



**MEMORANDUM**

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

FROM: Sharon Hanson, City Administrator

DATE: 12/10/2019

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Acquisition of Helena property is continuing. I met onsite with representative from Helena and appraiser to start the appraisal process. Appraisal is necessary as part of the request for Mn/DOT Aeronautics grant funding for purchase of a portion of the property.
- We continue to fulfill the predevelopment requirements related to Block 11 in downtown Marshall.
- I am still waiting to receive the contracts related to the City Hall reconstruction and remodeling project for both removal of hazardous substances and redevelopment contract with contractor. As far as I am aware the lease for SMSU property for relocation of City offices has been approved.
- Title work was recently completed and title insurance commitment policy was sent to MMUA attorney for approval. We hope to close on this transaction this month.
- Criminal prosecution numbers for October and November are as follows:

**October:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution		5	5	1	6	10	8	35	34
Dismissed									
Non-Prosecution		1				1		2	7
Refer to County					1			1	

**November:**

	ASSAULT	OPF	DWI	OTHER	TRAFFIC	THEFT	OTHER	TOTAL	2018
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		VIOL.		ALCOHOL				2019	Comparison
Prosecution		2	4		5	2	2	15	17
Dismissed									
Non-Prosecution	2	1		1				4	7
Refer to County									

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**ADMINISTRATION**

**General Administration/Economic Development Authority**

- Dave Parsons, Kyle Box and Glenn Olson have been providing guidance and direction regarding the move to SMSU. They have all worked with staff and SMSU to ensure there is a process on the move and have ensured that we continue to operate as we sort, recycle, label boxes and furniture to be moved. Some items will be moved December 9 and 10<sup>th</sup>. This is due to the fact that the mover, Quist Moving and Storage has only selected dates available to move in the month of December. We still anticipate the majority of moving during their Christmas break.
- Met with Kyle Box, Alex Peterson, architect and audio visual (AV) consultant regarding city hall AV needs. We will have the AV consultant provide a recommendation on AV for the new City Hall.
- We continue to work with APX, the proposed developer for Block 11. There has been an exchange of financial information and a review is taking place. Our communications with APX is weekly. The pre-development agreement was that within 90 days we would be working towards a development and purchase agreement. There may be a need to extend the pre-development agreement for an additional 30 days.
- To date the Information Technology separation is proceeding. Brian Hart from The Computer Man has been working daily with MMU's consultant RSM. The goal of the separation is to be separate and functional by Dec 30<sup>th</sup>, the first day of SMSU occupancy.
- This past month met representatives from Magellan to discuss flooding occurrences this past year and the concern over possible shutdown of the facility due to water reaching the fuel/water separator in an area where trucks load. Water reaching this area could also mean fuel entering the waters of the State. Magellan is open to reducing the driveway approach in order to facilitate culvert improvement. Thus far, the State of Mn and Lyon County have not expressed strong interest in improving the area, but we will keep discussions open.
- Attended YMCA Heritage Lunch where discussion took place on proposed plans to renovate YMCA to meet the program needs of their future and to renovate dated and aged facilities. The cost could be around 2-5 million and they are looking at raising capital.
- Attended and led the EDA Board meeting.

- Attended the Baker Tilly (Springsted) Annual One-Day session on Finance/Economic Development topics. I attended the fundamentals of economic development incentives, affordable housing solutions, economic development challenges and strategies (St. Cloud, St. Paul and Iron Range gave a presentation on their work).
- I will provide at Council the Strategic Plan Priority Areas based on all of our work on the strategic plan to date. Soon I will be asking your feedback on specific action steps/strategies for each priority area.

### **Human Resources**

- Staffing update: Staff are reviewing the 12 applications received for the position of Economic Development Director. Following the review, interviews will be scheduled. For this position, each candidate selected to proceed in the hiring process will be interviewed by a selection (hiring) committee and a community panel. In other hiring, two part-time Community Services Officers have been hired to support our Police Department—they are: William (Billy) Giannelli, and Kevin Groenewold.
- SAVE THE DATE! Please be sure to reserve Friday evening, January 10, 2020 on your calendars to recognize our employees at the annual Employee Appreciation and Recognition Event. You should have received the invitation at the November 26<sup>th</sup> Council meeting. The event begins at 5:30 with a social, 6:15 dinner, and 7:00 award ceremony. Please submit your RSVP for this event to Laura Wing in the Human Resources Office. This year, we are recognizing 3 employee retirees and 11 employees for their service milestones.
- Safety training topics this month were Defensive Driving and our G.O.A.L. (Get out and Look) program. These programs encourage safe driving habits, including in winter/icy weather, and encourages exterior vehicle inspections (of surroundings prior to driving) to keep our fleet of vehicles damage free.
- As with all departments in City Hall, our staff are preparing for relocation to SMSU.

### **Clerk**

- Conducted a Census Presentation with Mayor Byrnes with the young professional's group. There are currently two additional presentations scheduled to be given.
- We received a \$750 grant in conjunction with the Census. This can be used for any items to help promote the Census in Marshall.
- Additional meetings with FEMA to continue to work on the March 12 – April 28 disaster.
- There is a lot of focus on the upcoming temporary relocation to SMSU and on going internal IT services and updates.
- Traveled to St. Paul with staff to review AV equipment at Tierney Brothers Tech. for the City Hall project

### **Finance**

- City Hall Bonding – At the December 17, 2019 meeting, Council considers Bond Resolution authorizing the bond sale for January 28, 2020.
- 2019 Audit has been scheduled for April of 2020.
- 2020 Final Budget and Levy – will be set at the December 17<sup>th</sup> Council Meeting – Finance is currently working on getting final numbers.
- Finance has begun to work on closing out the 2019 year and begun preparation for the 2019 Audit.

### **Assessing**

- No Report

## **Liquor Store**

- November sales +8.34%, Customer Count +5.60% and Ticket Average was +.84 or +2.85%. Despite the Thanksgiving week weather, a strong month for sales and key financials.
- Holiday shopping has begun, new this year our are custom gift baskets....Stop in to see our large selection of gifts and accessories.
- New to Tall Grass is the MN Lottery kiosk. Customers will have the opportunity to purchase MN scratch off tickets and national power ball games. This will provide a new stream of revenue for the City of Marshall.
- With the switching of City of Marshall Financial Institutions to Bremer, we have installed a virtual vault that will accept cash deposits securely through the business day eliminating employees to get deposits to the bank which helps maintain overall security of the facility.

## **COMMUNITY SERVICES**

- Course offerings for Winter/Spring 2020 will be made available to the public next week on December 11<sup>th</sup>.
- Studio 1 TV staff has twelve (12) events scheduled in December that will be broadcasted live on local cable including "A Very Prairie Christmas" at SMSU on Saturday, December 7<sup>th</sup>.
- MAHA will host a Bantam A & B Hockey Tournament December 13,14 & 15 at the Red Baron Arena & Expo.
- The Adult Community Center will host Fire Chief Quentin Brunsvold on December 17<sup>th</sup> to discuss fire safety during the holidays.
- Staff continues to prepare for the relocation to SMSU with a target move date of December 19<sup>th</sup>.
- Parks staff continues to stay busy with snow removal at the Arena, in our parks and surrounding trails.

## **COMMUNITY PLANNING**

### **Building Services / Planning & Zoning**

- Almost 400 open job files. UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, and SRO apartment building at Stephen Ave are under construction. Second Unique apartment building permit has been issued.
- Four duplexes and thirteen 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 has been signed.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- MERIT Phase 2 -- Work is suspended until next spring to do final shaping and seeding.

- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Work is substantially complete. Mn/DOT State Aid is doing their final walk through then the City can proceed with the final payment.
- 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 – Work is substantially complete. Staff will work through the project closure process.
- 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 4<sup>th</sup> 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**

- No report.

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

- No report.

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Magney Construction still pouring walls for the Biosolids storage tanks.
- Staff has performed 236 equipment work orders in the last 30 days.
- Most annual sump pump permits have been switched over for winter.
- 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.
- Finished land applying 3.2 MG of biosolids on farm fields. Equipment being cleaned and repaired for winter storage.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Marshall Fire Department responded to seventeen (17) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (7)
  - Fire/Structure/Medical Assist/Other (9):
  - Vehicle Accident (1)

## **POLICE DEPARTMENT**

- The Marshall Police Department responded to 784 calls of service for the month of November. 106 criminal offenses were reported with a total number of 46 adult arrests being made. The initial time spent responding to the 784 calls for service totaled 798 hours. This does NOT include time spent in investigations or follow-up time conducted by officers.

## **OFFICER'S REPORT (SEPTEMBER)**

- Accidents (18)
  - Alcohol - DWI (7)
  - Assaults (7)
  - Domestic Assault (6)
  - Burglaries (7)
  - Damage to Property (8)
  - Keys Locked in Vehicles (32)
  - Loud Party (2)/ Public Disturbances (5)
  - Thefts (21)
  - Traffic Related Complaints (224)
  - Warrant Pickups (8)
  - Welfare Checks (22)
- During the month of November, we responded to 18 accidents (18) vehicle accidents with one (1) being coded as personal injury accidents. The one accident coded as personal injury accidents did not result in serious injuries to the occupants.
  - Seven (7) burglaries were reported with all seven under investigation. One business in the Market Street Mall suffered a significant loss in merchandise as a result of the burglary.
  - Six (6) domestic assault calls were reported during November. In two of the cases, the male suspects were located and arrested for domestic assault.
  - In November, twenty-one reports of theft were received. The majority of the reported cases of theft were from local businesses. During this time of year, we often see a large increase in the number of shoplifters and financial scams.

## **PERSONNEL/OTHER**

- Officer Kaylynn Sandgren will be transitioning to light duty during the final weeks of her pregnancy. Kaylynn's goal will be to return to her regular duties in the month of April. The police department has received notice that two officers (Brunsvold/Kelly), who also serve in the National Guard, could be deployed on active duty for approximately 1 year in Kuwait. This deployment may begin in 2021. Efforts to find part-time officers to provide coverage during their deployment have started.
- The equipment to implement the body-worn camera program has arrived. We are currently working with Lyon County's IT department to install the server and schedule the switch-over to the new camera system. Our goal is to start the use of the BWC's in January of 2020.
- All officers completed the POST mandated "night" gun qualification training held at the Redwood Sportsman Club. The departments internal firearms instructor conducted the training.

- Officers Kruk and Popowski received recognition through the Minnesota Traffic Safety Coalition for their efforts and work in attempting to reduce traffic deaths through DWI enforcement.

#### **DETECTIVE REPORT**

- An attempted burglary of a rental home was investigated. The landlord reported that someone had pried on one of the exterior doors in an apparent attempt to get in, causing significant damage. No leads.
- An investigation into a missing morphine tablet at a local memory care unit was done. The facility reported that the count of medication was off by one tablet. Staff who would have had access to the medication lockbox were all interviewed, and all denied taking any pills. Video surveillance was examined, and no one entered the resident's room during the timeframe in question. It is unclear at this time if a theft occurred or if a miscount was done.
- A Marshall resident reported that she her bank debit card was compromised. She reported unauthorized purchases had been made in the Twin Cities area and in Tacoma, WA. The resident reported that she had used her card earlier in the day prior to the fraudulent uses and believed a skimming device may have been installed on the drive-up ATM at her Marshall bank. The ATM was checked, and no device was found. The bank refused to check their ATM video to see if there was footage of their machine being tampered with. No leads.
- The burglary of a garage was reported. The resident had an \$800.00 bicycle stolen. No break-in occurred as the resident had left their overhead door open overnight. No leads.
- Another theft of a bicycle occurred at a residence. A bicycle and accessories valued at over \$800.00 was taken from an unlocked garage. Access was gained through an unlocked walk-in door. It is unknown if this relates to the previous bike theft as they occurred on opposite sides of town. No leads.
- A burglary of a business at the Market Street Mall was investigated and a suspect has been identified. Entry was gained by smashing out a glass door to the rear of the mall and then smashing a window into the store itself. Over \$10,000 in clothes and accessories were stolen. The suspect was identified after acting strangely at a convenience store in Redwood Falls, where he was identified and asked to leave by police. Later, it was discovered that he had apparently thrown some items and price tags from our burglary into a dumpster. The suspect is currently believed to be in Wisconsin and detectives are continuing to tie the case together for prosecution.
- A Marshall man reported that an unknown male kicked his way into the man's house and assaulted him. The suspect was masked and so his identity is not known. The assailant fled prior to the arrival of officers. No leads.
- A Marshall man reported someone pried open a door on his residence and stole approximately \$2,000.00 in Xbox game units and games, a safe, narcotics, and remains of a loved one. No leads.
- A counterfeit \$100 bill was passed at a Marshall convenience store. Employees were able to describe the suspect who passed the bill, but he has not been identified.

#### **MERIT CENTER REPORT**

- In the month of November the MERIT Center hosted a variety of training/events. Some of these events include Driver's Education class, Emergency Management Training classes, CDL training

utilizing the driving track, tactical law enforcement training, medical services training, and communications training for emergency management radio services.

- On Nov 18-19, the MN State Patrol conducted mandated tactical training. Thirty-five troopers attended this two-day training
- Avera Marshall hosted a Comprehensive Advanced Life Support (CALs) training at the MERIT Center. This event allowed 46 local medical professionals to receive hands on educational training in the medical field. Two follow-up sessions were booked by the company that provided the training.
- On Nov 23<sup>rd</sup>, the Southwest Communications Radio Board held an ARMER train the trainer session
- Centrol returned for the 3<sup>rd</sup> year in a row to host their annual meeting at the MERIT Center on Nov 26. 79 people attended this event
- The MERIT Center was utilized 23 out of the last 25 business days with 354 people attending these trainings/events.