



## **MEMORANDUM**

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

FROM: Sharon Hanson, City Administrator

DATE: January 4, 2019

SUBJECT: Administrative Brief

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### **ADMINISTRATION**

- December 5<sup>th</sup> met with Convention Visitors Bureau (CVB) Director regarding 2019 Red Baron contract for services as well as CVB Board items.
- Met with Superintendent Scott Monson on school facility and educational learning needs and general sharing of information.
- Met with Library Director to discuss library needs and general sharing of information.
- Met with EDA Board President Greg Bucher to discuss EDA needs and general sharing of information.
- Met with SMSU Professor of Environmental Science Dr. Emily Deaver regarding potential student learning opportunities in environmental sciences and the City of Marshall related to storm and waste water.
- Attended meeting on the reallocation of Minnesota Ambulance service areas on December 12<sup>th</sup>. The majority of the Minnesota service area was assigned to the City of Marshall based on area already considered as an overlap with the City of Marshall and response times.
- Met with Luverne City Administrator December 13<sup>th</sup> on tru-Shrimp and other general economic development work in the City of Luverne.
- Met with UCAP Director Nancy Straw regarding potential head start facility planning. UCAP is proposing the development of a new head start facility located in Marshall. The new facility will provide 5 head start classrooms with total square foot of 14,148 and approximate value of \$3.6 million. The City of Marshall has discussed serving a conduit for bonding as well as assisting in location/site selection. at 1400 S Saratoga Street in Marshall, Minnesota. The total development cost of the new facility is approximately \$3.6 million.
- Met with Economic Development Director Tara Onken and City staff in developing Tax Abatement Policy and met with Public Works Director Glenn Olson on development of Change Order Procedure/Policy.
- Held preliminary union negotiations with LELS and ASFSCME unions. These sessions typically take a majority of the day with much preparatory work being completed by HR Director Sheila Dubs prior and following.
- The Charter Commission met on December 19 for the annual required meeting per MN Statutes. The Charter was reviewed, and the Commission recommended no changes.
- Staff discussion on City Hall has occurred on multiple occasions regarding adjacent hotel as well as next steps for City Hall. A City Hall Committee meeting has been scheduled for January 23. Staff has begun preliminary discussions on relocation options for advanced planning purposes.

**CITY ATTORNEY**

- We are under final review of the cable TV franchise agreement with Charter Communications. We believe we have the agreement resolved with Vast and hope to bring both agreements to Council for approval in the near future.
- We are still trying to resolve the outstanding final payment due to R. Schroeder Construction Company on the Saratoga pedestrian overpass. Discussions of a proposed mediation session are ongoing for mediation yet this winter.
- We continue to work with the EDA regarding the sale of 12 lots in Parkway II Addition.
- We have received payment from Charles Hess regarding his purchase of .60 acres of property in Parkway III Addition.
- We have reviewed and approved the call for requests for proposals for future development in Block 11 in downtown Marshall. The RFP request submittal of development plans are to be submitted by April 30, 2019.
- The MERIT Center driving track \$3.1M grant preliminary documents including the declaration have been filed. Final grant agreement is under review and should be submitted to Department of Public Safety and MMB for signature in the near future.
- Criminal prosecution statistics are as follows:

**December:**

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2018	2017 Comparison
Prosecution	3		5	1	11	2	6	28	32
Dismissed									
Non-Prosecution	4				2		1	7	11
Refer to County									

**Economic Development Authority**

- **Parkway III**
  - Herzog Project
    - Troy Johnson said work would be continuing later January.
  - North .57 Acres (approx.)
    - Property has been sold. Closing complete.
- **Housing Sub-Committee**
  - Sub-committee met. Considering a housing survey for the Marshall Area to get updated point-in-time market data due to many moving parts of the housing sector in Marshall. (Broadmoor Valley, Sunrise Court, Herzog Apartments, other for sale and rental units, etc.)
- **Furniture Mart Update**
  - Staff has been providing market information, mapping information, traffic counts, etc. in recent requests to their potential co-tenant considering Marshall. Potential announcements late Spring.
- **tru Shrimp**
  - City Administrator Sharon Hanson and I meet monthly to enhance partnership and keep communication open.
- **Commerce Park**
  - Signage was installed. Staff working on Shovel Ready Site Certification designation which will give us a competitive advantage over other non-designated sites.
- **Red Baron/Sports Commission/Hotel**
  - Shailesh Patel made a formal request to City Council on November 13th for Tax Abatement. The latest update is that City Council has directed staff to prepare a general abatement policy that could

potentially be used by all businesses. Final draft will be presented on January 8th to City Council for consideration.

- **Block 11**
  - Staff have completed preliminary asbestos inspections. Request for Proposals for Redevelopment are now available for anyone interested. Working with Glenn Olson on coordinating demolition estimates to get a better picture of timeline and cost of redevelopment.
- **Sonstegard Subdivision**
  - Staff working with potential interested party on the owned vacant parcel which is being eyed for redevelopment. Wetland Delineation site evaluation is done, waiting on word from Army Corps of Engineers to see if they will claim jurisdiction over this wetland before we can proceed with wetland credit purchase.
- **Tax Abatement**
  - Staff has updated the websites and put a social media push to distribute all of the tax abatement incentives. Staff has received 10 inquiries thus far. Information has also been incorporated into the MLS documents for the Parkway II Listings.
- **Parkway II**
  - Lots are now officially on the MLS. New signage was installed in the subdivision. Info has been posted on social media. Marketing will be ongoing, with an emphasis placed on Spring/Summer marketing. Offer received on 312 Warsaw.

### **Human Resources**

- Staffing update:
  - Applications are currently being accepted for: Maintenance Technician (Parks/RBAE), Maintenance Worker (Public Works), Hazardous Materials Technician (paid-on-call), and temporary employee positions.
  - Interviews: Lead Maintenance Worker interviews are schedule for the week of 12/31/18.
  - Review of applications being conducted: Human Resource Assistant.
  - Conditional job offers: a full-time Police Officer candidate is currently in pre-screening.
- Safety: employees will be trained on AWAIR, Employee Right to Know, and SDS/GHS standards in January. These are trainings required by OSHA on an annual basis.

### **Clerks**

- Annual City Licenses have been issued to all applicant that have turned in their renewal forms.
- Staff continue to work with FEMA representatives regarding the July 3, 2018 event.

### **Finance**

- The 2019 budget, capital equipment and general levy were approved by Council on December 11, 2018. Staff will continue to work on identifying 2019 road improvements and infrastructure costs. Funding sources will be identified in future months with more accurate estimates/bids.
- The Abdo, Eick and Meyer's Long-Term Plan and Debt Study was presented to Council at the 12/18/18 work session. The study is a good starting point to project long term financial goals for the City. Continuous updates will be made when new information is determined.
- Over the next few months the Finance Department will work on closing out the 2018 fiscal year and prepare workpapers and financial statements for the 2018 audit.
- The city decertified TIF District 1-5 on 12/31/18. Staff will be working with Springsted to review new and old districts to ensure accurate reporting are done to the Office of the State Auditor.

### **Assessing**

- Staff is busy reviewing new construction that has occurred during 2018. Also, staff will be reviewing the 131 parcels that reported flood damage back in July to determine if an adjustment is needed for 2019. Staff has been reviewing the sales study and establishing values for 2019 pay 2020, preliminary numbers

show than many areas will be receiving adjustments to property values. Please look for upcoming meeting notices for both the Pre-LBAE meeting (work session) and the Local Board of Appeal and Equalization Meeting in April. Please feel free to stop in prior if you have questions or concerns. Happy New Year!

### **Liquor Store**

- We wrapped up the Holiday season with a 7% increase in sales for December despite Winter weather arriving before Christmas Day and New Year's Eve. Our Team looks forward to a prosperous 2019 with a renewed focus on customer service and product training.
- Work continues on our warehouse organization, inventory levels and physical counts. We hope to be in a better position with this project by the end of January.
- Mark your calendars for the 1<sup>st</sup> annual Valentine Wine Tasting event sponsored by Tall Grass Liquor, Marshall CVB and Bello Cucina, Thursday February 7<sup>th</sup> from 5:30pm-7:30pm. It will be fun filled evening for all. Watch for details coming out soon.

### **COMMUNITY SERVICES**

- No Report

### **COMMUNITY PLANNING**

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

- Over 200 open job files. A new office building on College Drive, Menards warehouse, Unique Opportunities 36-unit apartment building, and Grace Life Church are the largest commercial projects under construction. ALDI store is open.
- Currently revising zoning ordinances as they relate to conditional use permits to ensure compliance with state statute.
- Nearing completion of the City of Marshall Tree Policy. The tree policy is cited in the recently revised landscaping section of our ordinances.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- The first semi-annual newsletter has been sent to all contractors.

### **PUBLIC WORKS DIVISION**

#### **Engineering**

- Project Z47: Commerce Industrial Park- All utility work is complete. The contractor has installed fabric, gravel and curb and gutter on Michigan Road. Work remaining for spring 2019: Michigan Road street paving, Northeast Pond subsurface drainage, final shaping/seeding around Michigan Road, and final shaping/seeding in the Northeast Pond drainage ditch. Farm leases are being prepared for 2019-2021.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor sidewalk paving and complete final seeding between C Street and the Redwood River bridge near Hamden Drive.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor concrete work for drainage facilities and final grading and seeding.

- Stormwater Study – Work is progressing on the stormwater study by Bolton & Menk for the area including Buffalo Ridge Concrete, areas along Burlington Northern Railroad Tracks from TH 19 to Parkway III due to the significant recent flooding in the area and potential development in the Parkway III area.
- TH 23 and Lyon J-Turn Mn/DOT Project- Work is substantially completed. Landscaping items remaining for spring 2019.
- MERIT Center Phase 2- Project is in design phase. Preliminary layouts and soil studies are underway.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
  - Country Club Drive Utility Replacement project; water, sanitary sewer, storm sewer from a point approximately 200' west of 4<sup>th</sup> Street to 2<sup>nd</sup> Street.
  - Superior Rd/Huron Rd Reconstruction project: water, sanitary sewer, storm sewer, and street reconstruction on Superior between Huron Rd and Erie Rd and on Huron Rd between Hwy 59 and Superior Rd. At this point in time staff will be completing design work as a total reconstruction project, knowing that the scope may later change by Council direction to utility-only work.
  - Hahn Rd Storm Sewer Reconstruction project: replacement and addition of storm water facilities and a ditch cleaning effort to improve drainage and help reduce localized street flooding in the area.
  - UCAP Transit Bus Shelters: Design continues for the installation of UCAP bus shelters at 3 locations; S. 4<sup>th</sup>/Stephen Ave, N. 4<sup>th</sup> between Redwood and Lyon, Birch Avenue between Mustang Trail and Village Drive. Project includes new sidewalk at all 3 locations, nearby ADA ramp reconstruction, and a street bump out at S. 4<sup>th</sup> to allow buses to pull off street. Project is a partially grant funded and coordinated effort between City and UCAP Transit.
  - East Lyon Street Paving Project: pave East Lyon Street from Hwy 23 to a point approximately 750-FT east of Hwy 23.
  - 2019 Mill & Overlay Project
  - 2019 Chip Seal Project
  - Other alley projects. Interest from two neighborhoods for alley improvements.
  - River slope stabilization projects near the flood protection levee west of town and street protection projects at Bladholm and High Streets
  - Parking lot projects as directed by Council at a later date (Rose Lot and/or Addison Lot).
- Nearing completion of an ADA self-evaluation of sidewalk pedestrian ramps at city intersections in the City of Marshall. The self-evaluation inventory will be included with the city ADA transition plan for city rights-of-way. An ADA transition plan is a required document if the City wishes to be awarded federal and State funding for future construction projects. Our transition plan is currently being developed.
- Currently reviewing State Aid roadway network. We are reviewing street mileage in the city and with recent changes to the State Aid funding mechanism, we are evaluating the efficacy of the current State Aid network and reviewing for possibility of proposed changes and additions.

### **Building Maintenance**

- No report.

### **Street Department**

- Cleaning up after the significant snowfall of December 1.
- Staff review of Light Up The Night parade.
- Tree trimming.

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

- No report.

### **Wastewater**

- Electrical repairs.
- Cleaning sewers.

- 290 work orders completed in the last 30 days.
- We met with Bolton & Menk on the Plant Upgrade project. A lot of design issues were worked out. We are hoping to have design complete and bid in February. A presentation to Council will be scheduled in early January to review the project.
- MMU's funding for the Water Treatment Plant is on hold. The State of Minnesota has had a lawsuit issued against them for the funding source approved to fund PSIG Grants this year. The Legislature approved funding from the Environmental and Natural Resources Fund. The group suing the State says this is unconstitutional and that fund was not set up for this style of program. We are hoping the Legislature takes this up right away and bonds for these projects in 2019.
- Pump maintenance.
- Working on 2018 Annual Reporting to several Agencies.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to nineteen (19) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (16)
  - Fire; Structure (1):
  - Medical Assist (0)
  - Vehicle Accident (2)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 891 calls for the month of December. These calls required a total of 597 hours of obligated time to investigate these complaints. 129 criminal offenses were reported with 65 (50%) of the cases being cleared. A total number of 62 adults and 3 juvenile arrests were made.

### **OFFICER'S REPORT (DECEMBER)**

- Alarms, Fire (16)
  - Alcohol involved incidents (3)
  - Assaults (7)
  - Assault, Domestic (13)
  - Burglaries (5)
  - Criminal Sexual Conduct (1)
  - Damage to Property (9)
  - Keys Locked in Vehicles (34)
  - Loud Party (7)/ Public Disturbances (5)
  - Thefts (20)
  - Traffic Related Complaints (259)
  - Train complaints (0)
  - Vandalism (8)
  - Warrant Pickups (14)
  - Welfare Checks (15)
  - Weapons Involved (0)
- Three DWI arrests were made during the month of December.
  - In four domestic assault cases, the suspect was arrested for domestic assault and held for a court hearing.
  - Of the twenty thefts reported, five of incidents were thefts from motor vehicles. Most of the remaining cases involved thefts from local businesses.

Officer John Espinoza has successfully completed field training and has been moved into the shift rotation and is filling shifts. Officer Benjamin Kelly has started step 1 of field training and has an anticipated completion date of March 22<sup>nd</sup>, 2019. A conditional job offer has been made and accepted to fill the upcoming AVERA position that was recently approved. The candidate is in the pre-screening process which includes the medical and psychological testing phases.

### **DETECTIVE REPORT (DECEMBER)**

- Two reports of counterfeit U.S. currency were received. A Marshall resident reported finding several fake \$100 bills on the ground near her mailbox. The second report was of \$1500 in fake currency accepted at a Marshall business. Whoever passed the bills at the business then exchanged the merchandise at a store in Redwood Falls and received a real money refund. No leads.
- A case of check forgery was reported where numerous checks were written on the account of a Marshall man by his ex-wife. Charges were denied by the county attorney's office.
- A customer's pickup was stolen from a Marshall dealership. As of this date it has not been recovered.
- A Marshall man reported someone used his credit card number to make purchases online. Total loss was about \$550. The case is under investigation.
- A Marshall home health care agency reported that a client reported unauthorized transactions on her credit/debit card. Investigation showed an employee of the agency was responsible. The employee was interviewed and admitted guilt. The case was sent to the county attorney's office for charges.
- A Marshall landlord reported that his property manager had been stealing tools and other equipment. Manager acknowledged that he was holding onto some of the property until he got paid. Investigation showed this was a civil matter between the landlord and manager. No further action taken.
- The theft of a vehicle and a loaded firearm was reported and investigated. The vehicle turned up in Marshall and the thief was identified and arrested. Charges of auto theft/DUI/and Felon in Possession of a Firearm are pending.
- A burglary of a Marshall business was reported. Someone smashed out a window and climbed in and stole an envelope with cash from the office. No leads.
- A Marshall apartment resident reported someone kicked in her front door, damaging the lock mechanism and frame. Nothing appeared to have been taken. No leads.
- A Marshall woman reported being scammed out of \$1500. She responded to a phone call purporting to be from a Washington DC police officer. He told her there was a warrant out for her arrest and that if she purchased Google Play cards and gave him the numbers, she could avoid being arrested. This is a wide-spread and on-going scam popular around the country.
- A Marshall woman reported being scammed out of \$17,000. She responded to a call purportedly from Microsoft informing her that her computer was infected with pornography. They told her they would be able to remotely remove the images for a fee. She purchased \$17000 in Google Play cards and gave the numbers to someone on the phone. After thinking this might be a scam, the victim tried to call the number to demand her money back but has been unable to reach anyone. This case is under investigation.
- A Marshall woman reported her teenage daughter was contacted by a man who requested she post pictures of herself wearing shorts in suggestive poses. Investigation was unable to identify the male.
- Another Marshall girl reported being contacted online by a man asking if she would be his "sugar baby" in exchange for money. She blocked him, and investigation was unable to identify the man.
- A criminal sexual assault was reported at the college between acquaintances. The case is currently under investigation.
- A Marshall man was investigated for Felon in Possession of Firearm. Photos of him on social media showed him posing with firearms. The case was sent to the county attorney for charges.

- A Marshall man reported being defrauded of \$800. He said he sold a phone over eBay to a man in South Carolina. After shipping the phone, he was informed by PayPal that this was not a legitimate transaction and they had received no money from the buyer. The case is under investigation.
- A Marshall woman reported receiving disturbing videos of dismembered bodies, guns, and people being shot. These were accompanied by demands for money or the same thing would happen to her family. This appears to be a scam. No leads.

#### **CHEMICAL ASSESSMENT TEAM (CAT)**

- The CAT Team has been working on identifying training needs that will be submitted to the Hazardous Materials Emergency Planning Grant committee. These funds will help off-set required training expenses.

#### **MERIT CENTER**

- During the last month the MERIT Center hosted a variety of training/events. These events included an employer group meeting, emergency management course, leadership training for MN West, law enforcement officer training, an AMEM training course, mental health crisis training, a legislative town hall meeting, fire service training, agricultural leadership training, CDL exams/maneuvers, a DNR training class and driver's education.
- The MERIT Center was utilized 36 out of the last 40 business days with 664 people attending these trainings/events.
- The MERIT Center ran a basic pump operations course for the fire service on November 17<sup>th</sup>.
- MERIT hosted three, 2-day Mental Health de-escalation and cultural diversity training courses for members of Lyon, Lincoln and Murray counties.
- A 3-day Drug Interdiction for Rural Areas training for law enforcement was held at MERIT on Dec. 5-7 with 50 officers from 24 different police departments/counties.
- MERIT hosted a Legislative Town Hall meeting on Dec. 13<sup>th</sup> with approximately 45 community members in attendance.