



MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: September 10, 2019

SUBJECT: Administrative Brief

CITY ATTORNEY

- Cable TV Franchise has been agreed upon and will be brought forward to Council on September 10, 2019.
- Acquisition of Helena property will be brought forward in HRA closed session on September 10, 2019.
- Criminal prosecution statistics for the months of July and August are as follows:

July:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	1	3	8		10	2	5	29	19
Dismissed									
Non-Prosecution		1						1	8
Refer to County									

August:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2019	2018 Comparison
Prosecution	1	7	7	1	7	4	11	38	34
Dismissed									
Non-Prosecution	2				2		2	6	4
Refer to County							1	1	

ADMINISTRATION

General Administration

- This past month spend a considerable amount of time around Strategic Planning events including the World Café event, planning for City Hall bidding documents, discussing Block 11 and the 2020 levy and budget. Held meetings with Avera CEO, community members and business managers. Met with

Southwest West Central Service Coop, Tara Onken and the Mayor on potential Early Learning Center and Office space needs.

- Work continues with the branding data with Northstar, strategic brand position statements are being developed and the research data will be presented at the September 24th Council meeting. A small committee led by Glenn Bader, Ralco has been convening to refine and consult on the branding work.
- Discussion on the pool was held briefly with staff and there is a planned small work session following September 24th Council meeting to discuss next steps with this project.
- Recently have had discussions with Lyon County and others on recycling.
- Attended 1st Annual Hometown Hero Walk, Carter Strong Basketball Court, Ashley Home Furniture and Hobby Lobby ribbon cuttings.

Economic Development Authority

- **Commerce Park**
Drone video production complete, posted on various social media channels. Site and video were prominently featured in DEED e-mail to site selectors.
- **New Hotel Recruitment**
No abatement application received at this time. Conversations and e-mail correspondence continue.
- **Downtown Hotel**
Held walk-throughs with developers who are currently researching feasibility options.
- **Block 11**
Onken, Hanson and other staff have had further conversations with potential occupants, as well as with the developer. Preliminary Development Agreement is in draft mode to set mutual expectations. RFP's for demolition due back soon. Potential presentation to City Council on September 10th.
- **Harrison Truck Center Tax Abatement**
Groundbreaking on Monday, September 9th at 12pm at 1501 US Hwy 59.
- **Parkway II**
UCAP homes well under construction. Drive by to check out the progress.
- **Small Cities Development Program Grant**
Summary attached.
- **City Branding and Strategic Planning**
World Café event was held on August 26th. 80+ people in attendance to provide input for strategic planning. Branding process timeline update coming soon.
- **Façade Improvement Program**
Advertised online, in newspaper, chamber newsletter, and EDA intern Kritika Shah made 25+ business visits.
- **ShopKo**
No update from Raider Hill. ShopKo Optical will be relocating to former Family Video location on E. College Dr.
- **Canoga Park Childcare Tax Abatement**
- Public hearing will be held on September 24th at City Council. If approved, Abatement Agreement will follow.

Human Resources

- Preparing for InCode 10 configuration on the payroll/HR side of the system.
- Staff are working with our vendors and agents on benefit renewal information. Our health insurance agent, Bill Chukuske, has initiated the process of obtaining quotes on health insurance options for 2020. An insurance advisory committee meeting has been scheduled for September 24 to review the options. Information will be presented to the Council on benefit renewals in October.

Clerk

- Discussions with City Staff, Lyon County and Southwest Minnesota State University on discussions about moving the Ward 1 polling location from the SMSU RA Facility to the Red Baron Arena. This is a result of the 2020 Minnesota State High School Basketball Section Tournament being held at SMSU during the Presidential Nomination Primary.

Finance

- Migration to InCode 10 continues as updating chart of accounts is wrapping up. In September both financial and payroll/HR will be going through configuration. Planned go live date is late October.
- Work continues on the 2020 Preliminary Levy. Council must set the preliminary budget/levy by September 30th.
- 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 in October.

Assessing

- **No Report**

Liquor Store

- Sales for the month were 509,180 + 9.86%, Customer Count was 17,869 + 5.54%, Ticket Average was 28.37 +5.54%. Sales, customer count and ticket average continue to be solid compared to 2018.
- Game Day starts at Tall Grass will be our theme moving forward in Sept./Oct. SMSU Mustangs, MN Vikings and Gophers begin their seasons and we'll invite our customers to make Tall Grass a part of their game day celebrations.
- Our monthly Sale/Product flyer will focus on several 'Hot Deals' in which we bought items at a quantity buy and are able to pass along these savings to our customers. Take a look on our Facebook page!

COMMUNITY SERVICES

- The Red Baron Arena & Expo will host events every weekend this month including the SW Challenge High School Volleyball Tournament for the first time this weekend. Open Skate for the general public will also begin September 13th.
- Contracted dirt work will begin on the Archery Range located near the Merit Center.
- Progress continues to be made on the parking lot addition at the Red Baron Arena & Expo.
- New flagpoles have been installed on the island at Independence Park.
- Final numbers indicate the Aquatic Center welcomed over 19,000 users and revenues were up approximately \$12,000 this summer in an 83-day window.
- The nine bicycles in the BikeShare program have logged a combined 1800 miles as of September 1st. The seasonal program will be available to the general public, at no charge, until mid-October.
- Studio 1 TV Staff covered 13 city/community events in August including Sounds of Summer.

Building Services / Planning & Zoning

- Over 400 open job files. Menards warehouse/remodeling, Unique Opportunities 36-unit apartment building, Bus Garage, and Ashley Furniture/Hobby Lobby have been completed. UCAP Headstart new building project and SRO apartment building at Stephen Ave have been approved. The UCAP Headstart project may still start this year. Harrison Truck project review has been completed.
- Two duplexes and six new single-family dwellings permits have been approved.
- Zoning ordinance related to conditional use permits to ensure compliance with the state statute is under final review.
- 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
COMMUNITY PLANNING**

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PUBLIC WORKS DIVISION

Engineering

- Project Z47: Commerce Industrial Park- Final seed the site as weather permits. 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 under construction, the diamond polishing process has been completed. The Contractor plans to final shape the gravel and pave the week of September 16, 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 – Project has begun, all storm sewer and subcut has taken place. Contractor is hauling and grading gravel preparing the site for concrete curb and gutter. Concrete may start the week of Sept. 9th.
- 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
- 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.
- Maintenance Worker position has been filled.

Airport/Public Ways Maintenance

- The Airport Master Plan has been approved by the FAA.
- The Master Plan includes designations for development on the airport property that is not specifically related to aviation needs.
- The Joint Airport Zoning Board can now be re-established and brought up to speed with the requirements for zoning within and up to 5 miles from the airport area.

Wastewater

- Cleaning sewers.
- Starting to mix bio-solids in preparation for fall application.
- Plant repairs.
- Magney Construction getting ready for 1st concrete pour for the bio-solids storage tank pump gallery.
- 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 (20) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire/Structure/Medical Assist/Other (8):
 - Vehicle Accident (5)

POLICE DEPARTMENT

- The Marshall Police Department responded to 963 calls of service for the month of August. 138 criminal offenses were reported with a total number of 55 adult arrests being made.

OFFICER'S REPORT (AUGUST)

- Accidents (21)
 - Alcohol - DWI (6)
 - Assaults (7)
 - Domestic Assault (12)
 - Burglaries (4)
 - Damage to Property (11)
 - Keys Locked in Vehicles (46)
 - Loud Party (9)/ Public Disturbances (21)
 - Thefts (27)
 - Traffic Related Complaints (274)
 - Warrant Pickups (16)
 - Welfare Checks (22)
- During the month of August, we responded to twenty-one (21) vehicle accidents with five (5) being coded as personal injury accidents. Two of the reported accidents involved bicyclist with one male being transported by ambulance to the emergency room. In another personal injury accident, the driver of one of the vehicles was arrested for DWI.
 - Four (4) burglaries were reported with two of the reported cases the suspects are juveniles. All cases are still under investigation.
 - Twelve (12) domestic assault calls were reported during August. One incident involved a juvenile attacking family members with a knife. In all domestic assault cases, officers provide family members information on available resources.
 - Seven (7) assault cases were responded to by officers. One incident involved a male suspect pushing his girlfriend's vehicle across a parking lot with his own vehicle. The female was not injured in the altercation. Another incident involved a female being removed from the courtroom. The female assaulted officers by kicking, hitting and spitting on the arresting officers. In another incident, officers attempted to separate multiple individuals who were physically fighting. During the incident, officers had to resort to tasing a suspect who failed to comply with commands to stop.
 - The police department participates in monthly meetings with AVERA staff. The police department attended a tour and participated in discussion on how the new ER will function and the logistics on how to provide safety to ER staff when they are providing medical care to mental health patients.

PERSONNEL/OTHER

- Detective Ryan Hoffmann completed his certification of the CELLBRITE software system. In May the City Council approved our participation in the Internet Crimes Against Children Task Force. Our participation allowed for us to receive the analyzing software and equipment valued at \$10,500. This new technology will strengthen our investigations by being able to retrieve data from electronic devices used to commit crimes.
- For several years the police department has considered implementing body-worn cameras for its police officers. Preliminary discussion has already occurred with the City Council regarding this process. Law requires us to provide an opportunity for public comment or input when developing BWC policies before the City Council would purchase or implement a BWC program. The public will be able to comment through email or attend a community listening session scheduled for Thursday, October 3rd at 6:30 pm at the MERIT Center. Our current goal is to bring this before the City Council on October 22nd, 2019.

DETECTIVE REPORT

- A burglary was reported at a storage shed at Legion Field Park. The shed belongs to the City of Marshall Parks Dept. and contained baseball equipment utilized by Community Services. The shed door was damaged, but nothing appeared to be missing. An eyewitness reported seeing two young juveniles kicking in the door. The juveniles were not located or identified. Approximately \$100 in damages was done to the shed door.
- A case of forgery is under investigation where a male presented an apparent counterfeit MN driver's license to an officer on a traffic stop.
- A case of Financial Exploitation of a Vulnerable Adult was investigated. A staff person at a local residence for mentally-challenged people apparently used a debit card belonging to one of the residents and used it for personal purchases. The case was sent to the county attorney's office for charges, but they were denied.
- A Marshall man reported that a package delivered and left on his front step was stolen. The package contained over \$2,000.00 in merchandise. Neighbors were interviewed but no one saw anything suspicious.
- A reported case of a Peeping Tom was investigated. A Marshall resident reported that his home security camera captured footage of a male approaching his home on foot at about 1:30 am and looking in his windows. The male was identified and interviewed. He claimed to have been looking for a woman he met on-line who he believed was being held against her will in a house in the neighborhood he was roaming around in. This same male had been identified several weeks earlier as lurking in the same neighborhood and trying doors on houses. Charges were requested of the Lyon County Attorney's office.
- A theft case is under investigation. A Marshall resident reported someone stole a large amount of furniture from their garage. The garage building is shared with other tenants. Possible suspects have been identified and the case is pending.
- A case of suspicious activity at the Marshall Library was investigated. It was reported that a 70-year-old man was approaching teenage females and asking if he could take them to Dairy Queen. The same male had been earlier identified by library staff as having been looking at child pornography on the library system's computer. The male was interviewed and trespassed from the Lyon County library system.
- A lottery fraud case was investigated with the assistance of the Minnesota State Lottery investigators. Several people were arrested in Marshall after they, along with the help of an employee, had stolen large numbers of lottery tickets and redeemed them. Detectives executed a search warrant in Lac Qui Parle County to retrieve the remaining unredeemed tickets. Several arrests were also made.
- A case of Identity Theft is under investigation. A Texas man reported someone is using his identity to gain employment in Marshall.
- A Marshall woman reported losing \$5,500 in a phone scam. She was contacted by people purporting to be law enforcement in Texas who said that her identity had been compromised there and that she needed to send them money, so they could "freeze" it so that she didn't lose it. She was told Marshall Police would then reimburse her. She stated the suspects had foreign accents and she believed they were calling from outside the country. No leads.
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MERIT CENTER REPORT

- In the last month the MERIT Center has hosted a variety of trainings/events. These events include CPR Training, Motorcycle training, Emergency Vehicle Operation Course training, BT Industry safety training, financial planning training and various meetings.
- The MN Propane Association conducted 2 days of BT Refresher training for 26 participants on August 22 and 23
- MN West conducted various trainings for law enforcement and industry utilizing the classrooms, the driving track and the facility grounds for their classes. This included grain rescue/farm accident training for the Marshall Fire Department on August 20
- Ag Country conducted a 2-day Financial Planning course for local farmers

- The Sunshine Rotary group held their meeting at the MERIT Center on August 29. The group received a tour of the facility and heard about the props and courses available
- The MERIT Center was utilized 25 out of the last 30 business days with 258 people attending these trainings/events

EMERGENCY MANAGEMENT

- The Southwest Chemical Assessment Team (CAT) responded to a call at ADM regarding a call involving a chemical reaction to a cleaner being used. Both the CAT Team and the Marshall Fire Department provided a well-coordinated effort to identify the substance and respond to the situation. No injuries were reported.