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**MEMORANDUM**

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

FROM: Sharon Hanson, City Administrator

DATE: 02/12/2019

SUBJECT: Administrative Brief

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**CITY ATTORNEY**

- We have resolved the final payment issue with Robert R. Schroeder Construction Co. regarding the Saratoga pedestrian overpass. The final payment has been sent and received by Robert R. Schroeder Construction Co.
- Criminal prosecution statistics are as follows:

**January:**

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	2		4		5		6	17	27
Dismissed									
Non- Prosecution	2							2	5
Refer to County									

**ADMINISTRATION**

**General Administration**

- This past month continued work on union negotiations for LELS and AFSCME. We hope to complete union negotiations by the end of February.
- County Auditor/Assessor and City Finance/Assessor staff have met to discuss current Tax Increment Financing (TIF) project boundaries in order to ensure proper collection and distribution.
- Met with Marshall Area Schools Superintendent to discuss school referendum for basic knowledge on their project.
- City Hall Committee met this past month and progressing to design phase. City staff reviewed temporary office space and believe that relocation will be necessary due to renovation plans including asbestos removal and leveling of floors to ensure better ADA main entrance.
- Sat in on HR Assistant/Payroll Specialist Interviews. A candidate was selected and will begin duties on March 4, 2019.
- Economic Development Director Tara Onken and I met with ISG Engineering Firm to discuss their new branch of economic development expertise.
- Mayor, Commissioner Grapmann, staff and I met with tru-Shrimp representatives to discuss site selection factors as it relates to Marshall site.
- Met with Finance and Engineering staff on Capital Improvement Plan for 2019 as it relates to funding sources and number of projects planned.

- The Lyon County/City Law Enforcement Liaison Committee met to discuss building needs—specifically replacement of lock system and condensing unit replacement. Chief Marshall will be working with Sheriff on this request and future needs.
- Met with Brian Hart from the Computer Man to discuss information technology needs for the City in the area of service and support.
- Met with YMCA Director Tom Bolin to discuss shared areas of interest in services.
- Councilmember DeCramer, Director Onken and I met with Southwest West Central Service Cooperative (SWWC) and United Community Action Partnership to discuss Head Start facilities to be constructed in 2019 as well as future plans for SWWC in the area of needed educational space.

### **Economic Development Authority**

- **Parkway III**
  - Herzog Project
    - Troy Johnson said work would be continuing later January.
- **Furniture Mart Co-Tenant Update**
  - Announcement of Hobby Lobby is coming to Marshall!
- **Commerce Park**
  - Staff is finalizing the Shovel Ready Certification Application. Deadline is April 30<sup>th</sup>.
- **Block 11**
  - Staff have completed preliminary asbestos inspections. Request for Proposals for Redevelopment are now available for anyone interested. Working with Glenn Olson on coordinating demolition estimates to get a better picture of timeline and cost of redevelopment.
- **Sonstegard Subdivision**
  - Staff working with potential interested party on the owned vacant parcel which is being eyed for redevelopment. Wetland Delineation site evaluation is done, waiting on word from Army Corps of Engineers to see if they will claim jurisdiction over this wetland before we can proceed with wetland credit purchase.
- **Small Cities Development Program Grant Update**
  - UCAP will be holding a grant informational and kick off meeting on Wednesday, February 6th at the local Marshall Lyon County Library, 201 C St, Marshall, MN 56258. UCAP will be going over the SCDP grant application and eligibility requirements as well as the construction process.
- **Lyon County Labor Study Report**
  - Attached is an updated Labor Study report that was just completed in January.

### **Human Resources**

- **Staffing:** The City welcomes the following new employees—Thomas Brown (Maintenance Worker-Streets), Nathan Schaeffer (part-time Community Services Officer), David Meulebroeck (part-time Building Custodian), and Laura Wing (Payroll/Benefits Specialist—starting March 4). Congratulations to Andy Meulebroeck on his promotion to Lead Maintenance Worker! Background pre-screening is in progress for a Maintenance Technician, Liquor Checkout Clerk, and a Hazardous Materials Technician. We are currently accepting applications for the position of Police Officer (one Officer has resigned effective February 8), Hazardous Materials Technicians, and a variety of temporary/seasonal positions.
- **Safety:** in January, all employees received AWAIR and Employee Right To Know training in compliance with OSHA regulations. In February, employees will be trained in CPR, First Aid, and AED.

### **Clerks**

- Continuing to work and finalizing Marshall's CCC Committee the month of February
- A Complete Count training will take place on March 6 in North Mankato.
- The first meeting for the Race Equity Cohort was postponed due to weather and will be reschedule to a future date.

## **Finance**

- Our temporary staff person has finalized his time with the City of Marshall. All permanent full-time staff are back to work eliminating the current need for temporary staffing assistance. The benefit realized with the ability to have a temporary staff with the finance department, kept the workflow consistently moving forward and no one saw a break in service.
- Work continues with the 2018 audit process.
- Staff continue to work on identifying 2019 road improvements, infrastructure costs and capital items. Funding sources will be identified in future months with more accurate estimates/bids.
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## **Assessing**

- Staff is continuing to wrap up changes for the 2019 assessment. Our goal is to have our preliminary file to the County for tax calculations by Feb 20<sup>th</sup>. We have had discussions with the Lyon Co. Assessor in regard to the amount of time from when the Valuation Notices are mailed out and our LBAE meeting. MN State statute requires a minimum of 10 days, in the past few years it has been just that. With direction from last years council and our staff in agreement we have moved our LBAE date back two weeks in hopes that taxpayers would have more time to evaluate their assessments and have ample time to discuss appeal options for the local level. However, in past history the number of those occurrences have been very minimal. The work shop and LBAE meeting dates have been set and should be on your calendars.

## **Liquor Store**

- Sales continue to be strong for month of January even though we are in a 'slower' time of year.
- We are in the process of counting inventory on the floor and warehouse.
- We are ready to host our first off site event, Valentine Wine Tasting at Bello Cucina on February 12<sup>th</sup> weather permitting. It should be a fun community event that helps Tall Grass with promoting our wine category in the Marshall area.

## **COMMUNITY SERVICES**

- The Adult Community Center will host the rescheduled Fireside Chat with Mayor Byrnes in mid-March.
- Studio 1 staff has secured a donation from MAHA to replace the existing speakers in the Lockwood Rink at the Red Baron Arena & Expo. The current sound system was salvaged from the old rink and has deteriorated over the years. The donation will install 10 new speakers in February.
- The Parks Department staff continues to move snow and try to stay ahead of the additional moisture and wind conditions.
- A roof and doors have been installed on the new public restroom at Justice Park. Work will continue as weather permits.
- Planning continues for the Healthy & Green Living Expo to be held at the Arena in late April.
- MCS Recreation is currently accepting teams for the first novice bonspiel curling tournament at the Red Baron Arena & Expo on Saturday, March 9<sup>th</sup>. Currently there are 10 teams registered with room for 6 more teams.

## **COMMUNITY PLANNING**

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

- Over 200 open job files. A new office building on College Drive, Menards warehouse, Unique Opportunities 36-unit apartment building, and Grace Life Church are the largest commercial projects under construction.
- Currently revising zoning ordinances as they relate to conditional use permits to ensure compliance with state statute.
- City of Marshall Tree Policy is complete and is being reviewed by the Parks Department. The tree policy is cited in the recently revised landscaping section of our ordinances.
- Beginning stages of reviewing all city buildings for ADA-compliance; part of a self-evaluation process for inclusion in a city ADA Transition Plan.
- The first semi-annual newsletter was sent to all contractors in January.
- Annual meeting with contractors is scheduled later this month.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project Z47: Commerce Industrial Park- All utility work is complete. The contractor has installed fabric, gravel and curb and gutter on Michigan Road. Work remaining for spring 2019: Michigan Road street paving, Northeast Pond subsurface drainage, final shaping/seeding around Michigan Road, and final shaping/seeding in the Northeast Pond drainage ditch. Farm leases are being prepared for 2019-2021.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor sidewalk paving and complete final seeding between C Street and the Redwood River bridge near Hamden Drive.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Project is substantially completed for 2018. Contractor will return in spring 2019 to complete minor concrete work for drainage facilities and final grading and seeding.
- Stormwater Study – Work is progressing on the stormwater study by Bolton & Menk for the area including Buffalo Ridge Concrete, areas along Burlington Northern Railroad Tracks from TH 19 to Parkway III due to the significant recent flooding in the area and potential development in the Parkway III area. A draft proposal may be available in March 2019.
- TH 23 and Lyon J-Turn Mn/DOT Project- Work is substantially completed. Landscaping items remaining for spring 2019.
- MERIT Center Phase 2- Bids received 02/05/2019. Recommendation to award to R&G Construction Co. for base bid plus Alt. B plus Alt. C in the amount of \$\$2,712,530.50.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
  - Country Club Drive Utility Replacement project; water, sanitary sewer, storm sewer from a point approximately 200' west of 4<sup>th</sup> Street to 2<sup>nd</sup> Street.
  - Superior Rd/Huron Rd Reconstruction project: The project has been revised to include the complete replacement of water main, storm sewer catch basins, and sanitary sewer spot repairs on Huron Road and Superior Road between Huron Road and Erie Road. The project was initially being proposed as a complete reconstruction, but the scope has been altered due to special assessment considerations.
  - Hahn Rd Storm Sewer Reconstruction project: replacement and addition of storm water facilities and a ditch cleaning effort to improve drainage and help reduce localized street flooding in the area.

- UCAP Transit Bus Shelters: Design continues for the installation of UCAP bus shelters at 3 locations; S. 4<sup>th</sup>/Stephen Ave, N. 4<sup>th</sup> between Redwood and Lyon, Birch Avenue between Mustang Trail and Village Drive. Project includes new sidewalk at all 3 locations, nearby ADA ramp reconstruction, and a street bump out at S. 4<sup>th</sup> to allow buses to pull off street. Project is a partially grant funded and coordinated effort between City and UCAP Transit.
- East Lyon Street Paving Project: pave East Lyon Street from Hwy 23 to a point approximately 750-FT east of Hwy 23. Staff will be holding a meeting in late February to discuss the project with neighboring businesses and residents.
- 2019 Mill & Overlay Project; Streets to be overlaid may include: E. Thomas Ave (Saratoga to McFarland Cir), David Drive, DeSchepper Ave (south of Southview Dr), Viking Ave (south of Southview Dr), McFarland Cir, Cullen Cir, Clifton Cir, Thunderbird Rd, Harriet Drive, Esther Lane, and Darlene Drive.
- 2019 Chip Seal Project
- Other alley projects. Interest from two neighborhoods for alley improvements. A meeting was held with neighborhood residents on January 28<sup>th</sup> to discuss the potential projects. Feedback from the neighborhood was generally positive. Staff will be preparing plans for alley improvements.
- River slope stabilization projects near the flood protection levee west of town and street protection projects at Bladholm and High Streets
- Parking lot projects as directed by Council at a later date. The potential projects include: Rose Lot, Addison Lot, and a new parking lot north of Red Baron Arena.
- 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.
- Currently reviewing State Aid roadway network. We are reviewing street mileage in the city and with recent changes to the State Aid funding mechanism, we are evaluating the efficacy of the current State Aid network and reviewing for possibility of proposed changes and additions.

### **Building Maintenance**

- No report.

### **Street Department**

- Cleaning up after the significant snowfalls.

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

- No report.

### **Wastewater**

- Electrical repairs.
- Cleaning sewers.
- Pump maintenance.
- Plant Upgrade project. Bids to be received 02/28/2019 with anticipated Council award on 03/12/2019.
- MMU's funding for the Water Treatment Plant is on hold. The State of Minnesota has had a lawsuit issued against them for the funding source approved to fund PSIG Grants this year. The Legislature approved funding from the Environmental and Natural Resources Fund. The group suing the State says this is unconstitutional and that fund was not set up for this style of program. We are hoping the Legislature takes this up right away and bonds for these projects in 2019.

**PUBLIC SAFETY DIVISION  
FIRE DEPARTMENT**

- The Fire Department responded to twenty-eight (28) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (23)
  - Fire; Structure (1):
  - Medical Assist (0)
  - Vehicle Accident (4)

**POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 762 calls for the month of January. 105 criminal offenses were reported with 76 (72%) of the cases being cleared. A total number of 75 adults and 1 juvenile arrests were made.

**OFFICER'S REPORT (DECEMBER)**

- Alarms, Fire (19)
  - Alcohol involved incidents (3)
  - Assaults (2)
  - Assault, Domestic (13)
  - Burglaries (3)
  - Criminal Sexual Conduct (3)
  - Damage to Property (6)
  - Keys Locked in Vehicles (47)
  - Loud Party (3)/ Public Disturbances (9)
  - Thefts (14)
  - Traffic Related Complaints (214)
  - Vandalism (1)
  - Warrant Pickups (14)
  - Welfare Checks (18)
- Three DWI arrests were made during the month of January.
  - In one domestic assault incident, the male suspect was arrested and charged with threatening the victim and discharging a firearm inside their residence.
  - Of the fourteen thefts reported, the majority are shoplifting cases from local business.

**PERSONNEL/OTHER**

- Officer Ben Kelly has nearly completed phase 2 of the field training program. We recently received a resignation letter from Officer Martin Jensen, indicating his last day of employment with the City of Marshall is February 8<sup>th</sup>, 2019. Officer Jensen has accepted a job offer from the Prior Lake Police Department. Officer Jensen's resignation leaves two police officer positions to fill. The process to create a new eligibility list has started. A part-time Community Service Officer has been hired to primarily provide coverage on weekends.

**DETECTIVE REPORT (JANUARY)**

- A Marshall man was arrested after making threats of killing family members. However, charges were declined by the county attorney after it became known the man was suffering from dementia. Detectives counseled the family members on some resources that might want to consider in managing the man's symptoms.

- A man was detained after a burglary-in-progress report was made. He was found seated in a car in the garage of a house by the homeowner. It was determined the man was extremely intoxicated and ended up at the wrong house by mistake. He was released to a family member without charges.
- A report of child sexual abuse was investigated. Information received was that a 13-year-old boy had sexual contact with his 6-year-old sister. The case was sent to the county attorney for consideration of juvenile charges.
- A case of identity theft is currently under investigation. A man reported that someone has been using his identity at a Marshall business for employment purposes.
- A 1 ½ year old child was brought to the Marshall Avera emergency room with suspicious injuries. The case is under investigation and is being considered as possible child abuse.
- A case of Child Sexual Abuse was investigated where it was reported a man sexually abused his 4-year-old daughter. It was determined the matter happened in Montevideo, MN and the case was referred to law enforcement there for further investigation.
- A case of Financial Exploitation of a Vulnerable Adult is under investigation. It was reported that a Power of Attorney for a vulnerable adult has not been paying the VA's nursing home bill and has been using the funds for her own personal use. The account is now in arrears for over \$38,000.
- An incident of Domestic Assault and Discharging a firearm in City Limits was investigated and resulted in the arrest of a Marshall man. The man, while having an argument with his girlfriend/roommate, fired off a rifle round in an attempt to scare her. Detectives secured a search warrant for the premises and found, in addition to the rifle and blank rounds, multiple swords and bladed weapons, antique firearms, a Claymore mine, a shoulder fired rocket launcher, and other pieces of military ordnance. It was determined with the help of the Army National Guard that the mine and rocket launcher were non-functioning and were probably army surplus and not illegal to possess. The man was arrested and charged with Domestic Assault and Terroristic Threats.
- A Marshall woman reported she had been scammed of \$1700.00 by a someone in Ghana. This was determined to be a variety of the "romance scam" common around the country.
- A report made by the MN Office of Secretary of State was received. Information was that a Marshall resident appeared to have voted in the last national election while they were on felony probation with limited civil rights and not being able to legally vote. The case is under investigation.
- A report of Possession of Child Pornography is under investigation. The family of a 14-year-old girl reported that she has been receiving video clips of sexual acts from a 20-year-old man.
- A woman who was brought into the ER reported being sexually trafficked in several other counties in Minnesota. She was put in touch with local advocacy agencies for support. The case was referred to the MN Bureau of Criminal Apprehension for investigation.

**29 cases of child abuse/neglect/endangerment were reported and investigated.  
1 case of Vulnerable Adult abuse was investigated.**

**A 49-year-old Marshall man was arrested for Theft and Embezzlement of Public Funds after a lengthy investigation involving the Marshall Convention and Visitor's Bureau.**

**A 38-year-old Marshall man was sentenced to 480 months in prison as a result of convictions of Assault and Attempted Murder of an Unborn Baby. The assault, which was on a pregnant woman, resulted in her losing an eye, in addition to other trauma.**

#### **CHEMICAL ASSESSMENT TEAM (CAT)**

- A 2-hour conference call took place with all the chiefs who oversee all the state funded CAT teams. The call was facilitated by the Director of Homeland Security Management for the State of Minnesota. As a result of the call, a 2-day planning session for all chiefs to discuss funding concerns will be held at Camp Ripley in March 2019.

## **MERIT CENTER**

- In the last month the MERIT Center hosted a variety of training/events. These events included a MN DNR Shoreland/Flood plain workshop, state CDL exams on the track, Driver's Education classes, tax seminars thru Minnwest Bank, Grain Marketing presentations, MN Safety Council quarterly training, Administration planning meetings/training and agriculture training.
- On Dec 14<sup>th</sup>, MERIT hosted the Minnesota Agriculture & Rural Leadership (MARL) conference. Forty agriculture leaders from across the state were given a tour of the MERIT Center as well as demonstrations of the Use of Force and Driving Simulators.
- Ag Country hosted their annual training at the MERIT Center on Jan. 31<sup>st</sup> with 50 participants in attendance.
- The MERIT Center was utilized 30 out of the last 40 business days with 480 people attending these trainings/events.
- In 2018, the MERIT Center hosted 5,915 participants in training and/or events.