



MARSHALL

CULTIVATING THE BEST IN US

MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: April 14, 2020

SUBJECT: Administrative Brief

CITY ATTORNEY

- We are continuing Helena property discussions with the Environmental Investigation Unit. Soil borings were taken and will determine what remediation is necessary for chemical clean-up process. Still expecting purchase closing to happen late 2020 – early 2021.
- I am continuing to work with staff for liquor ordinance and tobacco ordinance changes. I plan to meet with L&O committee to review changes.
- Upcoming Planning Commission meeting will address proposed plat for Buffalo Ridge Concrete Addition. The platting is necessary for preliminary step to address the area flooding by a retention pond.
- I am continuing to address downtown parking issues and will be meeting with Cornerstone Church Board of Trustees to discuss parking options.
- Criminal prosecution numbers for March are as follows:

March:

| | ASSAULT | OPF VIOL. | DWI | OTHER ALCOHOL | TRAFFIC | THEFT | OTHER | TOTAL 2020 | 2019 Comparison |
|-----------------|---------|-----------|-----|---------------|---------|-------|-------|------------|-----------------|
| Prosecution | 2 | 1 | 5 | 3 | 5 | 1 | 7 | 23 | 25 |
| Dismissed | | | | | | | | | |
| Non-Prosecution | | | | | 2 | 2 | | 4 | 4 |
| Refer to County | | | | | | | | | 1 |

ADMINISTRATION

- The coronavirus event has resulted in tremendous time in discussions, planning, action items. A timeline of the pandemic was provided to Council via email.

- **The key areas of reaction and planning has been**
 - support for Avera/health care systems
 - Jim Marshall has been the key contact for Avera and has done a lot of work in this area, much of what is not detailed below
 - Support for our health care systems has been a national and state emphasis, it is not just a local reaction or push
 - human resource implications-employee guidance and communication, review of federal and state employee programs
 - Many staff meetings and memos
 - Closure of facilities, reduction of programs, changes in operations
 - economic development-effect on business, serving as a resource
 - Review of federal programs, working with Chamber and communication with banks/business owners daily
 - Communication-many press releases, videos, interviews, written communication
 - Led by Mayor, supported by staff

Economic Development Authority

- Attached is the updated timeline for Block 11.
- Lauren Deutz, EDA Director started March 24th.
- Staff are attending webinars almost daily regarding COVID-19 related economic development tools and resources.
- Staff developed a local COVID-19 Emergency Loan Program for our small businesses which was approved by the EDA board on 4/8/20 and will be rolled out on 4/10/20.
- Join the Marshall EDA, on Friday, April 10th for an emergency loan fund training starting at 9 AM. Programs covered during this webinar will include SBA Economic Injury Disaster Loan (EIDL), DEED Minnesota Small Business Emergency and the Paycheck Protection Program (PPP). We will be unveiling the new Marshall Economic Development Authority COVID-19 Emergency Loan Program which will be available to local businesses starting Friday. register online below at marshallmn.org. Spots are limited to the first 100 registrants.
 - **Webinar Presenters:**
Christine Fischer- Small Business Development Center
Scott Marquardt- Southwest Initiative Foundation
Chad Drake- Bremer Bank
Marcia Loeslie and Lauren Deutz- Marshall EDA
- Staff is filling annual kiosk advertisements on the downtown kiosks.
- Staff is assisting on updating the new city website.
- Staff is continuing to compile COVID-19 resources to distribute.

Human Resources

- Staffing update: The spring round of firefighter testing has been initiated. The testing process will be completed on April 9, at which point the selection decisions will be made and pre-employment screening will be initiated. We have three finalists for the firefighter positions. Due to an upcoming retirement at our wastewater facility, we are also accepting applications for the position of Laboratory Specialist until April 10th. Staff interviewed and is performing

reference checks on a candidate for the Assistant City Engineer position. We received one application for this position.

- Safety training: maintaining compliance with OSHA regulations and keeping our employees safe/protected is of critical importance to the City. Our consulting partner, MMUA will continue to provide safety services to the City via *remote* tools. We continue to have the ability to conduct monthly trainings in accordance with our annual curriculum of courses, and we have the ability to connect with our consultant, Jordan St. Clair, by phone, email, or video conferencing for any questions/concerns that arise. The training topic for April is Hearing Conservation Program, which is an OSHA mandated course on an annual basis for select personnel.
- Families First Coronavirus Response Act (Act): HR/Payroll staff have been closely reviewing information regarding the emergency paid sick leave and emergency medical and family leaves provided under the Act. Information is being rolled out to employers “piece-meal” from the DOL and IRS. The City is compliant with the notice and posting requirements and has developed forms for employees to request leave benefits under the Act. Staff will remain diligent in attempting to obtain required documentation in determining employee eligibility. HR /Payroll will work closely with employees and their supervisors in administering these leaves.

Clerk

- Transitioned staff with equipment to help ensure telecommunication.
- Ongoing work with our Technology Consultant, Brian Hart, The Computer Man, INC. to provide additional equipment and services to staff working remotely. Continuing to work with our Audio-Visual consultants, Tierney Brothers, on a better solution for teleconferencing from city offices.
- Reviewing recently release guidelines from MN HSEM and FEMA for Coronavirus (COVID-19) Pandemic reimbursement.
- Working with staff on continuing to track and consolidate all COVID-19 related time, expenses, projects, etc.

Finance

- Audit fieldwork was the week of April 6th. The auditors will be auditing remotely since travel has been restricted due to the COVID-19. This isn't ideal for a first-time audit but so far communicate is going well.
- Migration to InCode 10 is still planning to take place the week of April 20th.
- 2020B Bonding for 2020 capital projects and equipment is underway. A public hearing will be held April 14, 2020 to begin this process.

Assessing

- No Report

Liquor Store

- March 2020 financials compared to March 2019: Sales +40% up \$164,000, Ticket Average +\$7.01 up 25%, Customer Count +1633 up 10.86%. A very strong month of positive financial numbers due to the current health situation that the nation/state is experiencing. The trend for April has also been positive for the first week. The closure of local on-sale establishments coupled with consumer uncertainty has brought in additional traffic and above average ticket purchases.
- On March 30th, adjustments were made to our customer check-out process and store shopping hours. Plexiglass barriers were installed that allowed us to do a contactless scanning and payment process. This protects both our employees and customers in the service process and keeps the social distancing requirements. Our current store hours of 10am-8pm Mon-Sat. and Sun 12noon-5pm allow our employees to clean, sanitize and stock products when customers are not in the building during the 8am-10am time frame and again from 8pm-10pm.
- Overall liquor operations have continued move ahead with the increase in traffic and adjustments to service. We've had help from the Red Barron staff during this past spike in sales that has been appreciated! We'll all get through this together! Stay Healthy!

COMMUNITY SERVICES

- The Red Baron Arena & Expo remains closed to the public indefinitely. Staff have removed both sheets of ice and continue sanitizing the facility along with routine seasonal maintenance. Various employees have been shifted twice a week to Tall Grass Liquor to assist with the additional customer flow.
- The Adult Community Center remains closed. Staff is working remotely. Daily & Weekly check-in calls are made to members. Staff is also assisting the YMCA with check-in calls for homebound seniors. Meals on Wheels continues operation, delivering between 50-55 meals daily.
- Parks staff continues to prepare for spring/summer. No parks have 'officially' opened during the Stay at Home Executive Order – minimal foot traffic has been observed during our 50+ degree days. Progress on such projects as the Archery Range, Freedom Park Restroom/Shelter and Veterans' Memorial Final Phase is limited due to Stay at Home Order restrictions.
- Studio 1 TV staff continues to keep the public updated on the daily changes that are occurring during the pandemic. Staff have also been extremely proactive and resourceful in guiding employees and Council through teleconnections while adhering to Social Distancing guidelines.

- All Community Education and Recreation activities have been suspended through May 4th. Internal staff are working remotely on offerings for Summer 2020.
- SW Adult Basic Education offices are closed – consistent with Marshall Public Schools through May 4th. Some distance learning is taking place with various instructors.
- The City of Marshall Aquatic Center Community Café public input meeting scheduled for Thursday, April 30th has been postponed indefinitely.
- Community Garden Plots will be accessible on Monday, April 27th (weather permitting).

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Almost 400 open job files. UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- Reviewing all City buildings for ADA-compliance is near completion - part of a self-evaluation process for inclusion in a City ADA Transition Plan.
- 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 Z72: Hahn Road Storm Sewer Project – Final change order and pay request on 04/14/2020 City Council agenda.
- UCAP Transit Bus Shelters: Contract was awarded to HCI construction with an anticipated 2020 start date.
- Project Z75 South 4th Street: Bids to be received 04/10/2020 with recommendation of award on 04/14/2020 City Council agenda.
- 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

- Street sweeping. Done the whole town once except for State highways which are to be done on April 7th and 8th.
- Cleaning winter equipment and putting away for the season.
- Tree trimming for three weeks.
- Pothole patching
- As weather permits we will be starting to do street painting.

Airport/Public Ways Maintenance

- Maintenance on winter equipment.
- Fixing Nav-aids. Runway lights, signs.
- Cleaning/Maintenance on T-hangers.
- Getting summer equipment ready.
- Ordering turf chemicals.
- Fixing chain link fence at the Airport and Merit center from heavy snow loads.
- Getting specs ready for Arrival/Departure building roof repairs.

Wastewater

- Cleaning sewers.
- Plant repairs.
- Magney has finished removal of the Trickling Filter media and is working on grouting floors of the Biosolids tank.
- Getting ready to send Sump Pump Permit letters out to schedule tagging them outside for summer.
- Updating our Emergency Procedure Manuals.
- 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 thirteen (13) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (4)
 - Fire; Structure (3):
 - Medical Assist (4)
 - Vehicle Accident (2)

- In one of the house fires reported, the house was a complete loss. There were no human injuries, but a family dog did perish from the fire. This fire is under investigation by the State Fire Marshal. In another incident the Fire Department assisted the Marshall Police Department in venting out an apartment that was gassed by the BLR ERU. An adult male was taken into custody without further incident or injuries.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 674 calls for the month of March. 86 criminal offenses were reported with a total number of 31 adults arrested.

OFFICER'S REPORT

- Alarms (0)
 - Accidents (24)
 - Alcohol involved incidents (3)
 - Assaults (2)
 - Domestic Assaults (10)
 - Burglaries (4)
 - Criminal Sexual Conduct (2)
 - Damage to Property (10)
 - Keys Locked in Vehicles (30)
 - Loud Party (3)/ Public Disturbances (6)
 - Thefts (19)
 - Traffic Related Complaints (101)
 - Vandalism (2)
 - Warrant Pickups (7)
 - Welfare Checks (27)
- In one incident, officers were attempting to execute a search warrant, when the adult male subject brandished a long gun at the officers. The BLR ERU was called out to assist with making the arrest. The Marshall PD officers attempted to negotiate with the subject until he would no longer communicate with the negotiator. The BLR ERU utilized tear gas to extract the suspect from his apartment. The subject was taken into custody without further incident. The subject was charged with numerous felonies and misdemeanors.
 - Domestic Assaults remain high this past month.
 - In an effort to lessen the spread of COVID-19 within the police department, modifications have been made to our current schedule. The officers will be working 12-hour shifts, seven days on and seven days off. This is to help reduce cross contamination of officers with our existing rotating shifts. Officers will be working with the same officers, instead of having contact with all personnel. An added advantage to this schedule is that it would allow recovery of seven days if an employee happens to become ill during their scheduled days.

PERSONNEL/OTHER

- Officer Popowski has returned to full duty after her accident. Officer Sandgren remains on maternity leave.

DETECTIVE REPORT

- A theft of a package was reported. Party reported someone stole a UPS package containing \$5,000.00 worth of medication off her front steps. No leads.
- Several rental storage units were broken into and items were taken, including a computer, clothing, and DVD movies. The units had their locks cut off. A similar incident happened the previous month at a different storage unit in town but, in that case, nothing appeared to have been taken.
- A Marshall woman reported someone used her credit card to make a purchase of \$239.00 at a beverage depot in Illinois. The case is under investigation.
- A Hanley Falls, MN woman was interviewed after coming in and reporting she was sexually assaulted 20 years ago when she was five years old. As the interview proceeded, it became apparent the sexual assault occurred in Hanley Falls. A recorded statement was taken from the victim and the case was sent to the Yellow Medicine County Sheriff's Office for reviewal and possible additional investigation.
- A Marshall accounting firm reported someone electronically withdrew over \$12,000.00 from their bank account. The case is under investigation.
- An assault was investigated where the victim received broken vertebrae, in addition to cuts to his head. A 59-year-old Marshall man was arrested and charged with 3rd degree assault.
- A case of check forgery was reported by Sleepy Eye PD. A man there had his checkbook stolen and numerous checks were written all over Minnesota, primarily at Running's stores, totaling over \$3,700.00. Detectives have been working with investigators in the other jurisdictions to try and identify the suspect.
- A woman from New Mexico reported someone in Marshall was using her name, date of birth, and Social Security number for employment at a Marshall manufacturing plant. The case is under investigation.
- A Vulnerable Adult female reported someone stole \$1,200 in cash from her apartment. A possible suspect was identified. The case is under investigation.
- A case of credit card fraud that happened in 2018 was reported by the Yellow Medicine County Sheriff's Office. A stolen credit card was used at various locations, including in Marshall, and one suspect, a Marshall resident, was identified. The case remains under investigation.

MERIT CENTER

- In the last month the MERIT Center has hosted a variety of training/events. Some of these events include CDL training utilizing the track, driver's education training, leadership meetings, fire service training, medical and safety training.

- On March 3, D&G Excavating held safety & excavation training for 71 employees
- The MN Propane Association conducted training for 46 employees on March 4
- City of Marshall conducted EOC Training for 11 employees on March 5
- On March 10, Southwest Healthcare Preparedness Coalition held a leadership seminar. 68 participants attended this seminar
- SW Utility Coordinating Committee conducted Damage Prevention training at MERIT on March 13 with 72 attending
- The MERIT Center was utilized 26 out of the last 31 days and had 276 participants at these training/events

**Note: as of March 24th, classes/events of more than 10 people have been canceled