



MEMORANDUM

TO: Honorable Mayor and Members of the City Council; City Staff
FROM: Sharon Hanson, City Administrator
DATE: July 9, 2019
SUBJECT: Administrative Brief

CITY ATTORNEY

- Continue to negotiation with reps from Charter/Spectrum regarding a few unresolved issues with the franchise agreement. We hope to have that resolved within the next two weeks.
- Waiting to hear back from Minnesota attorney on Helena property acquisition purchase agreement.
- We are starting to assemble ordinance amendments to be review by L&O on July 22. Kyle Box is providing draft ordinances for review and comment.
- All documents related to Anderson Addition plat have been filed and recorded.
- We concluded the sale of lots in Parkway Addition II to UCAP. We hope to see construction of homes yet this summer.
- The sale of property at 620 W. Main Street has been concluded. Purchase was made by Tom Pearcy. Fees and charges due to City will be collected with real estate taxes.
- EDA is considering several applications for assistance with updating building façades for local businesses.
- Criminal prosecution statistics for the months of May and June are as follows:

May:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	2	1	2		9	6	4	24	37
Dismissed									
Non-	6	1	1		1	1	4	13	16

Prosecution									
Refer to County									1

June:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	3	1	4		9	1	2	20	26
Dismissed									
Non-Prosecution							1	1	7
Refer to County									1

ADMINISTRATION

General Administration

- Met with RMS, MMU’s contracted network service provider, to discuss technical aspects of City network, security and future needs.
- North Star, the City’s contracted branding and messaging firm was in Marshall the week of June 11. They conducted many interviews with business and community leaders. They also met with the City of Marshall Branding/marketing committee to discuss the project as a whole. They were given a tour of Marshall by several members of the community, including Mayor Byrnes. CVB Director Lauren Deutz completed a lot of the legwork in setting up community interviews and guiding North Star on their visit while in Marshall. A community-wide survey will be distributed in mid-July.
- Met with SMSU and staff regarding temporary space for employees when City Hall renovation begins.
- Met with Schwans key personnel to receive an update on Schwans/CJ merger.
- Met with MAHA on Red Baron parking lot.
- Mayor, staff and I met with MPCA Commissioner Bishop and her staff to establish lines of communication related to regulation, but also shared areas of interest, such as ensuring there are funding sources available to cities to help ease the burden on our taxpayers. We also discussed the stormwater permit requirements, nitrogen and chloride limits as well as future potential limits which could lead to additional costs to the city and put the city at an economic disadvantage to other communities of other states. It was acknowledged by MPCA that the city of Marshall is a leader when it comes to our work in the area of pollution control and working with MPCA. They found it helpful to hear our concerns and that they will consider as they work with their requirements under EPA and pressure from environmental groups, even though we

are all in support of clean water. We offered to be a communicator to others in these areas if MPCA needed that support.

- Worked with Human Resources on a personnel issue.
- Began preliminary discussions with staff regarding 2020 budget and levy.
- Attended Lyon County Board of Commissioners meeting on June 25th to answer any questions on the conduit bond for UCAP Headstart.
- Attended the I attended the League of MN Cities Annual Conference held June 26-28 where the following was attended:
 - Pre-Conference Workshop on Intercultural Development & Communication and then attended Wed Opening Session-Speaker Kim Lear shared demographic, economic, and cultural trends influencing the way we live and work—and what these changes mean to cities.
 - Thursday Attended Coalition of Greater MN Cities to hear a discussion on lack of child care in greater MN. Heard keynote Speaker Dave Meslin spoke about the barriers in public participation and ways to boost participation. Attended a discussion on city identity and revitalization. Attended discussion on race equity with Kyle Box has one of the panelists.
 - Throughout-met and talked with city vendors and other city council/city administrator/managers. Very valuable.
- Met with ISG and Economic Development Director regarding their work in promoting development proposals. The City has hired them to conduct work on our Commerce Industrial Park.
- Strategic Planning-We have scheduled dates of August 26 and 27th to conduct the on-site facilitation and development of the plan.

Economic Development Authority

- Action Manufacturing – Wetland Delineation: Compensatory Mitigation Plan and updated map was provided to Army Corps of Engineers, as well as a schematic drawing of potential expansion. Army Corps is reviewing updated details and should make determination soon.
- Commerce Park: Shovel Ready Certification submitted, is currently under review. ISG doing high-level industrial park assessment to assist in determining target industries.
- Parkway II: Working with UCAP on purchase of lots for 2019 builds and 2020 application.
- Small Cities Development Program Grant: We have 14 commercial projects inspected and out for bids. Commercial filled up extremely fast.

- Façade Improvement Program: Advertised online, in newspaper, chamber newsletter, and EDA intern Kritika Shah has made over 23 business visits.

Human Resources

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Clerk

- Continuing to build the Complete Count Committee while working with the State of Minnesota Demographic Center and the US Census Bureau on timelines and training materials.
- Attended the League of Minnesota Cities Annual Conference June 26 – June 28 and presented Marshall's Race Equity efforts and our plan to implement an ordinance review committee amongst several other items that will continue to make Marshall a welcoming community.
- Reviewing, amending and creating several ordinances for the Legislative and Ordinance Committee to review on July 22.

Finance

- On June 27, 2019, the department heads were provided the 2020 operating budget detail to request funds for next year's operating budget. The deadline to provide back to Finance is July 22, 2019.
- 2020 Capital requests will be discussed with council at a work session scheduled for July 23, 2019.
- InCode Migration Status: Chart of Account work will begin July 22, 2019 and this process will take 6 weeks.

Assessing

- Quintile work is continuing including both residential and commercial properties.
- A resignation at the Department of Revenue has our region with a new temporary PTCO (Property Tax Compliance Officer) which is the overseer of our work by the DOR. This adjustment creates a heavier work load on our end as processes are re-examined.
- Communications with Tax Court Representatives from multiply filings continues to drag out, these are preliminary conversations that will be amped up towards the end of the year.
- 2020 budget preparations have begun to assist Finance and Administration with details of Tax Capacity and forecasted rates.

Liquor Store

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COMMUNITY SERVICES

- The Amateur Sports Complex will host the Minnesota Sports Federation 2019 State Baseball Tournament for 13-year-olds July 26-28th.
- Marshall Area Fastpitch Softball Association will host a 10 & 12U tournament at the Amateur Sports Complex on Saturday, July 13th.
- The Aquatic Center is averaging about 206 users per day since opening on June 1st.

- Council will receive a report on the Aquatic Center assessment from 292DesignGroup on Tuesday, July 23rd.
- As of July 1st, Community Services has employed 252 part-time/seasonal employees for the Summer of 2019. City Band members account for 61 of the 252.
- Justice Park Restroom renovation is complete.
- Parks Department employees planted 119 new trees in a 10-day window as part of a grant award from the DNR. Our Amateur Sports Complex, Patriot, Legion and Justice parks were recipients of the trees.
- The playground project at the Amateur Sports Complex is essentially completed. This project was funded jointly by the City and donations from Southwest Health and Human Services (SWHHS) and the United Way of Southwest Minnesota.
- Studio 1 TV staff covered 12 city related events in June including the Legislative Town Hall update and the Magellan Pipeline Contribution event.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 300 open job files. Menards warehouse/remodeling, Unique Opportunities 36-unit apartment building, Bus Garage, and Ashley Furniture/Hobby Lobby are the largest commercial projects under construction. UCAP Headstart new building project and SRO apartment building at Stephen Ave have been approved.
- Two duplexes and four new single family dwellings permits have been applied for.
- Zoning ordinance related to conditional use permits to ensure compliance with the state statute is under final review.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- Potential new software for building permits is being evaluated.

PUBLIC WORKS DIVISION

Engineering

- Project Z47: Commerce Industrial Park- Contractor will finish placing topsoil and final seed the site as weather permits. MMU is ordering street lighting for Michigan Road and the intersection of Pacific Avenue and TH68.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Striping, seeding, and driveway work left.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Final concrete work is essentially complete and seeding will proceed when weather permits.
- Project Z74: Superior Road/Huron Road Reconstruction Project –All utility work is complete and Superior road has been subcut and gravel placed. Concrete curb and gutter will follow when weather permits.
- Project Z51-2019: Bituminous Overlay Project Milling, Overlays and ADA work is complete in the project areas.
- Project Z50-2019: Chip Seal Project – Contract awarded to Allied Blacktop Company of Maple Grove, Minnesota, on May 28, 2019. Contractor plans to move to Marshall within the next 2 weeks to begin work.

- TH 23 and Lyon J-Turn Mn/DOT Project – Final project cleanup underway..
- MERIT Center Phase 2 – The contractor the skid pad ready for concrete and is currently working on the cold storage parking lot and the MERIT Center parking lot expansion. The first 2 lifts of asphalt have been placed on the parking lot expansion with the final lift scheduled for next week. The contractor is waiting for the ground water table to go down to start work on the actual driving track. Construction will resume July 8th, weather permitting.
- Project Z72: Hahn Road Storm Sewer Project - Contract awarded to A&C Excavating of Marshall, Minnesota. Drainage work has been done north of Erie Road, the storm sewer crossing of Erie Road has been completed and backfilled with the asphalt repair completed. Erie Road is scheduled for reopening on Friday, July 5.
- Project Z73: Country Club Drive Utility Replacement project; water, sanitary sewer, storm sewer from a point approximately 200' west of 4th Street to 2nd Street – Contractor has begun utility work at the intersection of South 4th Street and Country Club Drive. A detour for the work has been set up and will be closed until all work in the intersection is complete.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
 - UCAP Transit Bus Shelters: Plans have been completed and bids to be received on July 17 for review at the July 23 City Council meeting.
 - Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): The petition for improvement was received and the feasibility report was completed and placed on the July 9 Council agenda for a public hearing on July 23..
 - There was emergency slope protection on a portion of the river just west of CSAH 7. Discussions were held with the U.S. Army Corps of Engineers to determine emergency work and to initiate assistance through PL 84-99 with the Corps. The Corps will be sending a team to review the site for potential improvements in May 2019.
 - Parking lot needs in the Red Baron Arena & Expo area have been reviewed. Bids will be received July 17 with a recommendation to Council on the July 23 meeting.
- 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.

Building Maintenance

- No report.

Street Department

- Street sweeping
- Pothole patching
- Getting quotes for bike lane painting.
- When weather permits repairing bike trail between highway 59 north and north 7th street due to high water.
- Repairing sink holes.
- Getting ready to start repairing frost boils around town due to the bad winter.
- Street department parking lot concrete complete and the joints have been sealed. Need to complete the landscaping and seeding.
- Maintenance Worker position has been filled.

Airport/Public Ways Maintenance

- The Airport Master Plan has been approved by the FAA.
- The Master Plan includes designations for development on the airport property that is not specifically related to aviation needs.

- The Joint Airport Zoning Board can now be re-established and brought up to speed with the requirements for zoning within and up to 5 miles from the airport area.

Wastewater

- Cleaning sewers.
- Pump maintenance.
- Plant repairs.
- Grounds repairs and maintenance.
- Doing work orders.
- All sump pump permits are tagged closed for the season.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty-five (25) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (14)
 - Fire/Structure/Medical Assist/Other (8):
 - Vehicle Accident (3)

POLICE DEPARTMENT

- The Marshall Police Department responded to 877 calls of service for the month of June. 105 criminal offenses were reported with a total number of 30 adult arrest's being made.

OFFICER'S REPORT (JUNE)

- Accidents (20)
 - Alcohol - DWI (5)
 - Assaults (8)
 - Domestic Assault (10)
 - Burglaries (5)
 - Damage to Property (10)
 - Keys Locked in Vehicles (28)
 - Loud Party (4)/ Public Disturbances (14)
 - Thefts (20)
 - Traffic Related Complaints (224)
 - Warrant Pickups (12)
 - Welfare Checks (17)
- During the month of June, we responded to twenty (20) vehicle accidents with four (4) resulting in personal injuries to those involved. One incident was a result of a motorcyclist traveling more than 90 mph and rear-ending a vehicle slowing in traffic. The driver of the motorcycle sustained serious injuries and was airlifted to Sioux Falls.

- During the summer months, we often see an increase in burglaries. The month of June resulted in five (5) burglaries being reported with several of them involving individuals entering garages that have been left open or unlocked.
- One fight in progress call resulted in 14 different 911 calls being received from different individuals regarding multiple people fighting on East College Drive. Multiple agencies and numerous officers were asked to respond. The incident resulted in one person being arrested for domestic assault.
- The police department participates in monthly meetings with AVERA staff to continue to strengthen our partnership. Activity reports are submitted and reviewed with AVERA staff for the previous month. For the month of MAY, officers logged 125 hours on the AVERA campuses. Officers assisted with 26 mental health calls, one unresponsive female in a vehicle, child abuse case and other calls requiring an officer's presence to ensure the safety of the hospital staff.

PERSONNEL/OTHER

- The restructuring plan continues to create movement within the police department. The promotional interview process has included participation from the Police Advisory Committee, Human Resources Manager, County Attorney's Office and Sheriff's Office. Each promotion has resulted in other opportunities to become available to internal candidates. The current Drug Task Force Agent, Adam Buamann has been promoted to Corporal. Corporal Jason Kopitski accepted a new role as a Detective and Officer Chris Kruk was promoted to Corporal. The final position needing to be filled is the Drug Task Force Agent vacancy. Interviews conducted by personnel from the Marshall Police Department, Lyon County Sheriff's Office and the Drug Task Force Commander will be held to determine the next DTF Agent from within the Marshall Police Department.
- The two (2) new officers hired earlier this year will be completing the Field Training Program in July. Both Officers Nathan St. Aubin and Scott Wilson had experience in law enforcement prior to their employment with us and have done well in the FTO program.

DETECTIVE REPORT

- A case of fraud/forgery is under investigation. A report was received by an anonymous caller of several people working at a Marshall manufacturing facility using alias and other people's personal information to gain employment.
- A case of assault and sexual assault is under investigation. A Marshall woman reported a man she has been having a relationship with beat her to the point of knocking teeth out and then had forcible sexual intercourse with her.
- A woman reported she believed someone entered her apartment by climbing in through a window and then stole a large amount of prescription medication. The case is under investigation.
- A woman reported receiving a phone call soliciting information from her that she believed was a possible scam. She said the caller got personal information from her including her Social Security number, date of birth, doctor's name, and other information. She has suffered no financial loss at this time.

- A Marshall man reported someone stole \$1,500 in cash from his wallet which was in an unlocked locker at the YMCA. Surveillance video footage at the YMCA was reviewed but showed nothing of any evidentiary value.
- A vehicle was stolen and later abandoned in another part of town. Investigation showed that the person responsible also stole another vehicle from the Marshall Middle School, drove through the door of a storage garage at the school, and stole a bunch of items like a weed trimmer, chainsaw, and tools.
- A Marshall woman reported someone entered her unlocked apartment and stole a pair of flip-flops. A possible suspect was identified in this burglary.
- A Marshall rental property owner reported that he believed one of his property managers stole rental deposits totaling \$1,200. The suspect was interviewed but denied taking the funds. The case remains under investigation.
- A Marshall woman reported being scammed. She had received instructions from someone she recently met online to purchase gift cards and send the numbers to an address in Tennessee. The case is under investigation.
- A residence was burglarized and \$700 in fishing equipment was stolen from a boat parked inside the garage. No suspects.
- A cash refund scam was pulled at a Marshall business. Two unknown suspects working together confused a store clerk and convinced her to give them \$200 from the till. The theft was discovered later when there was a discrepancy with the cash registers. Store surveillance was reviewed, and the fraud was then discovered. Investigation indicates the suspects are not local and have traveled throughout the region committing the same fraud.
- Pipestone County Sheriff's Office reported a credit card was stolen in Woodstock, MN and used at Marshall businesses. A suspect was identified, and the case remains under investigation.
- A garage at a Marshall business was burglarized and a \$750 bike was stolen. No leads.
- A case of child criminal sexual conduct is under investigation. A five-year-old girl, currently living in Marshall, was, reportedly, the victim of a sexual assault that occurred in Nebraska. The suspect also lives in Nebraska. The Lancaster County Sheriff's office in Nebraska is investigating this matter and requested our department assist by arranging for a forensic interview of the child. The case remains under investigation.

MERIT CENTER REPORT

- In the last month, the MERIT Center has hosted a variety of trainings/events. These events included driver's education training, emergency medical response training, energy training, emergency vehicle operation course training for law enforcement, fire department training, CDL exams on the driving track and soil health training.
- The American Red Cross hosted a 2-day sheltering in place training institute at the MERIT Center on June 7-8 with 46 people attending this training event.
- MN West conducted 2-day solar energy workshop for local teachers on June 10-11.
- Avera Marshall held their Leadership meeting at the MERIT Center on June 18th. 52 Avera employees attended this event.
- The Marshall Fire Department held their live burn training conducted by Midwest Training Associates at the MERIT Center on June 25th.
- The Minnesota DNR hosted Soil Health training at the MERIT Center on June 27th. 41 people attended this training.

- The MERIT Center was utilized 25 out of the last 30 business days with 277 people attending these trainings/events.

EMERGENCY MANAGEMENT

- A review and update of the City of Marshall's Emergency Operation Plan has been completed by city personnel. In the near future, the updated EOP will be brought before the City Council for approval.