

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

FROM: Sharon Hanson, City Administrator

DATE: November 10, 2020

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Criminal prosecution numbers for October are as follows:

**October:**

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	1		5		6	1	2	15	35
Dismissed									
Non-Prosecution	2				2			4	2
Refer to County									1

**ADMINISTRATION**

- Attended Veterans Memorial Park inauguration and also helped place pavers as part of the project and Rotary donation.
- Met with Public Works Director Jason Anderson and Lyon County regarding Skunk Hollow Road options. Staff will refer back to PIT Committee.
- Held the second mtg of a proposed Diversity Committee-Jay Lee, SMSU and retired UCAP Director Nancy Straw has volunteered to Chair the Committee to help with formalization of the Committee.
- Mayor, EDA Director and I met with Avera Interim Managers-Mark Vortherms and Curt Hohman to discuss general Avera transition items.
- Had a conference call with Southwest Regional Development (SRDC) Director, Chamber Director, EDA Director, MN Tax Chamber Policy Analyst and Coalition of Greater MN Cities Government Relations Lobbyist Marty Seifert on the topics of tax competitiveness with neighboring states. SRDC Director will bring up at the next SRDC meeting to possibly form a task force to build support/awareness.
- Met with Former Fire Chief Ed Scheele on history of Marshall Fire Department and current Fire Hall.

- Attended multiple City Hall related meetings and had various staff discussions/meetings.

### **Economic Development Authority**

- Staff continues implementing new brand materials.
- Staff is building content for the City's mobile app.
- Staff is working with two local businesses on expansion projects.
- Staff is finalizing a land purchase with Action Companies.
- Staff is working with one local business on the purchase of land for an expansion project.
- Staff is working with one local business on the purchase of land for a new development.
- Staff is also having conversations with four new developers.
- Staff is working with Avera on plans for the Carlson Street Clinic/new CEO transition.
- Staff is working with management company to send proposal for former Shopko building.
- Staff hosted informational meeting with ReBounce Partners on potential Real Estate Fund.
- Staff continues working with developers on Block 11.
- Staff has issued payment to all CARES Act Grant recipients, funds totaled \$529,461.47.
- Staff continues working with owners of Broadmoor Valley and the Hindi store on grant applications through Minnesota Housing and the Department of Agriculture, respectively.
- Staff met with housing subcommittee to discuss Manufactured Home Park/low income housing.
- Director completed continuing education course through EDAM.
- Staff is working with Connect Business Magazine on a Community Feature.
- Staff is working with Studio 1 on video marketing series.

### **Human Resources**

- Staffing update: 4 internal applications were received for the position of Police Sergeant. Panel interviews are scheduled for Monday, Nov 9<sup>th</sup>. Applications were accepted by 12 candidates for the position of WWT Plant Operator I---once review is completed, interviews with the top scoring candidates will be scheduled. The City welcomes two new part-time employees to the Liquor Store---Deb Ness and Zachary Gilman.
- Due to the pandemic and social distancing requirements, our Safety Training curriculum continues to be delivered via video links with on-site consultations available by our MMUA consultant, Jordan St. Clair.
- The open enrollment period for employees is currently open for employees, with opportunities for virtual and in-person engagement from our benefit vendors.
- HR staff continue fielding questions and guiding managers and employees related to COVID testing results and a variety of exposure scenarios.
- Typically, HR is focused on planning and coordination of the Employee Recognition Event that occurs each January. Due to the pandemic, the event will look differently this year. HR is currently exploring ideas for an employee engagement event to celebrate employee service milestones and to thank employees for their service in 2020. This year, we will have 21 employees celebrating service milestones. Of these, 8 employees are celebrating milestones of 25 years, 30 years, and 40 years.
- Staff will be meeting with the Personnel Committee shortly to discuss the Seasonal-Temporary Employee 2021 pay schedule, as well as, a transition plan for the Chemical Assessment Team (CAT). After Personnel Committee review, these two items will be brought to the full Council for review.

## Clerk

- November 3, General Election

### Turnout

W1 – 87.18%

W2 – 90.5%

W3 – 89.75 %

### Ballots Cast/ Registered Voters

W1 – 1,829/2,098

W2 – 2,514/2,778

W3 – 1,996/2,224

### Absentee Voting

As of 11/2, 43% (3,038) of registered voters in Marshall had their ballots accepted.

### Unofficial Results

Mayor

Byrnes 49%

Ritter 37 %

Ayala 11%

Councilmember

W1 – Edblom 98% (uncontested)

W2 – Meister 98 % (uncontested)

W3 – Lozinski 96% (uncontested)

### Election Canvassing Board

Lyon County Canvassing Board – Thursday, November 12 – 1:00 PM

City of Marshall Canvassing Board – Thursday, November 12 – 3:00 PM (Special Meeting)

- Reviewing 2021 Liquor License renewals for potential relief opportunities for license holders.

## Finance

### Assessing

### Liquor Store

- October Financials: Sales came in at **\$530,746 +25%**, Ticket Average **\$33.49 +21.20%**, Customer Count **16,995 +10.13%**. Another strong month for all financial indicators. Customers have continued to stock their pantries with larger quantities of products during their visit to Tall Grass Liquor. The trend of staying home to socialize with friends and family with their beverage of choice will continue through the short-term.
- Staff is preparing the sales floor with holiday themed displays showcasing the traditional selection of beverages for our customer shopping experience.

## COMMUNITY PLANNING

### Building Services / Planning & Zoning

- About 450 open job files. Horvath Remembrance Center, 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 – Construction has been completed. New bus shelters have been installed. Need to discuss quantities with Hisken before preparing a Final Estimate.
- Project Z75/SAP 139-124-004: South 4<sup>th</sup> Street -- R & G Construction Co. has completed installation of underground utilities on the project. Concrete work is nearly complete between Elaine Avenue and Southview Drive. Asphalt paving on the south half of the project expected for 11/5-11/6. Construction on South 4<sup>th</sup> Street is anticipated to continue until mid-November 2020.
- Project Z76: South 1<sup>st</sup> Street – Duinick has completed installing underground utilities on the project. The contractor is currently placing drain tile and gravel base on the roadway. Concrete is scheduled to be placed over the next week with paving to follow the last week of the contract. The project deadline is mid-November 2020.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has completed work on this project. The City is currently waiting on a proposal from the contractor to have the riprap replaced with turf mats in the park.

### **Building Maintenance**

- No report.

### **Street Department**

- No report

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

- No report

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction is installing underground piping, finishing roofing on Trickling Filter, grouting floor of new Final Clarifier, assembling cover of new Final clarifier, Piping installation in long term storage building, painting ceiling of trickling filters, and site grading.
- Working on fall maintenance.
- Working on manhole repairs.
- Finishing up hauling biosolids and cleaning tanks.
- Installed flow monitoring system in sanitary manholes for tracking I&I. We plan on purchasing this system next year after the trial period is up.
- Staff has performed 270 equipment work orders in the last 30 days.
- 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 eighteen (18) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (7)
  - Fire; Structure (3):
  - Medical Assist (0)
  - Vehicle Accident (8)
- Quentin Brunsvold and Jim Marshall attended a meeting with the State Fire Marshal's Office in Baxter, MN related to the Southwest MN Chemical Assessment Team. The focus of our discussion was over the long-term strength of the CAT team. Future discussions and ideas will be shared with the city council as they develop. Our goal is to ensure the CAT team continues its presence in Marshall and southwest region of Minnesota.

**POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 799 calls for the month of October. 103 criminal offenses were reported with a total number of 25 adults arrested.

**OFFICER'S REPORT**

- Alarms (10)
  - Accidents (26)
  - Alcohol involved incidents (5)
  - Assaults (5)
  - Domestic Assaults (12)
  - Burglaries (2)
  - Criminal Sexual Conduct (2)
  - Damage to Property (12)
  - Keys Locked in Vehicles (36)
  - Loud Party (0)/ Public Disturbances (15)
  - Thefts (31)
  - Traffic Related Complaints (198)
  - Vandalism (3)
  - Warrant Pickups (10)
  - Welfare Checks (29)
- A larger number of thefts (31) were reported during the month of October. Most of the thefts are related to shoplifting calls from our local businesses. Traffic related complaints and traffic stops are approaching normal levels of activity prior to COVID-19.

**PERSONNEL/OTHER**

- The new full-time officer has continued to progress through the field training program and has completed his first of 3 phases. We also received the resignation of our part-time officer recently hired who had started our field training program. His reason for resigning was to seek employment outside of law enforcement.

## **DETECTIVE REPORT**

- A 27 - year old Cottonwood man was arrested following the completion of a predatory offender registration violation investigation.
- A 30 - year old Marshall man was arrested for assault following an investigation at a Marshall bar.
- An assault case was forwarded to the Marshall City Attorney's Office for consideration of charges against multiple people stemming from a fight at a Marshall residence.
- Two additional assault cases involving juveniles were forwarded to the Lyon County Attorney's Office.
- Four cases of financial transaction card fraud were investigated. One case was forwarded to the Lyon County Attorney's Office for charges while the other three cases remain under investigation.
- Three cases of identity theft are under investigation.
- Two burglaries are under investigation.
- Two cases of theft by swindle involving scams when money was lost by the victims are under investigation.
- A theft of prescription medications is under investigation.
- Two cases of criminal sexual conduct were investigated.
- Three cases of financial exploitation of a vulnerable adult are under investigation.
- Seventeen child protection cases were investigated in conjunction with Southwest Health and Human Services.
- Twelve reports of the theft or damage of campaign signs were made in the month of October.

## **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.
- MN West conducted a CDL Preparation Course, dental assistant training, 3 industrial safety classes, Boiler Class and an EVOC for law enforcement class in October.
- The Marshall Police Department utilized the MERIT Center for new officer training and department training in October.
- Central Lakes College Fire & EMS program conducted a Fire Apparatus Operator course at MERIT on Oct 16-18. 21 local fire fighters attended this training. CLC will be returning with 3 additional weekend fire courses in the next few months.
- The Marshall Fire Department utilized the facility grounds for Propane Training on Oct 20<sup>th</sup>.

- Go Ruck hosted a Survival Skills Training weekend at the MERIT Center utilizing the rescue tower on Oct 23-25<sup>th</sup>. 68 participants took this course. Go Ruck has booked for two additional weekends in 2021 to run this course.
- Visit Marshall returned to host their community event, the Haunted Tower on Oct 30-31. 242 community members went thru the tower.

## **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 civil unrest.