

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

FROM: Sharon Hanson, City Administrator

DATE: January 12, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am continuing to work with Unique Opportunities on the documents for the completion of Phase II development and the documents for the start of Phase III development.
- I am continuing to work towards the completion of land sales to both Best Topsoil, LLC, and Border States.
- Criminal prosecution numbers for December are as follows:

December:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	2		3	1	8	2	4	20	33
Dismissed									
Non-Prosecution	1	3						4	7
Refer to County									

- Criminal prosecution numbers for the year of 2020 are as follows:

2020:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	19	3	45	7	61	29	50	214	311
Dismissed									
Non-Prosecution	19	9			6	8	10	52	57
Refer to County					1			1	4

ADMINISTRATION

- City Hall Update: The stone/brickwork for City Hall arrived on-site later than anticipated, and overall mason is going to take about 5 weeks to complete. Windows and panels will be installed following masonry from rear to front as well. As of this writing it is anticipated that completion will be in early May.
- Pool Update: Staff have begun discussions on the community pool. This includes early discussions with YMCA and how we could work together on programming as well as facility needs. We hope to have a formal meeting within the month. Financing discussions on the pool also needs to occur in addition to the desire for the Council to have community feedback and dialogue. The pool project is a major goal of 2021 for staff and the Council.
- This past month many staff meeting discussing 2021 goals and activities. Discussion with Human Resources on hiring and policies, as well as continued pandemic responses. Responding to call and emails as well as radio interview and newspaper column.

Economic Development Authority

- Staff continues implementing new brand materials.
- Staff is working with two local businesses on expansion projects.
- Staff is finalizing a land purchase with Action Companies.
- Staff is working with BSE on land purchase and tax abatement.
- Staff is working with additional companies on tax abatement.
- Staff is in discussion with four new developers/new businesses.
- Staff is working with management company to send proposal for former Shopko building.
- Staff is facilitating the Marshall Resiliency Grant.
 - 25 approved applications as of 1/11
- Staff is working with Studio 1 on video marketing series.
- Staff is meeting with Marshall Public Schools on CTE/workforce development.
- Staff is developing 2020 annual report.

Human Resources

- Staffing update: congratulations to Kaylynn Sandgren on her promotion to Police Detective effective in January. Congratulations to two Fire Department employees who have been promoted to the new truck company (FF/CAT)—Brian Swalboski to Captain and Jordy Beek to Lieutenant. The City welcomed Darren Harris into the Plant Operator position at the WWTF in December. The City is welcoming two part-time liquor checkout clerks in January—Tim Tomasek and Eric Christensen. Applications are currently being accepted for the positions of Administrative Assistant (CS), temporary community services positions, and firefighter (a continuous posting).
- Laura (Payroll/Benefits Specialist) is working on quarter-end and year-end reporting for UI, Federal, and State Taxes, and system set-up for W2's and 1095's. She is also working on deduction code changes and updates, some of these changes will be noticeable (and more descriptive) on employee paystubs.
- Staff are working on the Pay Equity report. This report is due once each 3 years and requires mandatory compliance under MN law. Staff will be bringing the report to the Council for approval at the January 26th Council meeting.

- Staff are reviewing the proposals submitted for a Classification and Compensation Study. Seven (7) proposals were received. Staff will summarize the proposals for a Personnel Committee review and direction, then bring to the full Council.
- The Employee Appreciation and Recognition Event is on Thursday, January 28 with a “carry-out” lunch distribution at the MERIT Center starting at 11:30 a.m. All Councilmembers are invited to come to the MERIT Center to greet and thank employees for their service in 2020, congratulate those with service milestones, and congratulate retirees. Studio One will be emailing a video on the formal presentation of awards on the 28th.

Clerk

- Processed and finalized the alcohol, tobacco, taxi, special vehicle permits licensing for 2021.
- Met with the Diversity, Equity, and Inclusion Commission and will provide the approved amendment to the city council regarding said Commission.
- Shortly, the process will begin for the submission of both the Police and Fire State Aid for 2021.
- Vast will begin the installation of phones in city facilities beginning on January 11 – January 13. This is one remaining item on the IT transfer from MMU.

Finance

- 2021 Budget was adopted by the council at the 12/22/2020 Council Meeting. Finance Staff are finalizing documents to be provided to staff, council and the public. All submissions to the needed entity have been completed.
- 2020 Audit – Staff have begun audit prep for the 2020 Audit, which will take place in April of 2021.
- Policy Work – Finance staff will be working on updating the purchasing policy to present to the council at a future date.

Assessing

- No Report

Liquor Store

- No Report

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 400 open job files. 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

- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Waiting on Hisken to provide contract paperwork to continue with project close-out.

- 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 to complete work in 2021 (contract end July 30th).
- Project Z82: N. 1st/Redwood/Marshall – Plans near 100%. Intend to bring to Council for Plan Approval and Request to Advertise on 1/12/20.
- Project Z83: James/Camden – Plans to be complete within the next couple weeks. Intend to bring to Council for Plan Approval and Request to Advertise on 1/26/20.
- RFP for S. 4th St/Country Club Intersection study - Intend to bring to Council for approval to solicit proposals on 1/12/20
- **Policy Updates**
 - Special Assessment Policy (update) – Council approved 12/22/20
 - Sidewalk Replacement Cost Participation Policy (update) – Proposed changes to be reviewed before the PI/T Committee on Friday, 1/8.
 - Electronic Bidding Policy (new) – Proposed policy to be reviewed before the PI/T Committee on Friday, 1/8.
 - Engineering Design Standards (new) – In development
 - Driveway Ordinance (update) – In development
 - Snow Plowing and Removal Policy (update) – In development

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.
- Magney Construction is working on Aeration piping, blower start up, the new clarifier will be started next week, sludge piping for new storage tanks, and roofing of the blower building.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on year end reporting requirements.
- 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 twenty-five (25) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (12)
 - Fire; Structure (9)
 - Medical Assist (0)
 - Vehicle Accident (4)
- The creation of a new truck company for the SW Chemical Assessment Team has started the promotional process within the fire department. The promotional process for the captain and lieutenant's position has been completed. The next phase will be to identify interested fireman willing to begin the HAZMAT training certification program.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 659 calls for the month of December. Seventy-one (71) criminal offenses were reported with a total number of twenty-seven (27) adults arrested.

OFFICER'S REPORT

- Alarms (13)
- Accidents (34)
- Alcohol involved incidents (4)
- Assaults (4)
- Domestic Assaults (10)
- Burglaries (6)
- Criminal Sexual Conduct (3)
- Damage to Property (4)
- Keys Locked in Vehicles (33)
- Loud Party (11)/ Public Disturbances (11)
- Thefts (14)
- Traffic Related Complaints (56)
- Vandalism (0)
- Warrant Pickups (11)
- Welfare Checks (25)

PERSONNEL/OTHER

- The promotional process to fill the vacant detective position was held in December with the help and oversight of the Police Advisory Board. Officer Kaylynn Sandgren was promoted to Detective and began her new role on January 4th, 2021.
- Officer Quinn Bullard has completed the three-month long Field Training Program and began his solo patrol.
- The new squad cars ordered in August have arrived and are in service. A new design that includes the city branding is part of the new graphics found on the squad cars. The graphics are more reflective and noticeable in the evening hours.

DETECTIVE REPORT

- Two Marshall women were arrested for 5th Degree Possession of Controlled Substance after the execution of a search warrant on their apartment by the Brown-Lyon-Redwood-Renville Drug Task Force. During the search numerous items of stolen property from thefts and burglaries were found in the apartment, as well as stolen mail and documents that can be used to commit identity theft. Subsequent search warrants were executed to recover the stolen property. The two women were also charged with possession of stolen property and mail theft. The investigation has cleared three burglaries and two theft cases in the City of Marshall so far. Detectives are continuing to investigate, and additional charges are possible.
- An employee theft from a Marshall business was investigated. The case was forwarded to the Lyon County Attorney's Office for felony theft charges.
- Five residential burglaries were investigated. Latent print evidence submitted to the BCA's forensic science laboratory is pending in one of the cases.
- Three cases of criminal sexual conduct were investigated. One case has been cleared and two remain under investigation.
- Nine cases of theft were investigated. Arrests were made in three cases and the remaining cases continue to be under investigation.
- One death investigation was conducted. The case remains open pending the receipt of a final autopsy report from the Ramsey County Medical Examiner.
- A report of a missing person was investigated. The missing person was located and found to be safe.
- Two cases of theft by swindle involving scams were investigated. One case has been cleared while the other remains under investigation.
- Two cases of voter registration fraud were investigated. One of the cases was found to be unfounded while the other remains under investigation.
- A case of financial transaction card fraud where a Marshall man used the credit card of another without consent was investigated. The case was forwarded to the Lyon County Attorney's Office for charges.
- Nineteen child protection cases were investigated in conjunction with Southwest Health and Human Services. Two cases of vulnerable adult abuse from the Minnesota Adult Abuse Reporting Center were investigated.