



MEMORANDUM

TO: Honorable Mayor and Members of the City Council; City Staff
 FROM: Sharon Hanson, City Administrator
 DATE: February 11, 2020
 SUBJECT: Administrative Brief

CITY ATTORNEY

- City property to MMUA is proceeding to closing.
- I have obtained chemical information regarding the Helena site and have spoken with the Helena attorney regarding cleanup.
- I am currently reviewing the Special Assessment policy, which is to be brought to next Council meeting.
- I have provided to MAHA President the updated draft of agreement concerning ice rental rates.
- Criminal prosecution numbers for January are as follows:

January:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution		1	3	1	7	6	3	21	17
Dismissed									
Non-Prosecution	1	1			1		1	4	2
Refer to County									

Administration/Economic Development Authority

- This past month finalized the hiring of the EDA Director, Lauren Deutz is planning on starting April 1. We will however, include her in any EDA communication from now until then. The City has provided to the CVB the assistance of our HR Director Sheila Dubs to assist with their hiring process.
- Branding-we are hoping for a March 4th release date for the new brand. We have the logo/colors/tagline. But we have to compile the narrative that goes with the brand-this is taking all the research and backing the brand with the data. There is much work to be done-several meetings prior to March 4th.
- Strategic Plan-have all the notes/draft document. Need to incorporate additional comments from the last comment period. February 11th Council meeting draft, February 25th Council meeting final approval.
- City Hall-the garage sale for surplus items took place January 31. Recently met with audio/visual consulting company for display equipment for mtg spaces. Asbestos abatement is underway and has

been prolonged by the additional asbestos not noted in the inspection report. Original asbestos completion date of Feb 21 has been extended to Feb 28. All other work still on schedule.

Economic Development

- Block 11-we are progressing on TIF schedule. Hoping to get further development on construction timeline from APX. Baker Tilley working on TIF plan, Kennedy and Graven working on Development/Purchase Agreements.
- Working with a developer on hotel next door. He has draft plans for apartments on 2nd/3rd floors and office/retail on main floor. We are looking at incentivizing at the level of demo/parking lot. At issue is the cost to the developer and lack of parking.
- Spoke to two different hotel developers and hotel study company on hotel development. Will be sending information this week.
- Met with Community Services Director Scott VanDerMillen on next steps with the pool-a community wide world café style event is being planned for late April to get input from the community.
- This past month attended branding meetings, attended Legislative Town Hall, Marshall Area Transpiration Group mtg, was a panelist on State Auditor's Main Street Listening Tour, gave a tour of City office space at SMSU to Social Sciences department, wrote monthly Independent article, attended EDA Board meeting, staff mtgs and participated in on Bond Rating call with Standards and Poor for the City Hall Bonds. Had several calls regarding EDA related projects. Had several Marshall business contact meetings to continue to foster good relations with the City.

Human Resources

- Staffing update: City HR staff assisted the CVB Board with the posting and advertisement of the CVB Director position. The CVB Board, under the guidance of Board Chair Kelly Loft, is managing the hiring process. Staff are gearing up for our temporary/seasonal spring/summer hiring.
- Safety Training: Reasonable Suspicion Training for Supervisory staff.

Clerk – No report

Finance

- City Hall Bonding – Bond proceeds for City Hall are to be received February 27, 2020.
- 2019 Audit working is underway as we prepare for the auditor's on-site field days in April.
- InCode migration from version 9 to 10 is scheduled late April.
- Policy Work – Investment Policy is being updated. The ways and means committee reviewed 2/3/2020 with recommended council approval 2/11/2020

Assessing

- TAX COURT – Shopko has dismissed their latest Tax Court Appeal. Market Street Mall has settled with overpayment of taxes to be applied to back taxes on outlots
- Wrapping up our sales analysis and applying new values for pay 2021 with further review.
- Will soon be prepping for LBAE. Those dates should be on your calendars

Liquor Store

- Sales for January +6.3%, Ticket average was up \$1.37 (5%) and customer count was +1.04%. A good trend for one of the slowest months of the year.

- We just installed a new single can/cold wine merchandiser by our pay station. This will help with add-on sales as customers will be able to “Grab & Go” some of their favorite single beverages and chilled wine.
- The staff has been getting the store in shape by cleaning and organizing the floor and warehouse after the busy holiday season.

COMMUNITY SERVICES

- Please reference attached .pdf file.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Almost 400 open job files. UCAP Headstart new building, Harrison Truck addition, Action Manufacturing addition, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- Four duplexes and fourteen new single-family dwellings permits have been approved.
- Interim use was added to Zoning ordinance.
- 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 development/implementation has begun with a kick-off teleconference.

PUBLIC WORKS DIVISION

Engineering

- MERIT Phase 2 -- Work is suspended until next spring to do final shaping and seeding.
- 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 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.
 - Z77: Legion Field Stormwater Improvements—Phase I: Staff is in design of the project, which includes the Buffalo Ridge basin and the Kendall Street basin in Legion Field Park.

Building Maintenance

- No report.

Street Department

- No report.

Airport/Public Ways Maintenance

- No report.

Wastewater

- Cleaning sewers.
- Plant repairs.
- Magney has finished pouring walls and is currently working on some equipment replacement. Next week the intent is to start disassembling the Trickling Filter for replacement media.
- Staff has performed 236 equipment work orders in the last 30 days.
- Completed training on the new Industrial Storm Water Permit in effect 4-5-2020.
- Helping Street Dept. plow snow as needed.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-one (21) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (18)
 - Fire; Structure (0):
 - Medical Assist (0)
 - Vehicle Accident (3)

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 809 calls for the month of January. 113 criminal offenses were reported with a total number of 48 adults arrested.

OFFICER'S REPORT

- Alarms (15)
- Accidents (29)
- Alcohol involved incidents (4)
- Assaults (1)
- Domestic Assaults (11)
- Burglaries (2)
- Criminal Sexual Conduct (3)
- Damage to Property (6)
- Keys Locked in Vehicles (32)
- Loud Party (4)/ Public Disturbances (6)
- Thefts (17)
- Traffic Related Complaints (188)

- Vandalism (1)
 - Warrant Pickups (28)
 - Welfare Checks (26)
- Twenty-nine accidents were reported during the month of January with four of them classified as personal injury accidents.

PERSONNEL/OTHER

- The Body Worn Cameras have been in use for approximately one month. Officers are getting use to wearing them and have had minimal issues with the cameras. Data collected from this past month has been beneficial in the prosecution of pending cases. The editing software used to protect specific individuals has been working well.
- No information has been received regarding the build-out date for the squad cars ordered in August. We have been in communication with KRUSE Motors who has informed us that the manufacturing has not yet begun on the FORD Interceptors. One of the current squads in use that will be sold once the new squads arrive had engine repairs made totaling \$2,500 dollars.

DETECTIVE REPORT

- Three cases of Voter Registration Fraud were investigated. Information was received from the MN Secretary of State that individuals who had their voting rights taken away due to felony criminal convictions had possibly attempted to register to vote or to vote. Investigations were conducted and it was determined that none of the suspects involved had committed voting fraud.
- A Lyon County inmate had their apartment burglarized and a TV stolen while they were incarcerated. No leads.
- A criminal sexual assault involving the groping of a woman's breast over her clothing was reported. The suspect was known to the victim and she later declined to press charges and stated that she had taken care of the situation herself.
- A Marshall man reported being blackmailed by a female after he sent nude photos of himself to her and she was now demanding \$500 in exchange for not posting the pictures on Facebook. Investigation showed the extortion was coming from West Africa. No money has been sent.
- Three death investigations were conducted. All the deaths were due to natural causes.
- A Predatory Offender Registration violation was reported and investigated. The case was sent to the Lyon County Attorney's office for consideration of charges.
- Two college students on winter break had their apartment burglarized and two big-screen TVs taken. No leads.
- A woman from New Mexico reported someone in Marshall has been using her identity to get employment and other services. The case is under investigation.
- A Marshall business reported someone tried to break into their establishment. A window was found broken and pry marks were found on a door lock. Entry was not gained.
- A case of sexual assault is under investigation. A South Dakota woman reported being sexually assaulted by a family member in Marshall.

CHEMICAL ASSESSMENT TEAM (CAT)

- The Southwest Chemical Assessment Team held its annual member meeting in January. Members discussed goals for 2020 and upcoming required training to attend. The transition

from reporting to HSEM Office to the State Fire Marshal's Office has gone well this past year. A future HAZ MAT exercise planned for late summer/fall was discussed and will be part of the team's training.

MERIT CENTER

- In the last month the MERIT Center has hosted a variety of training/events. Some of these events include CDL training utilizing the track, leadership meetings, medical skills training, Driver's Education training, fire service training, business meetings and farm management sessions.
- MN West is currently hosting Firefighter 1 and Firefighter 2 classes at the MERIT Center every Monday and Wednesday evening for 22 local firefighters. They have also hosted a variety of leadership meetings and practical EMT classes.
- On Jan 14th, Minnwest Bank held a Grain Marketing meeting at the MERIT Center. 80 local farmers attending this session
- The USDA returned to the MERIT Center on Jan 23rd to host their manager's meeting for 45 participants
- LG Seeds hosted two leadership meetings at the MERIT Center in January
- On Jan 29th, Ag Reliant hosted a regional meeting for 23 local employees
- The MERIT Center was utilized 29 out of 31 days in January and 291 people attended these event/trainings