



MEMORANDUM

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

FROM: Sharon Hanson, City Administrator

DATE: March 12, 2019

SUBJECT: Administrative Brief

CITY ATTORNEY

- No report.

ADMINISTRATION

General Administration

- On February 11 visited Brookings, South Dakota to look at the City's mixed-use property developments and discuss with City Planner and City Manager their economic development work.
- Was part of Women's Leadership panel on February 14th sponsored by Women's Connect, Marshall Area Chamber.
- Discussed and have been working with staff on building security enhancements for City Hall. Prevention has been added in certain areas and additional work will be done in the coming weeks. The City's Safety Committee also review building security and made recommendations to improve security.
- Met with Library Director to discuss general City and Library topics.
- The City received over twenty (20) Branding Request for Proposals (RFPs) A branding/marketing committee reviewed the RFP's and has recommended four (4) of the proposal submitters be interviewed for eventual recommendation to the City Council.
- On February 22nd met with Tim, Donna and Jim Swenson regarding their history in Marshall and their current business operations. Tim and Donna provided me a tour of Action Trackchair Manufacturing. The current and future potential of this business is sizeable.
- Ways and Means continued to meet to discuss special assessment policy and procedure. A recommendation to Council has been submitted for consideration at the March 12th Council meeting.
- Met with MMUA Safety Program Mike Willetts, HR Director Sheila Dubs, Safety Committee Chair David Parsons to discuss the City's safety program.
- On February 28th, Luverne City Administrator John Call visited the City of Marshall. We discussed tru-Shrimp, economic development and shared interests. He was very impressed with Marshall's industry and businesses as well as future potential.
- HR Director Dubs, Chief Jim Marshall and I met with LELS Union for further negotiation. A proposal will be brought forward to their membership for ratification vote.
- On March 1st Mayor Byrnes and I participated in Senior Citizen's event called "Fireside Chat" that described the City of Marshall's current outlook in all areas of City operations.
- Met with Marshall Area Hockey Association representatives to discuss future Red Baron facilities where goals and funding can be collaboratively achieved.

Economic Development Authority

- **Parkway III**
 - Herzog Project: Samuel Herzog said they plan to “aggressively start framing by the middle of February” depending on weather.
- **Furniture Mart Co-Tenant Update**
 - Announcement of Hobby Lobby is coming to Marshall! Confirming their announcement reached over 91,000 people on social media, not to mention the radio and newspaper coverage as well.
- **Commerce Park**
 - Staff working on Shovel Ready Certification designation. Staff placing an ad in Connect Business Magazine to achieve regional awareness. This will be the first ad of three. Marketing efforts will continue – looking into videos, other site selector sites, etc. to make sure we are positioned for success.
- **Block 11**
 - Asbestos inspections complete. RFP’s for Redevelopment are due in April. Information on RFP is on Discover SW website homepage, Discover SW social media page, was emailed out to representatives and developers, and we are also working on putting an ad in the Marshall Independent. Sign is in, waiting for nice day to install. Glenn Olson coordinating demolition estimates to get a better picture of timeline and cost of redevelopment.
- **Sonstegard Subdivision**
 - Staff working with Action Manufacturing to purchase the adjacent lot for future expansion. Delineation site evaluation is done, waiting on word from Army Corps of Engineers to see if they will claim jurisdiction over this wetland. Wetland purchase is lined up and ready to go, pending signed purchase agreement.
- **Small Cities Development Program Grant Update**
 - UCAP will be holding a grant informational and kick off meeting on Wednesday, March 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.
- **EDA Annual Report**
 - Staff is finalizing the EDA Annual Report.

Human Resources

- Staffing update: applications are being accepted for a wide variety of seasonal/temporary positions. Police Officer—7 candidates will undergo oral testing on March 14 for two full-time and two part-time position vacancies. The City welcomes the following new employees: Laura Wing (Payroll/Benefits Specialist), Nathan Wallenstein (part-time Checkout Clerk) and Muhannad Ilyas (paid-on-call Hazardous Materials Technician on the CAT team). Interviews for the position of Fire Captain and Fire Lieutenant were March 5th—Preston Stensrud has been promoted to Fire Captain and Mark Adelman has been promoted to Fire Lieutenant.
- Safety Training: selected employees were trained in Respiratory Protection and Excavation/Trenching.
- Administration Staff met with the LELS Patrol Unit to continue contract negotiations.
- The Personnel Committee met to review a Police Department organizational structure proposal—the committee recommendation will be presented at the March 12th meeting.

Clerk

- A 2020 Census Work Shop will be held at South Central Services Cooperative on Wednesday, March 6. This work shop will help prep for organizing for Marshall’s Complete Count.
- The first (of several) of our Race Equity Cohort trainings will take place on Thursday, March 7. The objectives from this first meeting are to:
 - Gain understanding of the role of government in relation to racial equity.
 - Develop a shared racial equity analysis, including definitions of terminology (racial equity / inequity, implicit / explicit bias, individual / institutional / structural racism).
 - Gain an introductory understanding of operationalizing and organizing for racial equity.
 - Develop relationships so that your team can work within government to advance racial equity.

Finance

- Work continues with the 2018 audit process and the auditor's will be on site for some initial testing in early March.
- Migration has started to move our financial software (InCode) from version 9 to version 10. This process will take approximately 1 year to complete.

Assessing

- Staff has been busy wrapping up the 2019 pay 2020 assessment, we have sent our file to Lyon County and are in the proofing stages. In recent conversations with the Lyon Co. Assessor she has stated that her hopes are to have the file to the outsourcer for printing/mailing by March 8th, this would put the valuation notices in mailboxes around March 18th. I am optimistic about this date as it seems there are always some issues that arise that delay the process. However, between an earlier submission date and a later LBAE meeting date, property owners should have ample time to review their valuation notices and contact our office with any questions.
- Reminder –Tuesday, March 12th at 4:00pm prior to the Council Meeting we will have our “Pre-LBAE” workshop to discuss the LBAE process. If you are unable to attend, please contact our office after March 12th and we can go over the material.

Liquor Store

- Sales have been strong for the month of February despite weather conditions being poor.
- Our team is continuing to focus on inventory and organization of warehouse.
- Completed our 1st annual Valentine wine tasting event February 12th. We had close to 100 people in attendance with many positive comments about the event. We saw an increase in sales of the wines that were tasted and purchased at the store. We hope to make this an annual event.

COMMUNITY SERVICES

- Seasonal part-time positions are posted and applications have begun to come in. MCS will hire approximately 150+ staff for summer programming.
- The inaugural Adult Mixed Bonspiel tournament will be hosted at the Red Baron Arena & Expo on Sunday, March 9th (weather permitting)! This is a curling tournament for those of you not familiar with the Scottish term bonspiel.
- Staff continues to work on summer programming offerings for the community. Those offerings will be made available to the public on Wednesday, May 1st.
- Our SW Adult Basic Education and Community Education staffs have partnered to present a Culture Conference on Saturday, May 11th. This event is geared towards educating the community on various cultures. Two grants have been secured to fund the entire event.
- MCS will present Marshall's 7th Annual Mom's Expo on Thursday, March 21st at Marshall High School. About 30 participants have pre-registered.
- Removal of the ICE on the Reinhart Rink at the Red Baron Arena will begin the end of next week in preparation for the annual Home Show that is scheduled to begin March 22nd.
- Our Parks Department received some additional DNR grant funds for trees. The funding comes to nearly \$20,000 with a match from the City of 12.5%. These dollars will allow staff to purchase and plant approximately 200 larger caliper trees and began experimenting with tree watering bags as a more efficient way to provide moisture.
- Despite the inclement weather, Studio 1 TV staff have covered 20+ community events in the past month. Staff also made time to install 10 new speakers in the Lockwood Rink at the Arena. A donation from MAHA made this upgrade possible.
- Community Education staff continues discussions with the Public Library on implementing a Toy Library. Toy Libraries are used to get toys in the hands of children regardless of their financial challenges.
- Our Advisory Board and staff will (hopefully) meet next week with the consulting firm for the assessment of the Aquatic Center. The Kickoff Meeting has been rescheduled twice due to the inclement weather.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open job files. Menards warehouse/remodeling, Unique Opportunities 36-unit apartment building, Grace Life Church, Bus Garage, and Ashley Furniture 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.
- Annual meeting with general contractors was canceled due to weather and meeting with HVAC/Plumbing contractors took place last week.

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 4th Street to 2nd 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. 4th/Stephen Ave, N. 4th 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. 4th 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 28th 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. Bid opening was rescheduled from February 28th to April 9th at 2:00 p.m. to ensure complete plans for review to avoid any unnecessary change orders. Potential award would be April 23rd.
- 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. Still waiting for word on legislation.
- Snow removal.
- Helping Street Department snow removal.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to twenty-five (25) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (9)
 - Fire/Structure/Other (9):
 - Medical Assist (1)
 - Vehicle Accident (6)

POLICE DEPARTMENT

- The Marshall Police Department responded to 793 calls of service for the month of February. 133 criminal offenses were reported with a total number of 49 adults and 1 juvenile arrest's being made.
- Beginning February 1st, 2019, the police department has updated the software programs used to track call information and status of cases. This update is a mandate from the BCA and FBI to begin using NIBRS (National Incident Based Reporting System) which tracks all the crimes on a national basis with more detail at the time the call is received and entered into CIS.

OFFICER'S REPORT (FEBRUARY)

- Accidents (53)
 - Alarms, Fire (19)
 - Alcohol involved incidents (5)
 - Assaults (6)
 - Assault, Domestic (11)
 - Burglaries (7)
 - Criminal Sexual Conduct (1)
 - Damage to Property (5)
 - Keys Locked in Vehicles (35)
 - Loud Party (5)/ Public Disturbances (6)
 - Thefts (6)
 - Traffic Related Complaints (140)
 - Vandalism (0)
 - Warrant Pickups (17)
 - Welfare Checks (18)
- Eight DWI arrests were made during the month of February.
 - In two of the reported domestic assault calls, the female victims were transported to the ER for treatment of injuries.

PERSONNEL/OTHER

- Officer Ben Kelly is in phase 3 of the Field Training Program and nearing completion of the course to be able to start solo patrol. Currently, the police department has 2 full-time police officer openings with a possible 2 part-time positions. Applications have been received and the written and physical agility tests were completed on March 2nd, 2019. Interviews have been scheduled for seven potential candidates.

DETECTIVE REPORT (FEBRUARY)

- A Marshall resident reported that someone had entered his apartment and stolen 4 USB flash drives. No leads.

- An apartment complex manager reported that someone broke into a vacant apartment that stole property left behind by a former renter. There was also some minor damage done to the apartment fixtures and door.
- A reported pickpocket incident was reported at a Marshall bar. A man reported being on the dance floor at the bar when he felt someone brush up against him. He later noticed his wallet, which had been in his hip pocket, was missing. It contained a small amount of cash and several credit cards.
- Counterfeit currency in a business deposit was found at a local bank. The bill was one of the novelty “For Motion Picture Use Only” bills that can be purchased on-line and have been passed in numerous areas around the country. I attended a recent Marshall Chamber of Commerce meeting and reminded attending merchants to make sure their employees visually inspect bills before accepting them.
- A case of Financial Exploitation of a Vulnerable Adult is under investigation. The VA, currently a nursing home resident, is in arrears for over \$6,000.00 which his son, who is the Power of Attorney, is refusing to pay. The case remains under investigation.
- Another case of neglect, maltreatment, and financial exploitation of a Vulnerable Adult is under investigation. The VA reportedly signed over his house to one of his adult sons. The son also put a padlock on the refrigerator, so the VA can’t get to the food when he’s hungry. The VA suffers from incontinence and the son refuses to change his diaper. The home also, reportedly has no running water due to a water line breaking. The case is under investigation.
- A Marshall woman reported being extorted by someone claiming to have installed pornographic websites on her computer and then hijacking her webcam and recording video of her. The suspect was demanding a payment in Bitcoin or they were going public with the video. Investigation showed that none of this happened and it was a scam.
- A nine-year-old Marshall girl reported to school staff that her step-father slept with her and touched her vaginal area. The suspect was interviewed he did touch the girl’s vagina and breasts. He was subsequently arrested and is currently in Lyon County Jail on felony charges.
- A Marshall business was broken into, but nothing appeared to have been taken. This is believed to be connected to the burglary the same night as City Hall. In that burglary, someone pried open a desk and file cabinet drawers and stole cash.
- An attempted burglary was reported at a Marshall apartment. The resident came home to find that someone had attempted to pry open her door. It did not appear access was gained.

15 Child Abuse cases were reported by Human Services.

4 Vulnerable Adult cases were reported by Human Services.

Sgt. Tomasek, along with Director of Public Safety Marshall, attended a meeting with the Marshall Chamber of Commerce and presented to the attending merchants about counterfeit currency and shoplifting.

Sgt. Tomasek attended two meetings of the Avera Facilities Readiness Committee and presented a report on monthly officer activities at Avera.

Det. Hoffmann attended a three-day class on conducting Internal Affairs Investigations.

CHEMICAL ASSESSMENT TEAM (CAT)

- CAT Team members participated in the TAC/CAT meeting held in Baxter, MN. The two-day training includes the MN State Fire Marshal’s Office, HSEM, MN Fusion Center and discussion on State Team Responses.

- Because of discussion that took place during a conference call with the state Director of Homeland Emergency Management, a meeting is being held at Camp Ripley for all Chiefs that provide oversight to the state CAT Teams. This meeting is being held on March 18th, 2019.

MERIT CENTER

- In the last month, the MERIT Center hosted a variety of training/events. These events included a two-day Steam & Hot Water boiler training, CPR/First Aid training, Driver's Education, state CDL exams, regional training for MN West, an Employer Group meeting, a CDL event planning meeting and a community risk reduction course.
- The U of M extension office hosted private pesticide training at the MERIT Center on Feb. 11th with 74 people in attendance.
- MERIT hosted a Community Risk Reduction course instructed by Burnsville Fire Chief and Building Inspection supervisor on March 1st. Sixteen people attended this course with representation from five city entities.
- The MERIT Center was utilized 26 of the last 30 business days with 604 people attending these training/events.