who provide services to the City. Participants will be provided two weeks to respond to the survey. Staff will be scheduling a special meeting for the Council on November 10, 2020, in advance of the regular meeting, to review the feedback evaluation with the Administrator.

## Clerk

- Finalizing details for the November 3 general election. A total of 67 election judges have registered to work on election day across our three polling locations.
- 2021 Annual Liquor and Tobacco Licenses renewals have been sent out to current license holders. Remaining annual licenses, such as; taxi cabs and special vehicle permits, will be sent out in the coming weeks.
- Continuing to work with our Audio/ Visual provider for the City Hall project. A proposal was presented to staff and the City Hall Committee. The proposal will be further reviewed by staff and the AV provider before any final decisions are made.
- Reviewed a security proposal with staff for the City Hall project.
- Met with Vast Broadband after soliciting quotes for a new phone solution for the City of Marshall. A new phone solution will be in place before the end of the year. This is one of the last items of technology to be brought over the IT transition from MMU in during the winter of 2019/20.
- Census – The 2020 Census is coming to an end. 99.9% of households have been counted in Minnesota. Local enumerators conducted there last in person follow up in Lyon County last week. The City of Marshall is currently (as of 10/7) at a self-response rate of 75.4% which has exceeded the US Census Bureau's projections.
- FEMA – The last 2019 FEMA flood reimbursement project is currently in the review process and should be finalized in the coming weeks.

## **Finance**

- 2021 Budget Work – The preliminary budget and tax levy for 2021 was approved at the September 8<sup>th</sup> council meeting. Staff will continue to update the budget until final approval by the Council in December.
- CARES Act Funding – The City of Marshall received just over a million dollars from the federal CARES act and the finance department is working on identifying expenses directly related to the COVID-19 public health emergency. The City has until November 15, 2020 to spend this federal assistance money. The City had just over 350,000 of expenses spent so far with the grant and the next reporting deadline is October 7<sup>th</sup>.
- Special Assessment Certification to Lyon County – Staff will be working the next few months on going through the certification process of special assessments and unpaid fees that will be certified to Lyon County by November 30<sup>th</sup>.

## **Assessing**

### **Liquor Store**

- September Financials: Sales \$529,853 +25%, Customer Count 16,685 +8.37%, Ticket Average \$31.76 +15.20%. Another strong month for sales and other financials. The store continues to experience above average sales due to customers visiting our store versus on-sale establishments.
- We have transitioned to the new Cloud Retailer POS operating system this week. This system replaces an old version of our operating system. It will better service our needs for tracking inventory, better reporting and purchasing/accepting gift cards electronically.
- New aisle category signage was also installed this week. The signage will better guide customers to the appropriate categories for an enhanced shopping experience.

## **COMMUNITY SERVICES**

- A modified reopening took place at the Adult Community Center on October 1<sup>st</sup>. No rentals of the facility are currently permitted. Maximum occupancy is set at 50 for any given timeframe. Staff will reevaluate after Thanksgiving holiday.
- MCS will co-sponsor an outdoor drive-in movie event (double feature) on Saturday, October 17<sup>th</sup> at the Amateur Sports Complex. Admission is free.
- Staff continues planning towards our annual Halloween Rock on Ice event to be held at the Red Baron Arena & Expo on Saturday, October 24<sup>th</sup>.
- A dedication ceremony is planned at Memorial Park on Thursday, October 15<sup>th</sup> at 11:00am to celebrate the completion of the Veterans' Memorial Final Phase project.
- City owned Garden Plots will close on October 26<sup>th</sup>. Of the 60 plots that are available, 57 of those were rented.
- Studio 1 TV staff continues preparations for welcoming the Fairbanks Ice Dogs Junior Hockey Club to Marshall. The Ice Dogs are currently scheduled to play 6 home games in the Red Baron Arena.

## **COMMUNITY PLANNING**

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

- About 450 open job files. Horvath Remembrance Center, 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**

- MERIT Phase 2 – All work has been substantially completed for this project. Final estimate is on the 10/13 Council Agenda.
- 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.
- Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney) – Provided a cost estimate for concrete paving of alley for the property owners to evaluate. Waiting on property owner response.
- Project Z75/SAP 139-124-004: South 4<sup>th</sup> Street -- R & G Construction Co. has completed installation of underground utilities on the project. Concrete work is nearly complete between Country Club Drive and Southview Drive. R & G will be preparing the road base between Southview Drive and Elaine Avenue over the next few days. Construction on South 4<sup>th</sup> Street is anticipated to continue until November 2020.
- Project Z76: South 1<sup>st</sup> Street – Duinink has begun installing underground utilities on the project. The contractor will continue underground utilities between West Gray Place and George Street over the next couple weeks. Project is anticipated to be completed by mid-November.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has completed excavation of both east and west stormwater ponds. The east pond has been finished and seeded. Final shaping on the west pond remains. Some minor work remains including seeding, mulching, and culvert grate installation. Completion is anticipated by the end of October.
- Project Z81: MERIT Storm Outfall – This project was awarded to Towne & Country Excavating LLC, Garvin, MN. Work is anticipated to take place in 2021.

### **Building Maintenance**

- No report.

### **Street Department**

- Asphalt patching of streets.
- Street sweeping
- Street painting
- Compost site work. Burning trees and rolling over compost.
- Cleaning pond culverts.
- Repairing curbs.

- Repairing catch basins.

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

- No report.

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction is installing underground piping, pouring sidewalks, finishing Trickling Filter media installation, finishing Intermediate clarifier installation, and site grading.
- Working on fall maintenance.
- Working on manhole repairs.
- 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 nineteen (19) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (6)
  - Fire; Structure (10):
  - Medical Assist (0)
  - Vehicle Accident (3)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 678 calls for the month of September. 82 criminal offenses were reported with a total number of 27 adults arrested.

### **OFFICER'S REPORT**

- Alarms (15)
- Accidents (21)
- Alcohol involved incidents (4)
- Assaults (5)
- Domestic Assaults (15)
- Burglaries (4)
- Criminal Sexual Conduct (2)
- Damage to Property (8)
- Keys Locked in Vehicles (30)

- Loud Party (5)/ Public Disturbances (8)
  - Thefts (17)
  - Traffic Related Complaints (144)
  - Vandalism (6)
  - Warrant Pickups (10)
  - Welfare Checks (17)
- Domestic assault arrests increased significantly during the month of September. Five other assaults were also reported.

## **PERSONNEL/OTHER**

- Two new officers have been hired and have started the Field Training Program. Officer Quinn Bullard was hired as a full-time officer and Officer Jonathon Monterroso began as a part-time officer. Both will remain in field training for 3 months.

## **DETECTIVE REPORT**

- An Arizona woman was arrested at the completion of a theft investigation after attempting to steal \$2,271.81 worth of merchandise from a Marshall business.
- A case of a Marshall man being in unlawful possession of a firearm is under investigation.
- Three separate cases of predatory offender registration violations were investigated. Charges are being requested from the Lyon County Attorney's Office in all three cases.
- A report of a missing person was investigated. The person was located and was safe.
- A work from home scam where the victim lost \$1200.00 is under investigation. A rental scam where the victim lost money is also under investigation.
- A criminal sexual conduct case is under investigation with the assistance of Southwest Health and Human Services.
- Two cases of identity theft are under investigation.
- Six theft cases and three burglaries are under investigation.
- A case of financial exploitation of a vulnerable adult is under investigation.
- Thirteen child protection cases were investigated in conjunction with Southwest Health and Human Services.
- Four adult abuse reports from the Minnesota Adult Abuse Reporting Center were investigated.
- There were 13 reports of stolen or damaged political signs in the month of September.

## **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, a dental class and a motorcycle safety course.
- The Marshall Police Department utilized the MERIT Center for new officer training on several days in September.
- Sunshine Rotary held their monthly meeting at the MERIT Center on September 10<sup>th</sup>.

- The Marshall Fire Department utilized the facility grounds for live burn training on Sept 15<sup>th</sup>.
- Plumbology, LLC returned for the 4<sup>th</sup> time to offer their Plumbing Continuing Education course on Sept 25<sup>th</sup>. 35 participants attended this course.
- State Patrol and Marshall PD partnered to host a Standard Field Sobriety Testing/ARIDE course for 11 law enforcement officers Oct 5-7<sup>th</sup>.

## **EMERGENCY MANAGEMENT**

- City personnel assisted with the community wide testing conducted by the Department of Health for the State of Minnesota. Two employees assisted with the three-day testing event that was held at the Red Baron Arena. Positive comments were made by the State regarding the City of Marshall's help with this successful event.