



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

FROM: Sharon Hanson, City Administrator

DATE: May 12, 2020

SUBJECT: Administrative Brief

CITY ATTORNEY

- No Report

ADMINISTRATION

- This past month's activities including much thought process and discussion on the COVID situation. Calls are daily to Jim Marshall, other selected staff and Mayor. Each week there are two designated meetings-Lyon County Public Health has a County update held on Monday's and each Wednesday is a community preparedness meeting with Avera, Public Health, County and City representatives. Three past month include multiple conversations with labor attorney on furloughs, union complexities and overall discussion on implications related to furloughs. These personnel discussions have meant frequent mtgs with Human Resources, Division Heads, impacted staff. Mtgs impacting staff have been difficult and painful for affected employees.
- Thus far, all services and facility decisions has been dictated by Governor Walz's Stay at Home Orders. We will continue to assess and understand how to move forward with programs, facilities once we know more from the Governor. We are aware in the meantime of trade association and other supporting non-profit groups that have put forth some guidelines for facility and program use. We will reference those guidelines when we are able to offer services again.
- This past month staff, Mayor, President Pro Tem DeCramer and PIT Chairman Schaefer discussed National Guard Armory future long-term needs with a Readiness Center as well as short-term need for development of outside storage location if current Armory remodels and expands footprint. Staff will work to prepare additional background information and documents for a future discussion with City Council.
- Every two weeks the Block 11 Developer APX provides an update on the project as well as facilitates discussion on development of the site including site issues, financial requirements and next steps. We are hoping to provide an update to the Council at the May 26th City Council mtg.
- The City Hall Committee met twice since this last report and reviews construction schedule, demolition of former Hotel, development of site once demolition is completed.
- Attended this past month the Legislative and Ordinance Committee mtg where several items, such as; Section 86-161 Height Modifications, 86-162 Yard modifications, 86-163 Accessory buildings, and 86-164 Accessory equipment, Section 86 247 Landscaping and 86-248 Storage, draft ordinance to prohibit delivery of liquor, tobacco ordinance amendments, amendments to the animal ordinance regarding fowl, were discussed.
- Held a discussion with a group formed to develop a 150th Anniversary History Book for the City of Marshall that will detail the last 25 years of Marshall's history. At this time, the book project needs additional funding support in order for it to come back to the Council.

- Mayor and I recently participated in a discussion with impacted businesses and Senator Dahms and Representative Swedzinski. Mayor, EDA Director and I also met via Zoom with Brian Knochenmus regarding Ralco/tru-Shrimp update and general discussion on COVID business impacts.
- In addition to the above, attending the EDA Board meeting, other EDA related phone calls to business owners and review of past EDA work with Lauren Deutz, Downtown Business mtg, staff meetings.

Economic Development Authority

- Staff continues regularly attending webinars regarding COVID-19 related economic development tools and resources.
- Staff is continuing to compile COVID-19 resources to distribute.
- The EDA partnered with the Marshall Chamber to complete the Marshall Area Economic Impact Survey. Survey Results: https://ci.marshall.mn.us/news_detail_T46_R43.php
- Staff is finalizing annual kiosk advertisements on the downtown kiosks which will be printed and installed by June 1st.
- Staff is continues working on new brand materials.
- The Façade Improvement Program expires May 15, 2020.
- The EDA has received two COVID-19 Emergency Loan applications. One was approved and one was denied as it did not meet the minimum qualifications.
- The EDA sold four more lots in Parkway II to United Community Action Partnership to continue offering affordable housing.
- No update on Block 11 at this time.

Human Resources

- Staffing: the City welcomes the following new employees:
 - Jessie Dehn, Assistant City Engineer;
 - Melissa Friedrichs, Laboratory Specialist (starting May 18th); and
 - Blake Giles, LeRoy Beck III, and Jordy Beek---Firefighters.

At this time, the positions we have open on our website include only those that 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.

- The first payroll cycle with the updated Incode 10 software was processed for the 05/01/20 payroll. Laura Wing, our Payroll/Benefits Specialist is working with Tyler Technologies staff on making the necessary changes to both the processing of payroll as well as to the paystubs themselves. Laura will continue to work with Tyler Technologies staff until the conversion project is complete and the payroll cycle process is finalized.
- Safety program: the safety committee is meeting via Zoom to review our monthly agendas. Jordan St. Clair, our MMUA Safety Coordinator continues to provide us with safety consultation services remotely. He is also providing us with video links to training materials following our scheduled calendar of topics, which will ensure we continue compliance with OSHA regulations and our internal safety program.
- HR staff continually monitor the CDC and MDH information for both new information and updates. We have been providing daily assistance to supervisors on COVID-19 related employee questions and concerns.

Clerk

- Reviewed and received FEMA and State reimbursements from the 2019 flooding events. Frost Boils are still pending FEMA's approval.
- Registered the City and continue to attend meetings hosted by FEMA in regard to COVID-19 reimbursement.
- Reviewing staffing and safety options for the August primary and November general election.

- Continuing to work on information and technology items and in search for a telephony solution for the City of Marshall.

Finance

- 2020 Audit – Field work was completed the week of April 6th. The draft audit should be completed in the next week or two. Formal presentation to the full council will be on May 26th. Overall the process went smoothly with the added workload of being done remotely.
- Incode 10 Migration – the migration from Incode 9 to version 10 started the week of April 20th. This process is still working out issues and it will take time to get used to the new software. Staff are excited with the potential this version offers.
- Bonding – 2020B bonding will be brought for council approval for the sale of the bond at the May 12th council meeting.
- 2021 Budget – a budget timeline will be drafted in the upcoming weeks and will be sent to staff and council.

Assessing

- No Report

Liquor Store

- April Financials: Sales +35%, Customer Count +6.42% and ticket average +27%. Overall a very strong month with the numbers. We've had above average store performance in March & April due the state and nationwide COVID-19 pandemic. Customers have been filling their pantries and refrigerators with cases of product and bigger pack sizes across all categories. On-sale establishments have been dark, customers are purchasing product through our store as a result. We are gearing up for the busier Summer months ahead.
- Staff focus has been on filling/facing shelves, maintaining the floor during non-shopping hours and cleaning and sanitizing customer service areas. Keeping employees off of the floor during shopping hours is a priority.

COMMUNITY SERVICES

- Garden Plots were made available to the community on April 27th. Of the 60 plots that are available, about 7 openings remain.
- City Band has been cancelled for the summer. Anticipated returning members from 2019 have been contacted.
- The City of Marshall will be the host site for a Minnesota GreenCorps staff member during the upcoming academic year. The individual will be placed in Marshall to assist the City with Green Infrastructure improvements. Community Education Coordinator Amanda Beckler and Parks Superintendent Preston Stensrud were instrumental in the process.
- A Healthier Southwest announced last week that Marshall Community Services has been awarded a mini-grant in the amount of \$2,299 to purchase two trikes to expand the BikeShare program. Those trikes will be added to the existing fleet once the host sites are permitted to safely reopen for regular business.
- Parks staff has made significant progress on the completion of the Archery Range project. Located behind the Merit Center, the Range is available for individual use. Approximately \$15,000 in donations have been received and a formal opening/recognition will be scheduled soon.
- An update on the Veterans' Memorial Final Phase project is tentatively scheduled for presentation to the Council on May 26th.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 600 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.
- UCAP Transit Bus Shelters: Pre-Con held with Hisken Construction, Inc. on 05/01/2020.
- Project Z75 South 4th Street: Notice of Award issued to R&G Construction Co. on 04/21/2020.
- Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): Currently in design phase.
- Z77: Legion Field Stormwater Improvements—Phase I: Staff is in design of the project, which includes the Buffalo Ridge basin and the Kendall Street basin in Legion Field Park.

Building Maintenance

- No report.

Street Department

- No report.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Cleaning sewers.
- Plant repairs.
- Magney has finished all concrete work on the Biosolids Storage Tank and are removing all the shoring from inside. Precast crew is here putting up the building attached to the tank. Splitter box structure is excavated and pipework for the structure is installed. Project is going very well.
- We are participating in a UMN Medical School study on testing for Covid 19 shedding in wastewater. We will be submitting samples of Marshall's wastewater for testing.
- 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 fourteen (14) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (8)
 - Fire; Structure (5):
 - Medical Assist (0)
 - Vehicle Accident (1)

New guidelines from the State of Minnesota will now allow firefighters to resume training exercises with its members. Departmental “meetings” in person will not be allowed at this time, however Chief Brunsvold has conducted meetings with personnel through Zoom.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 523 calls for the month of April. Fifty-seven (57) criminal offenses were reported with a total number of 19 adults arrested. The number of calls responded to remain consistent, however the self-initiated contacts officers have conducted (traffic stops, warrant arrests etc.) are

much lower. This is a result of limiting our contact with the public and procedures in place to prevent certain individuals from being placed into the jail system.

OFFICER'S REPORT

- Alarms (15)
- Accidents (18)
- Alcohol involved incidents (1)
- Assaults (2)
- Domestic Assaults (8)
- Burglaries (2)
- Criminal Sexual Conduct (3)
- Damage to Property (3)
- Keys Locked in Vehicles (28)
- Loud Party (9)/ Public Disturbances (9)
- Thefts (18)
- Traffic Related Complaints (31)
- Vandalism (1)
- Warrant Pickups (7)
- Welfare Checks (19)

PERSONNEL/OTHER

- Schedule changes made to the police department in response to COVID-19 appear to be working well. Officers have been moved to a fixed 12-hour shift for seven days in a row to limit the contact our officers would have with each other within the department.
- Officer have been called to several large gatherings greater than 10 people. Our response has been to encourage those not residing together to follow the Governor's Executive Order.

DETECTIVE REPORT

- A Marshall man reported that someone used his debit card number and purchased electronic items for \$270.00 and had then shipped to an address in Brooklyn, NY. The company the item was ordered from was able to get the shipping reversed so the victim was able to get his money back.
- A theft of an electronic key fob was reported after officers were called to investigate a disturbance in one of the city parks. The key fob was not located but the suspect was transported to the ER for a mental health evaluation.
- A Marshall man reported that two men with a gun entered his apartment and robbed him of \$1,400.00 in electronic equipment. The man refused to come in and meet with detectives because he had a Redwood County warrant out on him. After three weeks of the comp./victim refusing to come in or provide more information, the case was closed. No further investigation will be done unless comp./victim provides the requested statement and information.
- A death investigation was conducted after a 45-year-old man was found dead at his apartment. The investigation, done with the assistance of the Lyon County Sheriff's Office and the Ramsey County Medical Examiner's office, showed nothing suspicious and the death appears to be from natural causes.
- A Marshall business was defrauded out of \$18,000.00 by a scam involving a fraudulent request to change the owner's direct deposit bank account. The scam seems to have originated from Salt Lake City, Utah. The case is under investigation.
- Detectives responded to the ER where a woman had presented herself there and made some statements about being sexually assaulted. The woman appeared to be highly intoxicated and told detectives she didn't know why she called the police and said she did not believe she had been sexually assaulted. The woman ultimately refused to submit to a sexual assault examination. No further investigation was done.

- A possible sexual assault of a six-year-old girl was reported. Investigation did not find sufficient evidence of assault and the case was referred to Montevideo PD for further investigation as that is the child's residence. No further investigation from our department.
- A Predatory Offender Registration violation was investigated by detectives. MN Dept. of Corrections officials issued an arrest warrant as the offender was non-compliant with respect to keeping his address updated. Investigation showed offender had stayed at several different addresses without updating his information with our department.
- A Marshall man reported being scammed. He purchased a race car engine for \$730.00 through Facebook Marketplace from an individual in Kentucky. He never received his engine and the purported seller broke off email contact 10 days before the victim filed his report. Investigation showed the suspect has a history in Kentucky for theft by deception. The case is under investigation.
- A Marshall man reported an unauthorized transaction on his debit card. Investigation showed that this was a garnishment by the MN Dept. of Revenue for back taxes.

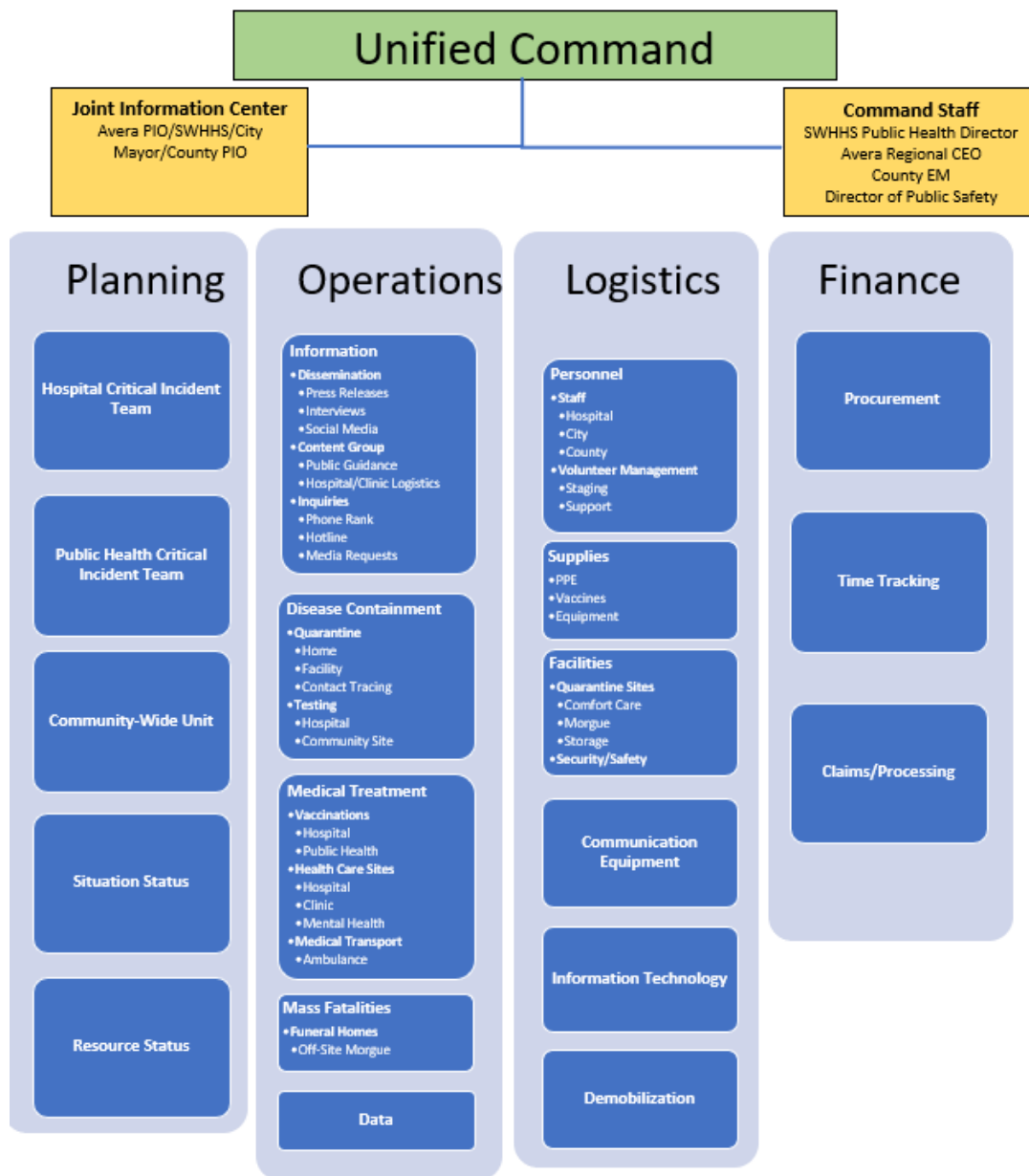
CHEMICAL ASSESSMENT TEAM

The CAT Team continues to participate in on-line meetings and discussion with the State Fire Marshal's Office and leadership. In person training and meetings have been postponed.

- The CAT responded to a call-out in Jackson County. The team received reimbursement for all expenses incurred during their response per the state agreement.
- This winter, the council was made aware the CAT Team Ford Excursion was totaled as a result of a roll-over accident. Currently the insurance claim continues to be open and discussion continues with the State Fire Marshal's Office for an alternative vehicle at this time.

EMERGENCY MANAGEMENT

- Communication continues on a regular basis with city leadership in our response to the pandemic. Mayor Byrnes and Councilman Schafer continue to work close with emergency management personnel and as a liaison with our local health care provider AVERA. The Public Health Director for SWHHS has taken the lead role in terms of our county wide response to this pandemic. Each partner, (SWHHS, AVERA, County Emergency Management and our local Emergency Management) continue to operate under our Incident Command Structures, however, we are coming together under a Unified Command concept. The Unified Command will create a Joint Information Center where each partner listed above will work closely together to deliver strong and accurate information to the media and public. An outline of the Unified Command structure is attached that highlights "some" of the areas we have focused on through our partnership with the other agencies.



MERIT CENTER

- During the pandemic shutdown, there have not been training/classes taking place, however the MERIT Center is being utilized in other capacities:
- Partial Emergency Operation Center (EOC) activation with various Emergency Management coordination meetings taking place weekly
- City Council meetings being held at MERIT with Zoom capability
- City updates are being conducted and recorded at the MERIT Center
- Public Safety has begun conducting CDL license exams on the track
- Shampoo carpets in all classrooms and cleaning of truck bay