

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

FROM: Sharon Hanson, City Administrator

DATE: August 11, 2020

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for July are as follows:

July:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	2		1		5	3	3	14	29
Dismissed									
Non-Prosecution	3	3				1	2	9	1
Refer to County									

ADMINISTRATION

Economic Development Authority

- Staff is promoting COVID-19 training webinars to provide SBA COVID-19 funding options and general technical assistance.
- Staff is having conversations with the County about pursuing a county partnership to provide EDA services.
- Staff continues working on new brand materials.
- Staff is working with two local businesses on expansion projects.
- Staff is also having early conversations with four new developers.
- Staff has started receiving CARES grant applications and answering questions. As of August 5, we have received 14 applications. Deadline is Friday, August 21st.
- New signs recently have been installed at Fuzzy's, The Marshall Gambler, Wooden Nickel Burgers & Brew, Varsity Pub & Extra Innings, and HealthSource Chiropractic of Marshall. Most of the businesses either used the Small Cities Development Program or the Façade Improvement Program.

- Staff continues working with owners of Broadmoor Valley on a grant program through Minnesota Housing.
- Project Cobra RFI Update: Staff checked in with DEED – Lisa Hughes on Project Cobra’s timeline. She has no update at this point.
- 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.

Human Resources

- No Report

Clerk

- Election Filing for Marshall City Council continues until August 11, 5 PM.
- Minnesota State Primary will be held on August 11, 2020. Planning and training for election day are finalizing.
- Late Monday, August 3 the Census Bureau announced that it will be ending the self-response portion of the census 30 days ahead of the previously shared schedule. We also were informed that our Census Partnership Specialist had been reassigned effective that same day. Continued communication with the Census Bureau and SMSU will take place immediately after the 8/11 primary to ensure an accurate count of the university population is captured. All other areas (census tracts) are reporting normal and have exceeded expectations.

Finance

- 2021 Budget Work – the next budget work session will be 7/18/2020 at 5:30 and the agenda topics will be the preliminary tax base changes and reviewing the general and special revenue funds.
- Reporting activities to the Office of the State Auditor for 2019 TIF activity was completed this past week. The official notice will be published in the Marshall Independent on Friday, August 7, 2020.
- 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. Any funds remaining after November 15, 2020 will be turned over to Lyon County. The first reporting deadline for expenses incurred March 2020 – July 2020 is due to the state on August 11.

Assessing

- Staff continues to navigate through COVID quintile inspections. We have been experiencing average responses to the letters and been able to verify what information we can.
- Assisting Finance and Administration with Budget items and inquiries.
- Conversations with the Lyon County Assessor and Attorney continue as we work with Tax Court Petitions.
- Only 2 months remain of our annual Sales Study, preliminary numbers are predicting some slight increases in certain Residential neighborhoods. The entire assessing community is still uncertain on how to equitably address Commercial properties for the 2021 assessment.

Liquor Store

- July Financials: Sales \$652,156 + 27%, Customer Count 19,746 +11.53%, Ticket Average \$33.03 +13.43%. Another strong month compared to last year. The trend of customers purchasing beverages at Tall Grass versus on-sale bars and restaurants continues. We believe that this trend will continue through the end of the year.
- We are in the final steps of switching our POS system to Cloud Retailer operating system. Upgrades have been completed on our hardware in order accommodate this transition.
- New point of purchase signage and category signage are also in the final stages of installation. The new POP will have the City of Marshall branded 'M' and the tag line of Cultivating the best selection for you!

COMMUNITY SERVICES

- The Aquatic Center will be closed for the summer beginning Monday, August 17th.
- Progress continues to be made on the Veterans' Memorial Final Phase project at Memorial Park.
- Fall activities & classes will be made available to the public on September 2nd.
- Staff continues work on the 2021 General Fund and Capital budgets.

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 – Seeding has been completed. A protective chip seal surface including striping will be placed in mid-August.
- 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) – Currently providing a cost estimate for concrete paving of alley for the property owners to evaluate.
- Project Z75/SAP 139-124-004: South 4th Street -- R & G Construction Co. has completed installation of underground utilities between Country Club Drive and James Avenue. The contractor is expecting to continue installation of storm sewer at the intersection of James Avenue before continuing installation of underground utilities south to Southview Drive. Construction on South 4th Street is anticipated to continue until November 2020.
- Project Z76: South 1st Street – Duininck anticipates a project start in late August/early September. Project is anticipated to be completed by mid-November.

- Project Z77: Legion Field Stormwater Improvements—Phase I – Project awarded to Towne & Country Excavating LLC of Garvin, MN. Construction is anticipated for September.
- Project Z81: MERIT Storm Outfall – Dennis is working with adjacent landowners to 290th Street to obtain agreements to deed the property within the existing township road easement back to the City after vacation of the roadway has been recorded. Project advertisement is anticipated to begin next week with proposed award at the 9/8 Council meeting.

Building Maintenance

- No report.

Street Department

- Asphalt patching of streets. Birch/West Marshall/ South Hill and others.
- Street sweeping
- Street painting
- Compost site work. Burning trees and rolling over compost.
- Cleaning pond culverts
- Repairing curbs. Broken and sunken.
- Repairing catch basins.

Airport/Public Ways Maintenance

- Weed spraying
- Cleaning culverts
- Mowing/Turf maintenance
- Tree trimming
- Nav-Aid maintenance
- Building maintenance
- Renewing landscape mulch with rock and plants
- RH sealcoating chip sealed parking lots. Need to have lots painted in a couple of weeks.

Wastewater

- Cleaning sewers.
- Plant repairs.
- Magney Construction has completed the new Final Clarifier tank, finished underground piping at Biosolids Storage Tank, Storage tank is painted, roofing for storage tank building is scheduled for this week, painters are sand blasting interior of Trickling Filter, new Return Structure is being constructed, stairways are being constructed, electricians are installing control panels, and more underground piping is being installed.
- 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 sixteen (27) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (14)
 - Fire; Structure (8):
 - Medical Assist (0)
 - Vehicle Accident (5)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 693 calls for the month of July. Eighty-seven (87) criminal offenses were reported with a total number of twenty (20) adults arrested.

OFFICER'S REPORT

- Alarms (9)
 - Accidents (26)
 - Alcohol involved incidents (0)
 - Assaults (4)
 - Domestic Assaults (6)
 - Burglaries (3)
 - Criminal Sexual Conduct (2)
 - Damage to Property (11)
 - Keys Locked in Vehicles (38)
 - Loud Party (4)/ Public Disturbances (23)
 - Thefts (15)
 - Traffic Related Complaints (67)
 - Vandalism (4)
 - Warrant Pickups (13)
 - Welfare Checks (30)
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- A total of twenty-six accidents were responded in the month of July. One accident resulted in a vehicle being flipped on its side. One other incident involved a cyclist.
 - A public incident at Walmart resulted in national attention for individuals wearing swastika masks. This incident resulted in many media organizations calling for information and interviews.
 - Officers have been increasing their traffic stop contacts as COVID-19 plans and procedures are put in place. A total number of 68 traffic stops were made in July.

PERSONNEL/OTHER

- The police department began working with the Police Advisory Board to fill the vacant position left by the retirement of Tim Tomasek. Thirteen applications were received, and six individuals

participated in the written and physical agility portion of the test. Interviews will be held on August 10th, 2020.

DETECTIVE REPORT

- A 29-year-old woman was arrested for 2nd Degree Assault following the investigation of a stabbing.
- A 38-year-old Marshall man was arrested for Financial Transaction Card Fraud following an investigation of the unauthorized use of a credit card. A second case of Financial Transaction card fraud is under investigation.
- A Marshall juvenile was charged with 5th Degree Controlled Substance Crime following a narcotics investigation.
- A 55-year-old Marshall man was arrested for Threats of Violence at the conclusion of an investigation of a neighborhood complaint.
- A 34-year-old Taunton man was arrested for Burglary, Domestic Assault, and Cruelty to Animals. Further investigation is being conducted.
- A report was forwarded to the Lyon County Attorney's for consideration of charges against a Marshall juvenile for Criminal Damage to Property at Westside Elementary School.
- 7 cases of Criminal Damage to Property are under investigation, including damage to the George Floyd memorial art display in the SMSU Alumni Foundation parking lot.
- A case of a sexual assault on a minor was investigated and determined to have occurred in another jurisdiction. The case was forwarded to the Lyon County Sheriff's Dept.
- 3 additional cases of Criminal Sexual Conduct are under investigation.
- 7 cases of Theft are under investigation.
- 2 cases of Theft by Swindle where Marshall residents lost money in scams are under investigation.
- 3 cases of Voter Registration Fraud were investigated. One case remains under investigation, one case was unfounded, and the third case was forwarded to the Lyon County Attorney's Office for consideration of charges.
- A case of Ineligible Possession of a Firearm is under investigation, pending analysis at the BCA Forensic Laboratory.
- 3 Death Investigations were conducted.
- 2 cases of Check Forgery are under investigation.
- 3 cases of Child Neglect and 2 cases of Child Endangerment are under investigation in conjunction with Southwest Health and Human Services.
- A case of the financial exploitation of a vulnerable adult is under investigation.

MERIT CENTER

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing.
- MN West conducted two separate First Aid/CPR courses for 21 attendees as well as a Trained Medical Aide class for 12 participants in July.
- LG Seeds hosted four team meetings at MERIT
- A taser course for law enforcement was conducted for 18 officers obtaining Taser instructor certification on July 20

- Marshall Fire Department conducted their EVOC course on the driving track on July 21st and an Aerial Ladder Drill using the rescue tower on July 28th.