



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

FROM: Sharon Hanson, City Administrator

DATE: September 8, 2020

SUBJECT: Administrative Brief

CITY ATTORNEY

- Criminal prosecution numbers for August are as follows:

August:

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2020	2019 Comparison
Prosecution	3		5		5	2	5	20	38
Dismissed									
Non-Prosecution	3						2	5	6
Refer to County									1

ADMINISTRATION

- This past month had several meetings with MMU related to the transition from retiring Brad Roos to new General Manager Dave Schelkoph. Dave has been working on the 2021 partnership agreement and discussing with the City the work ahead for the new water treatment facility.
- EDA staff have been putting most of their focus on the CARES grant application opportunities- answering questions, visiting with businesses. Nearly \$300,000 has been applied for by various businesses and non-profits and the second round of grant applications are underway. This past week Lauren was given the opportunity to share the CARES Act grant program with other cities as part of a League of MN Cities sponsored webinar.
- Finance staff led by Annette Storm did tremendous work on the 2021 budget/levy thus far this year and several meetings regarding the budget was held this past month with Division Directors to finalize a preliminary levy for approval on September 8th.
- Met with Mayor, Avera Marshall CEO and selected staff on the Carlson Street Clinic and its economic future. Another meeting has been planned for the 3rd week in September.

- Schwan's, Avera, SMSU and the City of Marshall worked closely with the Chamber of Commerce on holding a Zoom COVID Best Practices webinar. The topics covered how best to handle COVID in the workplace, home, campus.
- Some meetings from this last month: City Hall Committee meetings, EDA Board meetings, Ways and Means Committee meeting, staff meetings, staff performance evaluation meetings, staff meetings and discussion on City Hall construction project, Library Director monthly meeting, Chamber Director monthly meeting, monthly radio show and wrote a Marshall Independent article on progress on city projects.

Economic Development Authority

- Staff continues conversations with the County about pursuing a county partnership to provide EDA services.
- Staff continues implementing new brand materials.
- Staff is working with three local businesses on expansion projects.
- Staff is working with local business on the purchase of land for expansion project.
- Staff is also having conversations with five new developers.
- Staff is working with Avera on proposals for the Bruce Street Clinic.
- Staff is working with management company to send proposal for former Shopko building.
- Staff continues working with developers on Block 11.
- Marshall CARES Grant 1.0's application period has closed and staff has sent 47 award letters for a total of \$327,500.
- Staff is now reviewing grant reimbursement documentation and approving award letters.
- Staff has launched Marshall CARES Grant 2.0 program. As of September 4, we have received 20 applications. Deadline is September 11th.
- Staff continues working with owners of Broadmoor Valley and the Hindi store on grant applications through Minnesota Housing and the Department of Agriculture, respectively.
- Project Cobra RFI Update: Developer is looking for existing building with railway access.

Human Resources

- Staffing update: 4 firefighter candidates were offered positions and are in the pre-employment testing phase. 2 police officer candidates have been offered positions, 1 full-time and 1 part-time, and are in the pre-employment testing phase. 1 hazardous materials technician (CAT team) is in the pre-employment testing phase. Applications continue to be accepted for seasonal/temporary positions in our Community Services Division. Applications are accepted year-round for firefighter and CAT team positions.
- Safety: Results of the July safety facility audit were made available on 09/01/20 to the safety committee. The results were very good. Most issues identified during the audit were corrected immediately. Those that couldn't be corrected immediately were not serious in nature and will be remedied by the department supervisor. All mandated safety training requirements are being met at this time utilizing training videos provided by our MMUA Consultant.

Clerk

- Continuing to prepare for the General Election with the recruitment of election judges. We have been fortunate to have several of our community members sign up to become new election judges this year. The City will be hosting a new hire "open house" for election judges to welcome them to the city and election process.

- The self-reporting and enumeration portions of the census are now scheduled to wrap up Friday, September 18. The city is (as of 9/2) reporting a 3.3% overall lower self-response rate number when compared to 2010. Two out of Three census tracts are reporting higher numbers. The lower tract is located in the northern portion of the city, boarded by Hwy 23, Hwy 19 and Hwy 68. The City, SMSU and Census Bureau have continued to work on accurately reporting 2020 numbers. SMSU has resubmitted its group quarters and off campus student rosters to the Bureau for self-reporting and enumeration. We are expecting this to give that census tract a slight bump prior to closing the self-response period. The City of Marshall has met and exceeded the Census Bureaus expectations for a self-response rate considering several significant obstacles dealt nationwide in 2020.

Finance

- 2021 Budget Work – The preliminary budget and tax levy for 2021 will be presented to Council at the September 8th council for approval. The preliminary tax levy is due to Lyon County by the end of September.
- CARES Act Funding – The City of Marshall received just over a million dollars from the federal CARES act and the finance department is working on identifying expenses directly related to the COVID-19 public health emergency. The City has until November 15, 2020 to spend this federal assistance money. Any funds remaining after November 15, 2020 will be turned over to Lyon County. The City had just under 200,000 of expenses spent so far with the grant and the next reporting deadline is September 9th.
- Special Assessment Certification to Lyon County – Staff will be working the next few months on going through the certification process of special assessments and unpaid fees that will be certified to Lyon County by November 30th.

Assessing

- Continuing Quintile processes
- We have entered the last month of the yearly sales study period. (10-1-2019 to 9-30-2020).
- Continuing to work on Tax Court cases.
- Assisting with budgetary items as needed.

Liquor Store

- August Financials: Sales \$577,437 +15%, Customer Count 18,149 +1.57%, Ticket Average \$31.82 +15.92%. Our store is still trending a much higher the average financial performance compared to 2019. We believe that this increase will continue through the remainder of the 2020.
- Presented a donation to Marshall Pet Rescue located at the Marshall Animal Clinic on behalf of the staff, customers and the Minnesota Municipal Beverage Association.
- Staff is getting ready for the Fall season with resetting displays and products throughout the store.
- We are in the final steps of switching to the Cloud Retailer operating software.

COMMUNITY SERVICES

- The Aquatic Center closed for the season on August 23rd after being opened to the public for 62 days. With limited capacity permitted by the Governor, 785 wristbands were sold during the season with an average daily attendance of 128.

- Studio 1 TV staff is working with Marshall Public Schools to livestream the limited high school fall sports home events.
- Marshall High School will be utilizing Liberty Park and the bandshell for after-school theater production activities. This will run for about 3 days per week as long as the weather permits.
- Staff continues work on finalizing the general fund & capital budgets for 2021.
- Registration for Fall community education & recreation began on September 2nd.
- Arena staff will begin installing the ice on the Reinhart rink in about six weeks.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- About 400 open job files. Horvath Remembrance Center, UCAP Headstart new building, 2nd Unique Apartment building, and SRO apartment building at Stephen Avenue are under construction.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review

PUBLIC WORKS DIVISION

Engineering

- MERIT Phase 2 – All work has been substantially completed for this project. Final shaping and seeding will be completed soon with a Final Estimate to follow.
- Project Z52 / S.P. #139-090-005 / Minn. Project No. TA 4219 (231): UCAP Transit Bus Shelters – Construction has been completed. New bus shelters have been installed.
- Project Z70: Alley Projects (West Marshall/West Redwood & South Hill/South Whitney) – Provided a cost estimate for concrete paving of alley for the property owners to evaluate. Waiting on property owner response.
- Project Z75/SAP 139-124-004: South 4th Street -- R & G Construction Co. has completed installation of underground utilities between Country Club Drive and Southview Drive. The contractor is expecting to continue installation of utilities at the intersection of Southview Drive and re-open the intersection before continuing installation of underground utilities south to Elaine Avenue. Concrete work is expected to start after Labor Day. Construction on South 4th Street is anticipated to continue until November 2020.
- Project Z76: South 1st Street – Duininck has scheduled a start date of September 21st. Project is anticipated to be completed by mid-November.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country has begun excavation of both east and west stormwater ponds. After pond excavation, the contractor will install the storm sewer pipes and structures by the river and under the roadway. Completion is anticipated by the end of September.
- Project Z81: MERIT Storm Outfall – Dennis is working with adjacent landowners to 290th Street to obtain agreements to deed the property within the existing township road easement back to the City. The low bid for this project was Towne & Country Excavating

LLC, Garvin, MN with a bid price of \$251,297.00. Anticipated contract award will be at the 9/8 Council meeting.

Building Maintenance

- No report.

Street Department

- Asphalt patching of streets. Birch/West Marshall/ South Hill and others.
- Street sweeping
- Street painting
- Compost site work. Burning trees and rolling over compost.
- Cleaning pond culverts
- Repairing curbs. Broken and sunken.
- Repairing catch basins.

Airport/Public Ways Maintenance

- Weed spraying
- Cleaning culverts
- Mowing/Turf maintenance
- Tree trimming
- Nav-Aid maintenance
- Building maintenance
- Renewing landscape mulch with rock and plants
- RH sealcoating chip sealed parking lots. Need to have lots painted in a couple of weeks.

Wastewater

- Cleaning sewers.
- Plant repairs.
- Magney Construction is working on installation of clarifier equipment, underground pipe installation, concrete finishing, process piping, grading, and Trickling Filter roofing.
- Working on manhole repairs.
- Staff has performed 270 equipment work orders in the last 30 days.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, Lake Pepin TMDL.
- Working with MMU on Chloride Reduction public education for upcoming Water Treatment Plant improvements.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to fifteen (15) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (8)
 - Fire; Structure (4):
 - Medical Assist (1)

- Vehicle Accident (2)
- The Marshall Fire Department responded to two significant calls for service this past month. One serious motor vehicle accident within the City of Marshall and a house explosion outside of city limits.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 813 calls for the month of August. Ninety-four (94) criminal offenses were reported with a total number of twenty-eight (28) adults arrested.

OFFICER'S REPORT

- Alarms (24)
 - Accidents (24)
 - Alcohol involved incidents (2)
 - Assaults (2)
 - Domestic Assaults (12)
 - Burglaries (6)
 - Criminal Sexual Conduct (4)
 - Damage to Property (5)
 - Keys Locked in Vehicles (38)
 - Loud Party (8)/ Public Disturbances (14)
 - Thefts (33)
 - Traffic Related Complaints (177)
 - Vandalism (7)
 - Warrant Pickups (12)
 - Welfare Checks (18)
- A total of twenty-four accidents were responded to in the month of August. One accident resulted in a vehicle crossing into the on-coming lane on East College Drive and colliding with another vehicle head on. The driver of one vehicle sustained significant injuries and was air lifted to another medical facility. The driver of the other vehicle was arrested for DWI and Criminal Vehicular Injury.
 - Several reports of graffiti have been reported within our community. Much of the graffiti is directed towards law enforcement personnel and has caused damage to the structures it is being placed on.
 - A male subject entered a local business and stole cash from the register. The suspect from Minneapolis was later located after committing numerous similar crimes between Marshall and Minneapolis.

PERSONNEL/OTHER

- A conditional offer has been made to one of the police officer candidates for a full-time position to replace the current vacancy. The offer is contingent on the medical and psychological exams being completed. Another part-time conditional offer has been made to one of the candidates. This position will cover time-off requests and prepare us for the potential military deployment of two of our officers.

DETECTIVE REPORT

- A 22-year-old Marshall man was arrested for 2nd Degree Assault, False Imprisonment, Domestic Assault, and Predatory Offender Registration Violation after the investigation of an assault.
- A 30-year-old Montevideo man was arrested at the completion of two harassment restraining order violation investigations. The man was recently sentenced to prison for repeatedly violating restraining orders.
- A 43-year-old Marshall man was arrested for 1st Degree Controlled Substance Crime – Sale, after the completion of a narcotics investigation by the Brown-Lyon-Redwood-Renville Drug Task Force and Minnesota Bureau of Criminal Apprehension.
- A 22-year-old Marshall woman was arrested for 5th Degree Controlled Substance crime.
- A report of an attempted kidnapping was investigated, and the case was forwarded to the Lyon County Attorney's Office for consideration of charges against a 38-year-old Marshall man.
- A report of an auto theft was investigated and determined to be a false report. There is an active associated insurance fraud investigation.
- A case of indecent exposure at a City Park is under investigation, pending identification of the suspect.
- A report of the reckless discharge of a firearm was investigated and the case was forwarded to the Lyon County Attorney's Office for consideration of charges.
- A search warrant was executed at a Marshall residence after it was learned that packages purchased with a stolen credit card number were delivered there. It appears that the recipient of the packages was a victim of a scam and was reshipping the packages.
- A report of a missing 31-year-old Marshall woman was investigated. The woman was found deceased in a state park in Rock County. No foul play was suspected. The death investigation is being handled by the Rock County Sheriff's Department.
- A 38-year Marshall man was arrested for 2nd Degree Assault and Criminal Vehicular Operation in a traffic crash on East College Drive. Additional investigation is being done, and additional charges are possible.

- Theft charges are pending against a 52-year-old St. Paul man in the theft of cash from Marshall businesses. The man was arrested on a traffic stop in Sibley County for stealing cash from a Redwood Falls business.
- One death investigation was completed.
- Three cases of criminal sexual conduct are under investigation. A fourth case was investigated and determined to be unfounded.
- Five burglaries reported during the month of August are under investigation.
- Twenty-One reports of campaign sign thefts have been received in the month of August.
- Three unrelated cases of check forgery are under investigation.
- Five child protection cases were investigated in conjunction with Southwest Health and Human Services.
- Five reports from the Minnesota Adult Abuse Reporting Center were investigated.
- A community notification presentation for a level 3 predatory offender moving into Marshall was recorded and made available on the City's YouTube channel and department's Facebook page.
- Two pre-employment background investigations were completed.

MERIT CENTER

- The MERIT Center continues to host the Marshall City Council meetings as well as any COVID-19 Emergency Management meetings/planning.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing.
- MN West conducted a Law Enforcement EVOG class and Motorcycle training.
- A medical training company from Minneapolis returned for the third time to conduct 3-day CALS (Comprehensive Advanced Life Support) training utilizing the entire facility. 38 medical professionals attended this event. They also booked the facility for use in November and 3 sessions in 2021.
- LG Seeds hosted their Dealer Product Training at MERIT. 40 participants attended this event.