

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

FROM: Sharon Hanson, City Administrator

DATE: February 9, 2021

SUBJECT: Administrative Brief

CITY ATTORNEY

- I am finalizing the completion documents for Phase 2 of the Unique Opportunity Development and working towards initiating Phase 3.
- I am working toward the completion of land sales to both BEST TOPSOIL LLC, and Border States.
- Criminal prosecution numbers for January are as follows:

January:

| | ASSAULT | OPF VIOL. | DWI | OTHER ALCOHOL | TRAFFIC | THEFT | OTHER | TOTAL 2020 | 2019 Comparison |
|-----------------|---------|-----------|-----|---------------|---------|-------|-------|------------|-----------------|
| Prosecution | 5 | | 2 | | 3 | 3 | 4 | 17 | 21 |
| Dismissed | | | | | | | | | |
| Non-Prosecution | | 1 | | | | | | 1 | 2 |
| Refer to County | | | | | | 1 | | 1 | |

Administration

Continued discussions and meetings on City Hall construction. We still anticipate the building construction to be completed 1st week in May. We have notified SMSU of our proposed leave date of May 31 to allow for time to move staff and furniture back to City Hall. In addition, security and IT needs, which we have under contract directly from the City, will need to be finalized prior to move in date. Staff have been reviewing City Hall furniture needs and a review and recommendation by the City Hall Committee will be brought forward hopefully at the February 9th City Council meeting. The Aquatic Center pool RFP has been finalized and posted on the city's website and the League's website. Director VanDerMillen has received multiple calls seeking interest in the RFP. Attended Marshall School District mtg to discuss closing of the MATEC daycare. This topic is extremely important to our community in terms of workforce, supporting families and our employers. The School

Board meets on Tuesday Feb 16th to decide the future. The City hopes to schedule additional meetings between now and that meeting to explore all options.

Attended virtually Coalition of Greater MN Cities Board meeting—discussed legislative priorities, future meeting/education dates. I will provide materials once they are posted/shared with everyone.

Attended virtually the MN City/County Managers Association Winter Workshop. Discussed 2020 challenges, change and the Workshop allowed for small group interaction which was helpful in terms of meeting other fellow City Administrators.

Many conversations and meetings with staff on multiple city work areas.

Economic Development

- Staff is working with two local businesses on expansion projects.
- Staff is finalizing a land purchase with Action Companies.
- 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 completing the Marshall Resiliency Grant.
- Staff is working with Studio 1 on video marketing series.
- Staff is meeting with Marshall Public Schools on CTE/workforce development.
- Staff is drafting 2020 annual report.
- Staff is completing daycare study for Marshall Public Schools
- Staff is working with management company on Super 8 property.
- Staff is working with management company on Market Street Mall.

Human Resources

- Staffing update: the application period closed on 01/25/21 for the CS/ADM Administrative Assistant position; interviews have been scheduled for February 11th and 12. Applications are now being accepted for a wide variety of community education/recreation positions as well as seasonal Public Ways Maintenance and Parks Maintenance positions---getting ready for Spring seasonal hiring!
- Safety program: February is CPR/First Aid and AED training.
- W2's have been mailed/distributed. ACA Notices (1095's) will be distributed soon.
- Staff are completing review of the seven proposals received for a Class and Comp Study. The proposals present wide variation on study methods and service levels. Staff will be bringing proposals to the Council for consideration shortly.

Clerk

- Continuing to establish the framework for the Diversity, Equity, and Inclusion Commission
 - Received approximately 25 applications for appointment for the DEI Commission
 - Drafting bylaws for the Commission's consideration
- Recovery Transition Meeting for the 2019 Declared Disaster (Flooding) with FEMA will occur on 2/16

- **Community Services**

- **ADULT BASIC EDUCATION**

- Office hours/class formats changed beginning Monday, January 11th. English classes will be held in person Monday through Friday from 9-11 am. SW ABE Office hours will be M, W, and F from 8:30-11 am and Th from 8:30-9 and 10:15-11 am.

- ABE was recently awarded a \$25,000 grant from the Otto Bremer Trust to create new curriculum for ESL, employability skills, and digital literacy in 4 different languages.

- **ADULT COMMUNITY CENTER**

- In-person activities resumed as of January 5th. Social distancing and safety protocols are still being practiced. Staff will continue monitoring activity with cautious optimism towards additional programming in February & March. Barb Lipinski, Coordinator, was recently recognized for her 25 years of service to the City of Marshall.

- **COMMUNITY EDUCATION**

- Amanda has been working collectively with several community stakeholders in presenting the third annual Cultures on the Prairie of Southwest Minnesota Conference (Tuesday, February 23rd). The entire conference will be delivered virtually

- Driver Education and Behind the Wheel instruction has restarted with classroom instruction being delivered virtually. Sessions for 2021/2022 have been released to the public.

- **PARKS**

- Staff is currently preparing for two upcoming projects: 1) Adding a Restroom/Shelter at Patriot Park located on Windstar Street. (Currently the City provides a portable rental unit). 2) Implementing some inclusive playground amenities surrounding the new playground at Independence Park.

City Administrator Sharon Hanson will give our Advisory Board members an update at our April meeting regarding the status of the Aquatic Center project

- **RECREATION**

- Cam continues to adjust programming to meet the ever-changing requirements for safe recreational activities. Youth registrations have been steady and limited to individuals from the Marshall community only.

The Sticks & Stones Hockey & Curling Tournament is scheduled to take place at the Red Baron Arena on March 5th & 6th. This is becoming a popular annual adult event that the community has embraced.

- **STUDIO 1 TV**

With hockey events being permitted to take place at the Red Baron Arena, staff has been working daily to keep up with live streaming events for the public due to limited attendance restrictions. Along with MAHA, Ice Dogs and Tigers hockey, Studio 1 TV continues to cover and provide access to Marshall High School basketball & wrestling teams throughout their modified seasons.

Finance

- 2020 Audit – Staff have begun audit prep for the 2020 Audit, which will take place in April of 2021. The auditors will be on site in March to do preliminary testing.
- 2021 Bonding – A work session will be scheduled in February to review capital items and the City's long-term plan. The bonding process will begin at the February 23rd council meeting.
- Policy Work – Finance staff will be working on updating the purchasing policy to present to the council at a future date.

Assessing

- All should have received calendar appointments for the following
 - Pre- LBAE workshop – March 23rd, 4:00pm, Merit Center/Zoom
 - Local Board of Appeal and Equalization – April 19th, 5:30pm, Library
 - LBAE Reconvene. – April 27th 5:00pm, Merit Center/Zoom
- Staff is completing value changes based on our sales analysis. Those changes will be discussed and reviewed at the March 23rd Meeting.
- Continue to work on Tax Court Cases, we have recently settled the Tax Court Case with Super 8 and Menards. There are two additional cases that are currently active and two cases we are still awaiting scheduling orders
- We are still seeing low inventory in Marshall for residential homes for sale. This, along with low interest rates, and newly founded teleworking options are contributing to strong sale prices.
- Continue to support other departments as needed. The transition with the Assessing Technician and EDA Assistant has been going smoothly.
- Staff is encouraged for Spring and the opportunity to move home (City Hall)

Liquor Store

- January Financials: Sales \$481,617 + 28%, Customer Count 14,811 +9.9%, Ticket Average \$32.52 +%16.81. Another strong month for all financials. The increased sales trend has continued along with customers stocking their pantries with more product and larger package sizes.
- The staff has been 'catching up' with some of the cleaning, dusting and warehouse organization tasks during the month.
- Preparations have begun to implement an online ordering system that will integrate with our Point of Sale System. When completed, customers will be able to order through our Tall Grass website, pay through the website and pickup curbside.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 300 open job files. UCAP Headstart new building, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction but issued temporary Certificates of Occupancy 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 – Duinck 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 – Bids opening on 2/5/21 at 10 a.m. Contract Award will be brought forward at the 2/9/21 Council meeting.
 - Project Z83: James/Camden – Contract is currently advertising. Bids opening on 2/19/21 at 10 a.m. Contract Award will be brought forward at the 2/23/21 Council meeting
 - RFP for S. 4th St/Country Club Intersection study – RFP has been sent out. Proposals are due 2/12/21 at noon. Engineering staff will evaluate proposals and bring a recommendation for award at the 2/23/21 Council meeting.
- **Policy Updates**
 - MS4 General Permit
 - The new MS4 General Permit application is due in April. Engineering staff is working on preparation of the application including a “renovation” of the existing MS4 program including policies, procedures and ordinances to achieve compliance with the new General Permit requirements.
 - 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 building plumbing, fencing, door replacement, and large ATAD pump and valve replacement.
- 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, PFAS, Lake Pepin TMDL.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twelve (12) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (8)
 - Fire; Structure (3)
 - Medical Assist (0)
 - Vehicle Accident (1)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 555 calls for the month of January. Seventy-one (71) criminal offenses were reported with a total number of twenty-eight (28) adults arrested and one juvenile held.

OFFICER'S REPORT

- Alarms (11)
- Accidents (29)
- Alcohol involved incidents (1)
- Assaults (5)
- Domestic Assaults (13)
- Burglaries (1)
- Criminal Sexual Conduct (4)
- Damage to Property (2)
- Keys Locked in Vehicles (33)

- Loud Party (4)/ Public Disturbances (6)
- Thefts (14)
- Traffic Related Complaints (50)
- Vandalism (0)
- Warrant Pickups (11)
- Welfare Checks (24)

PERSONNEL/OTHER

- Police/city personnel have assisted the State of MN with the pilot vaccination site held at the Marshall Middle School. Two more follow-up sites will be held at the same location by the MDH and assistance will be given to provide site security and traffic flow.
- Assistance will also be given to our local health care provider, AVERA Regional Medical Center, with their vaccination site.
- The two surplus squad cars that have been replaced were sold on the State of MN Auction site. \$16,725.00 was the total received for the vehicles.

DETECTIVE REPORT

- A Worthington man was arrested on Controlled Substance Crime charges following the investigation of a disturbance call at a Marshall motel. Approximately 30 pounds of marijuana, 1341 grams of THC wax, 26 packages of marijuana edibles, 175 prepackaged marijuana cigars, and \$18,640 in cash were seized after the execution of a search warrant of the man's motel room. The Brown-Lyon-Redwood-Renville Drug Task Force assisted in this case.
- A Marshall man was arrested on Controlled Substance Crime charges after being found in possession of approximately 2 ½ pounds of marijuana.
- A Marshall man was arrested and charged with felony possession of stolen property after an investigation of a theft of a check from the mail. A multi-county investigation involving mail theft, check forgeries, and identity theft is active and additional charges are possible.
- The death of a 63 year old Marshall man found outside his home during a blizzard remains under investigation pending receipt of the final autopsy report. No foul play is suspected and there is no danger to the public.
- Four cases of criminal sexual conduct were investigated in the month of January. Two of those cases have been cleared, one case remains under investigation, and one case was determined to be a false report and was forwarded to the Lyon County Attorney's Office for falsely reporting a crime charges.
- Four theft by swindle cases involving scams are under investigation. The scams included an unemployment insurance benefits scam, a scam where the victim was told that their Apple iPhone was infected, a real estate scam, and a scam where the victim was told their computer was infected.
- Three assaults and six theft cases were investigated during the month of January.
- Four cases of check forgery are under investigation. Two of the cases involve forged checks passed in multiple jurisdictions. A case of the issuance of dishonored checks in the City of Marshall is also under investigation.
- Two cases of voter registration fraud were investigated. One case is cleared and the other remains under investigation.

- A residential burglary was investigated and the case was forwarded to the Lyon County Attorney's Office for charges.
- 26 child protection reports and 1 report from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Detective Kaylynn Sandgren joined the Detective's Division with her promotion on January 4th.

MERIT CENTER

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings/planning.
- The Department of Public Safety continues to utilize the driving track and skills pad for CDL exam testing. There were 13 exams completed on the track in January.
- Meier Electric conducted safety training at the MERIT Center on Jan 18th.
- Beck's Hybrid hosted their PFR insights training at the MERIT Center on Jan 20th. 24 participants attended this event.
- MN West conducted a CDL Preparation Course, Automated Systems course and a trained medical aide class in January.
- The MERIT Center was utilized 18 out of 30 days in January with 151 participants attending

EMERGENCY MANAGEMENT

- The Department of Public Safety continues to hold weekly briefings on Mondays and Fridays with all the CLEO'S (Chief Law Enforcement Officers) in the state. These meetings are conducted at the State Emergency Operations Center and cover a variety of topics related to COVID-19 response and issues related to public safety.
- Recent meetings with CLEO's regarding the response to upcoming trials in the Metro and possible out-state assistance have been started.
- Many meetings were held with the Minnesota Department of Health and their leadership team for the Marshall vaccination site. A total of 2,314 vaccines were dispersed to those who were able to register through the Primary Bio site created for the State of MN.