



MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: October 8, 2019

SUBJECT: Administrative Brief

CITY ATTORNEY

- No Report

ADMINISTRATION

General Administration

- Met with Branding committee on research data and eventual presentation to Council on September 24th. The first branding strategy meeting is scheduled for next week. This past week, Glenn Bader-Ralco Vice-President of Marketing and I did a video on the branding project.
- Held several meetings on Block 11 regarding the pre-development agreement that will be presented at the October 8 meeting.
- Many correspondences in the last month between staff and architects on City Hall final details. A meeting was held at City Hall with a concrete floor removal specialist this past month and a general overview of the City Hall project.
- Met with Marshall Area Hockey Association President Josh Johnson to discuss future for development near the Red Baron Arena and Expo, the membership has discussed a dry land facility as a possible priority over an outdoor rink. They will continue to discuss and communicate with the City.
- Held many discussions with staff and others on EDA as a result of the recent announcement that Tara Onken plans to resign near the end of the month.
- Held many discussions and attended to committee meetings on consideration of bids received for employee health care providers.
- Attended Race Equity training held in Marshall with key leadership staff in the City. The training was conducted by the League of MN Cities.
- This past month attended 911 Memorial, EDA Board meeting, Sports Amateur Commission, Every Day Leaders, SW Coaches Open House, Coffee with Cops event held at Hy-Vee. Met with Library Director, Schwans government relations contact and conducted my monthly radio interview as well as submitted my monthly column to the Marshall Independent.

Economic Development Authority

- **Commerce Park**
Drone video production complete, posted on various social media channels. Commerce Park handouts printed and mailed from ISG (we have 100 color copies, can print more after re-brand).
- **New Hotel Recruitment**
No abatement application received at this time. Left messages with some of the people involved, waiting to hear back.

- **Downtown Hotel**
Working towards a development agreement that outlines terms, expectations of both the developer and the City of Marshall.
- **Block 11**
APX presented at City Council meeting, council directed to prepare predevelopment agreement for consideration. Council was receptive and supportive of redevelopment of the site. Demolition expected to begin October 14th.
- **Harrison Truck Center Tax Abatement**
Groundbreaking was on Monday, September 9th. Construction in progress.
- **Parkway II**
First couple homes are nearly complete, with more in progress. Sounds like there are buyers lined up for the homes and they will sell quickly.
- **City Branding and Strategic Planning**
Process continues, preliminary branding research results were presented to city council, with recommendations coming later this Fall.
- **Façade Improvement Program**
Advertised online, in newspaper, chamber newsletter, and EDA intern Kritika Shah made 25+ business visits. 2 approved projects, and anticipating more applications.
- **ShopKo Optical**
ShopKo Optical will be relocating to former Family Video location on E. College Dr.
- **Canoga Park Child Care Tax Abatement**
Abatement Agreement has been executed; this was approved.
- **UCAP Groundbreaking**
Tuesday, September 24th UCAP had a groundbreaking for their expanded services for their new Head Start building.
- **Nexus Apartment Grand Opening**
Nexus Apartment Grand Opening - Parkway III on Tuesday, October 8th at 10am
- **Economic Development Bus Tours – Mark your calendar!**



Human Resources

- **Staffing:** current open vacancies include a part-time Community Services Officer and a part-time Liquor Checkout Clerk. These positions are in various stages of the application/applicant screening process. Applications are also being accepted for both paid-on-call and temporary/seasonal positions.
- Staff are working on preparing benefit renewal information for the Council worksession on October 8th. Both dental and health insurance information will be presented.
- The City's Health Care Savings Plan Memorandums of Understanding (MOU's) will expire on 12/31/19. These plans are administered by the Minnesota State Retirement System and result in a tax benefit to both the City and the employee. HR Manager Dubs is working with each union and the non-union

groups, respectively, to draft renewal MOU's, obtain State approval of the proposals, and prepare the information for the Council consideration at a November meeting.

- HR Manager Dubs is also working with each department on amendments to the Temporary/Seasonal Employee Wage Schedule. Effective January 1, 2020, minimum wage in MN will increase to \$10 per hour. Staff will prepare a proposal for Personnel Committee consideration and then bring the Committee recommendation to the full Council before year-end.
- ALICE model training: upon recommendation of the Safety Committee and the support from the management team, staff are preparing to roll-out an ALICE model training program. ALICE is an active shooter response training. The Council, City Attorney, and employees from the City and Library will be invited to attend this training. More information will be sent out about the ALICE model as well as training information (dates/times/locations).
- Payroll is working with InCode staff on the migration of payroll/accrual/benefit data with the goal of a go-live date of October 21.
- SAVE THE DATE: the annual Employee Reward and Recognition Event will be held on January 10, 2020. More details will be forthcoming.

Clerk

- Our last joint Race Equity Cohort will take place on October 10. A review of the cohort as well as an action plan will be presented to the Council in the near future.
- There are a number of current openings on various boards and commission with many more positions opening up by the end of the year. Advertisement for open positions will begin immediately.
- Our first disaster recovery meeting with FEMA has taken place. Thursday, October 3, staff met with FEMA representatives to begin the discussion on the damage received from the March 12 – April 28, 2019 disaster.
- Annual Liquor Licenses Renewal forms have been received by the State of Minnesota Alcohol and Gambling Enforcement. There are approximately 33 different establishments that receive annual renewal packets from the City (including tobacco).

Finance

- Migration to InCode 10 continues as the "go live date" is set for October 21st.
- Finance is in the process of getting auditing quotes from various CPA firms for audit years 2019-2022. More information will be presented to Council on October 8, 2019.

Assessing

- Wrapping up another year for our sales study
- Staff continues to view property and assist where need with other city projects in the mix
- Continuing conversations with Lyon Co. regarding Tax Court.
- The Lyon Co. Assessor, Sherri Kitchenmaster has resigned and will be returning to the Department of Revenue. No official appointment has been made for the position yet, but likely will be internal.

Liquor Store

- September Financials: Sales +4.75, Customer Count +1.69, Ticket Average +.78. Overall a good steady month as we enter the Fall.
- Our entire staff attended wine training with Chateau St. Michelle earlier this month at the store. The goal was to have our staff comfortable recommending any type of wine to our customers.
- Game Day starts at Tall Grass has been our marketing push this Fall. We have many new and existing products that will you help celebrate your favorite team before, during and after the big game!
- Mark your calendars for a Holiday Wine Walk About Thursday, November 7th from 6pm-8pm at Bello Cucina. Sample 30+ wines that would be perfect for your upcoming holiday celebrations. Pre-order your wine and save 15%-25% at this event. More details to follow.

COMMUNITY SERVICES

- Marshall Area Senior Citizens (MASC) received a bequest earlier this year. The MASC Board has approved spending in excess of \$26,000 on interior carpeting/tile at the Adult Community Center along with a remote access door system to assist with rentals/activities.
- The Adult Community Center will welcome back Mayor Byrnes and City Administrator Hanson for a “Talk of the Town” discussion on Thursday, November 7th at 10:00am.
- Studio 1 TV staff will cover the SMSU Homecoming Parade on Saturday, October 12th.
- Marshall BikeShare will close for the season later this month. The nine bicycles that are hosted between the AmericInn, The Bike Shop and YMCA have logged over 2,250 miles since the inception of the program in late April.
- Parks Department staff continues work on the Veterans’ Memorial Final Phase at Memorial Park. Progress also continues for the restroom facility that will be added at Liberty Park.
- MCS staff continues work on the planning process of the Winter/Spring 2020 programming brochure. The offerings for the community will be in local mailboxes on December 11th.
- The Aquatic Center Advisory Committee will meet on Wednesday, October 9th to discuss the direction provided by Council on the future of a new community pool.
- The MCS Advisory Board met on October 2nd and toured the Merit Center in conjunction with their regularly scheduled bi-monthly meeting.
- The Red Baron Arena & Expo will host the Marshall Gun Show this weekend, the Billiards & Bullseyes Tournament on October 19th and install the second sheet of ice just in time for a MAHA sponsored Hometown Hockey Heroes event on October 25th.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 400 open job files. UCAP Headstart new building project, Harrison Truck addition, and SRO apartment building at Stephen Ave are under construction.
- Three duplexes and ten new single-family dwellings permits have been approved.
- Zoning ordinance related to conditional use permits to ensure compliance with the state statute is in the process of being adopted.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- New permit software contract is under review.

PUBLIC WORKS DIVISION

Engineering

- Project Z47: Commerce Industrial Park- Final seed is complete. Work is substantially complete. Staff will work through the project closure process. 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 – Work is substantially complete. Staff will work through final closure through MnDOT State Aid Office.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Work is substantially complete. Staff will work through the project closure process.
- Project Z74: Superior Road/Huron Road Reconstruction Project – Work is substantially complete. Staff will work through the project closure process.
- Project Z51-2019: Bituminous Overlay Project Milling, Overlays and ADA work is complete in the project areas. Final Payment.
- Project Z50-2019: Chip Seal Project MERIT Center Phase 2 – Work is substantially complete. Staff will work through the project closure process.

- Merit Phase 2-The Contractor finished placing Class 5 aggregate base for the track expansion to the north. The ditching and ponding areas have been excavated. The cold storage building and skid pad are complete, the diamond polishing process has been completed. The Contractor plans to final shape the gravel and pave the week of October 7, then final shape and seed the entire area.
- Project Z72: Hahn Road Storm Sewer Project – Work is substantially complete. Staff will work through the project closure process.
- Red Baron Arena & Expo Parking Lot Project – Work is substantially complete. Staff will work through the project closure process.
- 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 – Work is substantially complete. Staff will work through the project closure process.
- Project Z70-2 Whitney alley storm Sewer Project: Bids have been received Contractor plans to start the week of October 7th.
- 2020 Projects are currently in the design and scoping process. Projects currently include:
 - UCAP Transit Bus Shelters: Contract was awarded to HCI construction with an anticipated 2020 start date.
 - Project Z75 South 4th Street: Call for plans and specs? Currently setting project limits and scope of the project.
 - Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): Currently in design phase.

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.

Airport/Public Ways Maintenance

- No report

Wastewater

- Cleaning sewers.
- Starting to mix bio-solids in preparation for fall application. Hopefully start hauling next week if weather cooperates.
- Plant repairs.
- Magney Construction getting ready for storage tank floor pour- 1300 yds on 10/7/19.
- Staff has performed 236 equipment work orders in the last 30 days.
- ~~GPS work on manholes in town is completed.~~
- Located, uncovered, and raised multiple sanitary manholes in the collection system.
- Relining sanitary manholes along Hwy 23 trunk Line.
- We will start door to door sump pump inspections from the map we put together this spring next week.

- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.
- MMU Water Plant Upgrade has started with completion in the spring of 2021.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty-six (26) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (13)
 - Fire/Structure/Medical Assist/Other (8):
 - Vehicle Accident (5)

POLICE DEPARTMENT

- The Marshall Police Department responded to 860 calls of service for the month of September. 113 criminal offenses were reported with a total number of 52 adult arrests being made.

OFFICER'S REPORT (SEPTEMBER)

- Accidents (19)
 - Alcohol - DWI (2)
 - Assaults (1)
 - Domestic Assault (10)
 - Burglaries (3)
 - Damage to Property (7)
 - Keys Locked in Vehicles (37)
 - Loud Party (9)/ Public Disturbances (27)
 - Thefts (22)
 - Traffic Related Complaints (219)
 - Warrant Pickups (14)
 - Welfare Checks (19)
- During the month of September, we responded to nineteen (19) vehicle accidents with five (5) being coded as personal injury accidents. One incident involved an 11- year old juvenile riding a bicycle who was struck by a vehicle. The bicyclist did not have brakes and crossed the intersection against a red light. The juvenile did not suffer serious injuries.
 - Three (3) burglaries were reported with one being of a business and force was used to gain entrance.
 - Ten (10) domestic assault calls were reported during September. One incident involved a male suspect threatening a female by holding a gun to the victim's head. The suspect fled on foot after officers located the handgun used in the assault. The suspect was pursued and with the help of employees from an automotive shop who assisted in pursuing the suspect, the male was arrested without incident.

PERSONNEL/OTHER

- In preparation for possible implementation of body worn cameras (BWC) – the police department was provided BWC's from the company currently providing our squad camera equipment. Officers who have used the camera have expressed their satisfaction with how easy it is to use the BWC. Many hours of video from traffic stops, domestics, fleeing on foot, cases have been captured and aided us in our reports and investigation. A public listening session is scheduled for October 3rd at 6:30 pm at the MERIT Center to allow comments from the public. All comments received through social media and in person have been supportive of implementing a BWC program.

- All licensed officers received their annual POST Board mandated Defensive Tactics training and Use of Force Training.

DETECTIVE REPORT

- A case of Financial Transaction Card Fraud is under investigation. A Marshall man reported that an estranged family member used his credit card without permission and withdrew about \$600.00 from his account.
- A Marshall woman reported that her medication was stolen from her car. The woman was not sure of where the theft took place and there are no leads at this time.
- A Marshall man reported that someone stole approximately \$4,000.00 worth of tools from his pickup which was parked inside a shed at his place of business. The case is under investigation pending reviewal of surveillance footage.
- A burglary of a residence was under investigation. A Marshall woman reported she believed a family member burglarized her home and stolen multiple high-end purses, a cellphone, an electric guitar, and other items. The victim stated she called and confronted the suspect who admitted to taking the items. The suspect has not returned calls from the investigator. The case was sent to the Lyon County Attorney's office for consideration of charges of burglary.
- A report was taken from a Marshall woman who was scammed out of \$5,500.00. She had responded to a phone call from someone purporting to be a police officer in Texas who convinced her to purchase Walmart gift cards and give him the numbers on the back. No leads.
- A Louisiana man was arrested at a Marshall motel after fleeing on foot and forcing officers and detectives to chase him. The man was apprehended and charged with Felon in Possession of a Firearm, Fleeing on foot, Obstruction of Legal Process, and Domestic Assault.
- A Marshall man reported someone entered his apartment and stole his laptop. A possible suspect has been identified.
- A Marshall woman reported being sexually assaulted at her home by a male she had met online and had invited to her house. The case was investigated and sent to the county attorney's office, but charges were declined due to lack of evidence.
- A Marshall woman reported being duped out of \$1,500.00 by the "grandson is in jail" scam. No leads.
- Detectives investigated a non-compliant sex offender who had moved to Colorado without filling out the required paperwork. Charges were requested of the county attorney's office.
- 2 pressure washers valued at \$1,000.00 were stolen from behind a Marshall business. There was also some vandalism done to a parked vehicle behind said business. No leads.
- A Marshall woman reported being sexually violated by a Marshall health practitioner during a therapy session. The woman believed the male touched her breasts for a sexual purpose. Investigation showed that this may have been an accepted medical procedure and not a sexual crime. The case was sent to the county attorney's office for reviewal and consideration.
- A burglary was committed at a vacant Marshall business building and some damage was done inside, possibly by juveniles. No leads.
- A Marshall man was arrested after an investigation into the discharge of a firearm in city limits and felon in possession of a firearm. The man had gotten into an altercation with another male and had fired off several rounds into the air with a handgun, which was captured on a business surveillance system.
- A Marshall business reported someone ransacked their office, but nothing appeared to have been taken. No leads.

This month, a person convicted of Criminal Sexual Conduct, Kidnapping, and 3rd degree assault was sentenced to 30 years in prison. This investigation was the result of many hours work by detectives and officers stemming from a report received in 2018.

Det. Sgt. Tomasek attended a meeting of the Racial Equity Cohort in Redwood Falls, MN

Detective Kopitski attended training in Crisis Negotiations as part of the BLRR Swat training.

Detective Hoffmann trained as part of the SWAT team this month.

MERIT CENTER REPORT

- In the last month the MERIT Center has hosted a variety of trainings/events. These events include Firefighter certification testing, Emergency Medical Response training, employee training, public safety traffic scene training, Emergency Vehicle Operations Course, Ethics training and employee safety training.
- MN West Farm Business Management hosted a Farm Bill Speaker public forum event on Sept 12. 102 people attended this event
- Avera hosted two 2-day sessions of employee relations/motivation training on Sept 10-13th. 59 Avera employees attended this training
- On Sept 16th, MERIT hosted a National Traffic Incident Management training hosted by SD State Patrol. This training involved all areas of emergency response (fire, police, EMS, towing, dispatch) and how to manage a roadway crash scene. There were 67 attendees and Pulver Towing donated a meal for the event
- Ralco Today hosted their National Sales Meeting at the MERIT Center Sept 24-25th for 103 employees from 18 different states and Mexico & Uruguay. They utilized all of the classroom and bay space for this event and have booked MERIT to host the same event in April 2020

The MERIT Center was utilized 28 out of the last 30 days with 455 people attending these trainings/events