



## **MEMORANDUM**

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

FROM: Sharon Hanson, City Administrator

DATE: June 11, 2019

SUBJECT: Administrative Brief

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### **CITY ATTORNEY**

- We continue to work with the rep of Charter/Spectrum on the new terms of a cable TV franchise agreement. We hope to be able bring that to Council within the next month.
- We believe we have resolved all outstanding issues with the Army Corps of Engineers and wetland mitigation matters so that the sale of HRA owned property to Tim And Donna Swenson can occur. This will allow expansion of Action Manufacturing Facility.
- As a result of Ways & Means Committee meeting, we are reviewing and revising the special assessment policies and procedures. Ways & Means to meet and review next Tuesday, June 11th. As result of recent City Council discussion rental code, food truck license, tax abatement policy are being reviewed. We are also looking at what options the City has for possible intervention in the Broadmoor Valley Manufactured Home Park issues.

### **ADMINISTRATION**

#### **General Administration**

- This past month held several discussions with staff and others on the wastewater project and bids. The bid was accepted by Council at the May 28, 2019 meeting.
- Two proposals were received for redevelopment of Block 11. Staff met with submitted proposal developers and work continues in formulating next steps.
- We are tentatively scheduling a City Hall work session/update from the Architects for July 9<sup>th</sup>. We are looking at a September bid letting date. This means that we also need to prepare for temporary office space as it can take months to go through what and what does not need to be moved and also the mere fact we need to secure space. Staff our working towards temporary office space move by going through files/items that needs to be disposed of, transferred to the temp office space or temporarily stored.

- Met with City Clerk, Brian Hart from the Computer Man, MMU and their computer network specialist RSM regarding servers, networks, future planning. We hope to visit more with RSM on specific city of Marshall needs in the near future.
- Work on branding and marketing continues. Lauren Deutz, CVB Director recently completed a Situation Analysis with Marshall industry leaders and North Star will be visiting Marshall next week to visit with additional residents. Also, a community survey was sent out to about 400 people regarding Marshall's possible brand.
- Strategic Planning-Vantage Point, the facilitator hired by the City is putting together all of the responses that we received from the surveys and soon will be coordinating with you a time to hold the first set of meetings with stakeholders (hopefully before the end of June).
- Attended Lyon County Museum Open House regarding their 2<sup>nd</sup> Floor plans and story conception. The theme will be centered around the time period following World War II.
- Attended work session regarding YMCA's future capital plan which includes some reorganization of space and renovation of key areas.
- Meeting with various department leaders regarding 2020 budget and staffing structures going forward.

#### **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.
- **Red Baron/Sports Commission/Hotel:** Confidential discussions continue with private developer.
- **Block 11:** 2 RFP's for Redevelopment were received. Internal staff and identified EDA Representatives Herrmann and Bucher met with proposal group, reviewed the project and interviewed the development team. No bids were received for mitigation and demolition, so Glenn Olson is researching secondary options.
- **Harrison Truck Center Tax Abatement:** HTC made an abatement request to City Council. Council approved. Now working on Abatement Agreement between City of Marshall and HTC. Great project growing tax base and creating quality jobs.
- **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.
- **City Branding:** Staff participating in branding committee. EDA Board participation will be requested in near future.
- **Façade Improvement Program:** Advertised online, in newspaper, chamber newsletter, and EDA intern Kritika Shah is starting to make business visits.
- **ISG Marketing Update:** Staff is working with ISG to produce a marketing video and high-level synopsis of target industries for Commerce Park. In addition, two other location videos will be produced as part of these efforts.

#### **Human Resources**

- Staffing update: congratulations to Jason Buysse on his promotion to the Police Sergeant position; Jason started in this position on May 13th. Six internal applicants will begin testing on June 14<sup>th</sup> for the position of Police Corporal. Once this vacancy is filled, the position of Police Detective will be opened

internally for applications. Review of applications is currently underway for the position of Maintenance Worker; 23 applications are being reviewed. The City will welcome Josh Girard on June 17—Josh was hired for the position of Wastewater Treatment Maintenance Operator. Applications are currently being accepted for paid-on-call Firefighters and Hazardous Materials Workers, and a variety of temporary/seasonal positions.

- Union negotiations: staff will be bringing a proposed contract for the LELS Supervisors (Sergeants) union to the Council on June 11<sup>th</sup> for consideration.

#### **Clerk**

- No Report

#### **Finance**

- Staff are waiting for the 2018 draft audit report, this is being held up by the Public Housing Audit not complete. The June 25<sup>th</sup> Council is our goal to present the 2018 audit.
- Work continues with our financial migration to version 10. Our storage issue with the servers has been resolved and we can proceed with installation of the software. Configuration and chart of accounts will begin in the next few months.
- Department heads are currently working on 2020-2024 capital requests, which are due to Finance June 19<sup>th</sup>.

#### **Assessing**

- No Report

#### **Liquor Store**

- Sales continue to be strong YTD. We are looking forward to a busy Summer season and getting our store merchandised for the Summer.
- Tall Grass and the CVB recently hosted the 1<sup>st</sup> annual Minnesota Made Craft Beer Festival at the Red Barron. 14 breweries participated from all over the state to show case their craft beer (which can be purchased at Tall Grass!). We had 300 attendees and the event was a hit with the Marshall Community! We look forward to making this event and Valentine wine tasting annual events.

#### **COMMUNITY SERVICES**

- Studio 1 TV Staff covered or assisted with thirty (30) community events during the month of May.
- MCS staff has processed over 2100 registrations for activities this summer. Over 150 individuals have been hired for part-time seasonal positions.
- The Amateur Sports Complex will host a MAFSA Softball Tournament on Saturday, June 29<sup>th</sup>.
- The Red Baron Arena & Expo will host the 2019 Relay for Life on Saturday, June 22<sup>nd</sup>.
- The Marshall Aquatic Center opened to the public on Saturday, June 1<sup>st</sup>. Pool receipts in the first 4 days have exceeded \$15,000. 269 Season Pool passes have been sold as of June 4<sup>th</sup>.
- City of Marshall Municipal Band opened their 101<sup>st</sup> season of concerts on Wednesday, June 5<sup>th</sup>. Concerts run every Wednesday (7:30pm) at Liberty Park through July 17<sup>th</sup>.
- A Networking Day Event was hosted by SW ABE on June 5<sup>th</sup> at the Marshall Middle School. Approximately 50 organizations were represented that serve adult clients.
- The Community Services Advisory Board received an update on the Aquatic Center assessment being done by 292DesignGroup. The consultant plans to present an existing structure assessment to Council at the second meeting in July.
- The Adult Community Center will be replacing two of the four furnace units in the facility. MASC has agreed to pay for half of the project. The units were last replaced in June of 2000.
- Adult Softball Leagues have over 200 participants registered that represent 30 different teams.

## COMMUNITY PLANNING

### Building Services / Planning & Zoning

- Almost 400 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.
- Zoning ordinance related to conditional use permits to ensure compliance with the state statute is almost ready.
- 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- Final lift of asphalt has been placed. Contractor will finish placing topsoil, tile pond bottom, and final seed the site.
- Project Z64/SAP 139-111-006: Saratoga Street Reconstruction – Irrigation is near complete. Striping, seeding, and driveway work left.
- Project Z67: Michigan Road/Superior Road Reconstruction Project – Final concrete work will take place in the upcoming weeks, and final seeding will proceed following concrete work.
- Project Z74: Superior Road/Huron Road Reconstruction Project – Contractor has installed all water main and 70% of the sewer main. The trenches in Huron Road will be patched with bituminous in the next couple of weeks and the contractor will continue installing sewer main and water and sewer service lines. Superior road is scheduled to be subcut and install gravel the week of 6-10-19 thru 6-19-19 concrete will follow
- Project Z51-2019: Bituminous Overlay Project – Contract has been awarded and the contractor has begun concrete pedestrian ramp work. The mill is scheduled to be in town the week of 6-17-19. After milling is complete manhole will be raised and the overlay will begin anticipating 2 days of bituminous work.
- Project Z50-2019: Chip Seal Project – Contract awarded to Allied Blacktop Company of Maple Grove, Minnesota, on May 28, 2019. No schedule has been presented at this time.
- Stormwater Study – Stormwater study completed and presented to City Council on April 23, 2019. City staff will be developing planned improvements in conformance with recommendations of the study.
- TH 23 and Lyon J-Turn Mn/DOT Project – Final striping, seeding, and signing is 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 contractor is waiting for the ground water table to go down to start work on the actual driving track.
- Project Z72: Hahn Road Storm Sewer Project - Contract awarded to A&C Excavating of Marshall, Minnesota. A preconstruction meeting will be June 12 at 1 pm.
- Project Z73: 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 – Contract awarded to D&G Excavating, Inc. A preconstruction meeting will be June 12 at 11 am. Contractor tentatively would like to start the week of June 17.
- 2019 Projects are currently in the design and scoping process. Projects currently include:
  - ⊖ UCAP Transit Bus Shelters: Design has been completed and has been forwarded to MnDOT for their review and approval.

- ⊖ Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney): City staff is awaiting receipt of revised petitions for improvement from neighborhoods. The petition for improvement must be for exactly what the property owners want to do. City staff may not change the improvements to anything other than what was requested.
- 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, and we are expecting direction for design shortly.
- 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**

- Street sweeping
- Pothole patching
- Removing center island from Cullen Circle and patching back in the asphalt.
- Removing center island from McFarland Circle and patching back in the asphalt.
- Fixing and replacing bad curb on the streets that are being milled and overlaid.
- Getting quotes for bike lane painting.
- When weather permits repairing bike trail between highway 59 north and north 7<sup>th</sup> 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 is complete and turned out great. Need to seal the joints and seed some dirt areas for the project to be completed.
- Advertising for a maintenance worker position due to a retirement.

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

- No report.

### **Wastewater**

- Cleaning sewers.
- Pump maintenance.
- Plant repairs.
- Grounds repairs and maintenance.
- Doing work orders.
- All sump pump permits are tagged closed for the season.
- Staff walked the entire town and did a survey of which properties were discharging sump pumps outside and which properties had no apparent sump pump discharge. We will be doing follow up inspections this summer as time permits. I will be bringing forward suggestions on starting residential inspections soon.
- Slowly getting back to normal after flooding and high influent flows. We normally average about 3 million gallons per day- last week we have been averaging ~~nearly~~ 5.4 million gallons per day. Amazingly we did

meet all permit limits for April and May. We received 163 million gallons in April, 139 million gallons in March, and 150 million gallons in May compared to 66 million gallons in February. This is directly correlated to the increased sump pump run times.

- Council awarded the \$14 million-dollar upgrade project. This was a huge contract and staff appreciates Council support of the project.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to thirty-one (31) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (14)
  - Fire/Structure/Medical Assist/Other (11):
  - Vehicle Accident (6)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to 884 calls of service for the month of May. 115 criminal offenses were reported with a total number of 32 adults and 3 juvenile arrest's being made.

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

- Accidents (30)
  - Alcohol - DWI (1)
  - Assaults (2)
  - Assault (4)
  - Domestic Assault (17)
  - Burglaries (1)
  - Damage to Property (9)
  - Keys Locked in Vehicles (40)
  - Loud Party (8)/ Public Disturbances (14)
  - Thefts (20)
  - Traffic Related Complaints (194)
  - Warrant Pickups (18)
  - Welfare Checks (22)
- During the month of May, we responded to a concerning amount of domestic assault calls that resulted in seven (7) arrests being made of the suspects. Other incidents resulted in charges being forwarded to the City Attorney for consideration of charges.
  - Officers were called to a local liquor store establishment for an uncooperative customer that had physically assaulted the manager. When officers arrived, the male suspect continued to be aggressive and failed to comply with commands. The male suspect came at the officers aggressively and was tasered. The incident was resolved without injury to any officer or the suspect and an arrest was made for assault and disorderly conduct.
  - Both the police and fire departments were called to a possible over-turned raft in the river during the evening of 05/31/19. The use of the drone to help in the search process proved to be helpful. Some limitations of the current drone used by the city was discovered and has our emergency services trying to determine possible needs and options with drone usage.

### **PERSONNEL/OTHER**

- The restructuring plan continues to create movement within the police department. Interviews were conducted by staff and the Police Advisory Committee for the open sergeant position. Jason Buysse was

promoted to sergeant this past month and has started in this new role. This promotion creates a detective opening as well as an open corporal position still exists. Interviews are scheduled for June 14<sup>th</sup>, 2019 for the open corporal position and the open detective promotional process will begin soon after. We currently have six internal applicants that have applied for the corporal promotion.

#### **DETECTIVE REPORT (MAY)**

- A case of forgery and prescription fraud were investigated. A Marshall pharmacy reported someone may have obtained medications fraudulently that were intended for another person. Interviews were done, and the case was sent to the county attorney's office.
- A Marshall woman reported her 11-year-old son's Social Security number was used by someone in Robbinsdale, MN. Victims were referred to Social Security for further investigation.
- A request for prosecution was made on a Marshall man for Predatory Offender violations. The man was not living at his registered address and his probation officer was unsure of his whereabouts.
- A Marshall woman reported her credit card number was used at a store in New York City for \$1,400.00. The case is currently under investigation.
- A Marshall woman reported her vehicle was taken by an ex-boyfriend without permission. She signed it as a stolen vehicle. The vehicle was later recovered in Worthington, MN after the driver was arrested for DUI. Charges of auto theft in Lyon County are pending.
- A woman staying at a Marshall hotel reported her medications were stolen from the hotel room while she was away. An interview was done with a possible suspect. Follow-up interviews are pending.
- A Marshall woman reported possibly being sexually assaulted after she woke up in a Marshall motel room, highly intoxicated, and wearing someone else's underwear. She stated that her body felt like she had had sex recently. The case is under investigation.
- A Marshall man reported being scammed by a bogus PayPal transaction. He ended up losing \$445.00 after he was told to get Google Play cards and give the codes to someone purporting to be from PayPal.
- A case of Criminal Sexual Conduct was conducting on a report that a Vulnerable Adult female who lives in a Marshall group home had consensual sex with a Vulnerable Adult male and the two of them then ran off to Iowa together. The female VA's guardian reported her missing, but the VA was contacted, stated she was missing voluntarily, and refused to return to Minnesota. The case was referred to the Lyon County Attorney's office for consideration of charges. Charges were denied, and the guardian was advised to get a Harassment Restraining Order on behalf of the VA.

#### **MERIT CENTER REPORT**

- In the last month, the MERIT Center has hosted a variety of trainings/events. These events included public information officer training, an ambulance driving course, motorcycle safety training, commercial vehicle inspection class, small business development training, CDL exams, driver's education class, law enforcement emergency vehicle operations course and first aid/CPR first responder training.
- The state of MN Chamber of Commerce hosted their leadership alumni event at the MERIT Center on May 9<sup>th</sup>. Over 70 business leaders from around the state attended this event and were given tours of the MERIT Center and demonstrations of the law enforcement training simulators.
- MN West hosted their faculty duty day at the MERIT Center on May 10<sup>th</sup>. 75 faculty members attended this event and were given tours of the facility as well as demonstrations of the Community Services driving simulators and the law enforcement training simulators.
- The MN State Patrol conducted a 3-day standard field sobriety testing and drug impairment course at the MERIT Center May 20-22<sup>nd</sup>. 17 officers from the SW region attended the training.
- The MERIT Center was utilized 26 out of the 31 days in the last month with 326 people attending these trainings/events.