



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

FROM: Sharon Hanson, City Administrator

DATE: June 9, 2020

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- May 2020 Prosecution:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution			1		2	4	2	9	24
Dismissed									
Non-Prosecution	3						1	4	14
Refer to County									

**ADMINISTRATION**

- Mayor and I participated in finalist interviews for MMU General Manager candidates. Councilmember DeCramer will also be present as part of the MMU Board. MMU General Manager Brad Roos's last day is August 7.
- Discussions and meetings with Public Safety Director, Mayor, Councilmember Schafer, Fire Chief Brunsvold regarding protests in Marshall. Tremendous planning by Chief Marshall and his staff in ensuring an adequate response.
- Discussed with Jason Anderson and the Mayor on MNDOT College Drive Project slated for 2025 and initial proposed design.
- Attended Sports Amateur Commission Board meeting where most attendees were getting ready to prep for some activity for youth sports.
- Held a meeting with Jason Anderson to discuss engineering space in new City Hall to allow for additional space/greater flexibility/less cost.
- Met with Library Director on Library operations and the Library is now open more than previously starting June 1.
- Met with Lauren Deutz on a variety of EDA topics.
- Met with Annette Storm, Baker Tilley and Bond Rating specialist for upcoming bond rating.

- Discussions and meetings with Public Safety Director, Mayor, Councilmember Schafer, Fire Chief Brunsvold regarding protests in Marshall. Tremendous planning by Chief Marshall and his staff in ensuring an adequate response.
- Coronavirus meetings and discussions still occurring as it relates to services and personnel.

### **Economic Development Authority**

- Staff continues regularly attending webinars regarding COVID-19 related economic development tools and resources.
- Staff is assisting recruitment efforts on Block 11 for tenants for commercial space.
- The downtown kiosk advertisements were printed and installed on June 2<sup>nd</sup>.
- Staff is continues working on new brand materials.
- Staff received two more Façade Improvement applications before the program expired on May 15, 2020.
- The closing for the four lots in Parkway II to United Community Action Partnership is scheduled for Thursday, June 4<sup>th</sup>.
- Staff continues to update the properties inventory spreadsheet (commercial buildings and sites available for sale and rent) and LOIS (Location One Information System) to help further assist businesses that are looking for space.
- Staff has been working with five different businesses (two looking for land, one for a building and two needing information from the ground up).
- The EDA Board will have a special EDA meeting Thursday, June 4<sup>th</sup> to have a public hearing and approve the sale of another Parkway II lot.

### **Human Resources**

- Staffing: The City welcomes Morgan Larsen as a part-time Checkout Clerk at Tall Grass Liquors. Applications continue to be accepted for part-time Checkout Clerks. All other position postings on the city website are for the positions we advertise on a *continuous* basis. HR will continue to collect applications for Firefighters in preparation for the next round of testing, likely Fall of 2020. Applications are also being accepted for Hazardous Materials Technicians (CAT team) which are paid-on-call positions. Applications for Community Services part-time (temporary) positions are also being accepted for our recreation and community education programming, for future classes/planning.
- Safety program: Jordan St. Clair was able to return to on-site visits beginning June 2<sup>nd</sup>. He continues to provide us with consultation services both in-person and remotely, as needed. In July, he will perform our annual “friendly” safety audits across all City facilities.
- In compliance with OSHA regulations and our internal written safety plans, we have completed our annual audiograms (hearing testing) and haz mat examinations for personnel. Select personnel undergo these examinations on an annual basis, based upon their job functions.
- HR staff continue to closely monitor the CDC and MDH information for updated information.

## Clerk

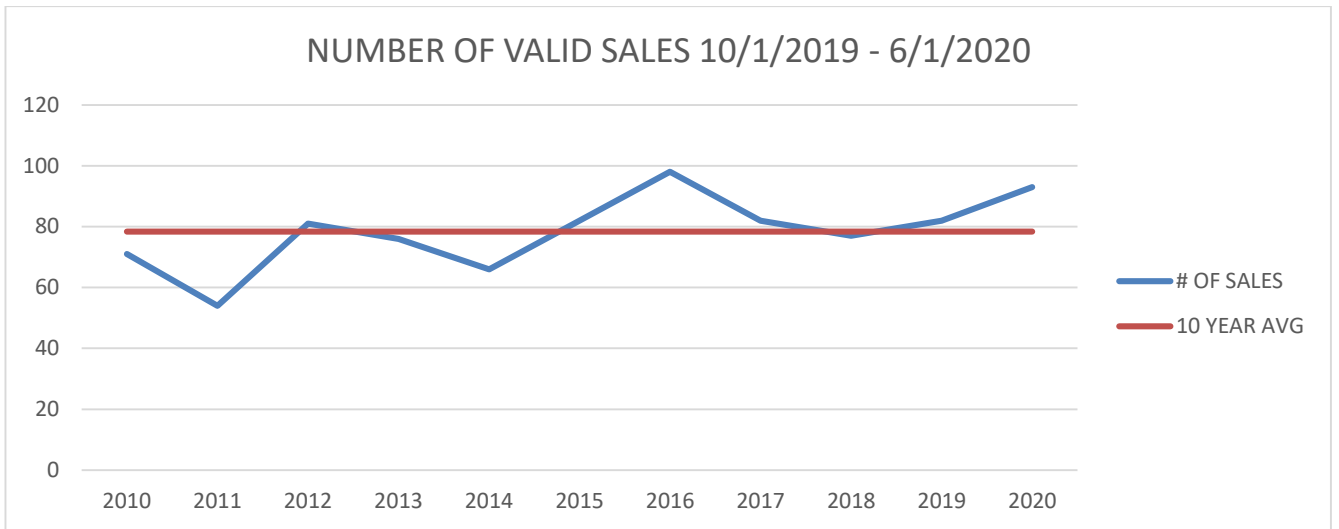
- Local Census Operations Centers reopened as of 5/26 and communities should begin to see an increased presence of enumerators or “Door Knockers” over the next few months. The self-response timeline has been extended until October, 31 2020.
- Election preparation is underway for the August 11 and November 3 elections. We have begun to compile a list of items that will be needed to safely conduct an election during this health pandemic.
- Marshall local election filing period is July 28 – August 11.

## Finance

- Bonding – 2020B bonding will be brought for council approval for the award of the bond sale at the June 9<sup>th</sup> council meeting. Bond rating for the city will be received on Thursday June 5<sup>th</sup>.
- 2021 Budget – budget information was provided to departments on June 1. 2021 budget requests will be due back to finance on June 22.

## Assessing

- The May 30<sup>th</sup> deadline for filing Tax Court Appeals has passed leaving us with 5 Tax Court Cases. Three of these are repeat filings and two are new appeals. With COVID-19 fueling many of these Tax Court Reps. I anticipate the days of minor settlements are gone and the cost to defend our valuations will substantially increase.
- We are beginning our 2021 assessment quintile process. This year’s quintile areas are:
  - Map 5 – Residential parcels along West College Dr. (west of the Railroad tracks)
  - Map 6 – Area along Soucy Dr, Ranch Ave, Fremont St.
  - Map 7 – North 4<sup>th</sup>- 7<sup>th</sup> Street, from Justice Park east to North Whitney
  - Map 13 – West Lyon, Redwood and Marshall Street.
  - Map 25 = East Main Street from S.1<sup>st</sup> to Southview
- Our quintile process has drastically changed this year. We will be sending out letters to the homeowners requesting that they call our office. Once they call, we will review the data and characteristics that we have on the property with the homeowner. If no response, we will send a second letter along with a self-assessment form or an option to a link to complete an on-line assessment form. Exterior inspections will be performed on all parcels. If and when a physical interior inspection is needed, steps have been established to ensure safety for staff and homeowners. “Virtual” inspections are being encouraged. Like all Covid related activities, this is subject to change
- We are still receiving sales; we are well above our 10-year average for number of residential sales as of 6-1-2020. With many ratios well below 90%.



### Liquor Store

- May financials: Sales \$710,882 + 43%, Customer Count 20,127 +15.70%, Check Average \$35.32 +27%. Another strong month for sales and financials. Tall Grass continues to benefit from customers filling their pantries with larger quantities of all products and on-sale establishments have been dark. I believe this is a record month for sales.
- Tall Grass has resumed normal business shopping hours beginning May, 28<sup>th</sup>. Our full-time staff have been trained by Avera to do evaluations of employees prior to starting their shift. Temperature checks and a short series of questions are asked to all employees that relate to their current health condition.
- Keeping the store stocked, cleaned, sanitized and organized have been the priorities this past month.

### COMMUNITY SERVICES

- Registration began this past week for a limited number of summer activity programs. Class sizes are limited to nine or with outdoor recreation that permits pods of 10 including an instructor. Registrations have been steady. The first allowable date for participation is Monday, June 15<sup>th</sup>.
- There are still plans to open the Aquatic Center at some point this summer. No specific date will be identified until clearance from the Governor's direction to transition into Phase 3 of the reopening MN process.
- Staff continues to work on maintenance updates at the Arena with an intent to have the Lockwood rink available for use no later than June 22<sup>nd</sup>.

### COMMUNITY PLANNING

#### Building Services / Planning & Zoning

- Over 500 open job files. Horvath Remembrance Center, UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, 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/implementation is going well.

## **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 Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters -- Project is under construction.
- Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): Currently in design phase.
- Project Z75/SAP 139-124-004: South 4<sup>th</sup> Street -- Notice to Proceed issued to R&G Construction Co. on 05/07/2020.
- Project Z76: South 1<sup>st</sup> Street -- Notice of Award issued to Duininck, Inc. on 05/27/2020.
- Project Z77: Legion Field Stormwater Improvements—Phase I -- Project is out for bids with bids to be received 06/16/2020.

### **Building Maintenance**

- No report.

### **Street Department**

- No report.

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

- No report.

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction Is forming the Splitter box structure and have finished excavation of the new Final Clarifier.
- 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.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to seventeen (17) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (7)
  - Fire; Structure (8):
  - Medical Assist (0)
  - Vehicle Accident (2)
  
- Firefighters have received the new self-contained breathing apparatus (SCBA) gear.

## **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 597 calls for the month of May. 61 criminal offenses were reported with a total number of 20 adults arrested.

## **OFFICER'S REPORT**

- Alarms (10)
- Accidents (14)
- Alcohol involved incidents (5)
- Assaults (4)
- Domestic Assaults (8)
- Burglaries (2)
- Criminal Sexual Conduct (0)
- Damage to Property (12)
- Keys Locked in Vehicles (31)
- Loud Party (5)/ Public Disturbances (11)
- Thefts (18)
- Traffic Related Complaints (42)
- Vandalism (2)
- Warrant Pickups (2)
- Welfare Checks (22)
  
- Five DUI/DWI arrests were made. Four of the arrests involved the drivers being under the influence of a controlled substance.
- The two personal injury accidents involved individuals operating a motorcycle and a bicycle. Both individuals sustained significant injuries and were transported to AVERA Marshall Regional Hospital.

## **PERSONNEL/OTHER**

- Officers schedules continue to be adjusted to prevent the spread of COVID-19 virus within the police department. Officers remain on a 7-day work schedule and 12-hour shifts. We will continue to evaluate our local situation and adjust accordingly.

## **DETECTIVE REPORT**

- Multiple reports were received of locks being cut off storage units around town. Several of the units had items stolen. No leads.
- A vehicle rented from the Marshall Enterprise car rental agency at the Marshall Airport was not returned. Investigation showed the original renter gave the car to someone else. The car was eventually found on the Lower Sioux Reservation and a person had been arrested.
- A Marshall resident had their debit card compromised and used in an unauthorized purchase. The item purchased was then shipped via Fed Ex to a Marshall hotel where, presumably, it was to be picked up by the suspect. The item was not picked up and was turned over to police. No leads.
- A theft of shoes at a SMSU dorm room was reported. Campus Security was involved in the investigation. No leads.
- \$1,700.00 in counterfeit checks were passed at a Marshall business. Video footage showed a white female being responsible. As of this date, she has not been identified.
- A residential burglary where medication was taken was investigated. No leads.
- 3 death investigations were conducted in conjunction with the Lyon County Coroner's office. 2 of the deaths were the result of natural causes and the third appeared to be the result of a drug overdose.
- A report was received of the possible financial exploitation of a vulnerable adult. Investigation determined that the alleged victim, while physically frail, is of sound mind and can manage his own affairs and is not being taken advantage of by the power of attorney.
- A report of possession of child pornography was received from the MN Bureau of Criminal Apprehension and the National Center for Missing and Exploited Children. A search warrant was executed at the suspect's home in Marshall and digital evidence containing downloaded child porn was seized. Suspect was interviewed but the case remains under investigation pending further information from the NCMEC.
- A theft of \$1,800 in items from a Marshall hotel was investigated. Items taken included numerous tools from a storage room and a room safe. Two suspects were identified: A Redwood Falls man and a Morton woman. A search warrant was executed in Redwood Falls and a large amount of the stolen property from the hotel was recovered. Charges were requested of the Lyon County Attorney's office.
- A reported assault involving a handgun was investigated. A Marshall man reported getting into a verbal altercation with another man and having a gun pulled on him. The identity of the suspect was known, and he was located by officers soon after the event. He denied having a firearm and none was found on him or in his vehicle. The case was sent to the Lyon County Attorney's office for consideration of charges.

## **MERIT CENTER**

- As the Governor's Executive Order continues to change in terms of what is allowed - The MERIT Center is beginning to schedule training that has 10 or less individuals involved in training or meetings. The MERIT Center continues to be utilized by City Council and emergency personnel.
- MERIT Center staff continues to assist the Marshall Liquor Store and park maintenance during the week.

## **EMERGENCY MANAGEMENT**

- City leadership continues with consistent communication regarding our response to the COVID-19 pandemic. Weekly meetings with Minnesota Department of Health, AVERA, Lyon County continue.
- The activation of a Unified Command Center with the above listed organizations has been developed. Public Information Officers (PIO) have been determined within each agency and share in the delivery of critical information that should be shared with the community.
- City leadership continues to monitor the events related to the rioting seen in other communities and is committed to ensuring contingency plans are in place to protect our community.