

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

FROM: Sharon Hanson, City Administrator

DATE: July 13, 2021

SUBJECT: Administrative Brief

**CITY ATTORNEY**

- Criminal prosecution numbers for June are as follows:

**June:**

	ASSAULT	OPF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2021	2020 Comparison
Prosecution	2		4		4	4	4	18	15
Dismissed									
Non-Prosecution		1				1	4	6	5
Refer to County									1

**ADMINISTRATION**

This past month included the following meetings and work:

- Met with engineering staff to discuss construction projects existing and future.
- Met with staff to discuss EDA upcoming potential projects.
- Met with affected staff to discuss future storage/space needs as a result of Ralco storage building lease soon ending. A future work session will be conducted to discuss storage/property options at the July 13<sup>th</sup> Council meeting.
- Met with staff regarding City Hall Open House planning items and have done some follow-up work including consideration for the agenda and talking points.
- Gave several impromptu tours of City Hall and expect that may continue as the building attracts a lot of interest.
- Met with West Elementary Developer Dennis Larson on his plans for the property.
- The Independence Park Trail project did not get funding from the MN DNR. This means that staff will need to evaluate the funding of the project through other sources. The DNR grant was to provide \$250,000 in revenue. The loss of the grant may also mean that the weir/stormwater

enhancement project that was discussed at the June 22<sup>nd</sup> Council mtg may need to be changed or forgone in order to alleviate the pressures on finding revenue.

- The Mayor, Councilmember Labat and I attended the Joint Lyon County and city Library Joint Budget meeting. The Library budget presented for 2022 proposes an approximate \$75,000 increase due largely to staff wages and insurance and would equate to a 1% impact overall to the city's levy. We will learn more about insurance as we near August and by mid-July will have more details on the city's initial budget.
- Community Services Director and I had a brief call with Baker Tilly regarding Community survey on park and recreation and soon there will be survey questions drafted for review. I have since made a presentation to the YMCA Board and have scheduled to present to the Young Professionals, Chamber Board and Senior Citizen Center.
- The remainder of the past month was various staff meetings, 150<sup>th</sup> planning discussions and newspaper article writing and monthly radio interview.

### **Economic Development Authority**

- Staff is working with BSE on land purchase, soil correction and County Abatement.
- Staff is working on TIF for a new housing development.
- Staff is in discussion with new mall owner and current tenants.
- Staff is in discussion with new Shopko owner.
- Staff is in discussion with new Super 8 owner.
- Staff is in discussion with five new developers/businesses.
- Staff is working with three local businesses on an expansion project.
- Staff is working with Studio 1 and CVB on video marketing series.
- Staff has begun working on a Hotel Needs Assessment.
- Staff has received a draft of the new Housing Study completed by Maxfield.
- Staff working with Habitat for Humanity on home relocation.
- Bird Scooters are live

### **Human Resources**

- No Report

### **Clerk**

- 150<sup>th</sup> Celebration Special Events/ Arts & Entertainment subcommittee met to review a list of possible events for next years 150<sup>th</sup> Celebration. The subcommittee will report back to the full committee with a tentative list of events and timeline for each day during the 150<sup>th</sup> celebration.
- Presented at the 2021 League of Minnesota Cities Annual Conference on the City of Marshall's Diversity, Equity, and Inclusion Commission.

### **Finance**

- 2022 Budget: Staff are working on getting numbers back to Finance, which is due Monday July 12<sup>th</sup>. Finance staff will then begin to input all information into the system. Budget timeline is included in the council packet.
- TIF District 6-1 Creation: The planning commission will review the proposed TIF District 6-1. Next step will be the public hearing and for council to consider creation of the district at the July 27<sup>th</sup> council meeting.

- Policy Work: Purchasing policy changes will be reviewed at a Ways and Means committee meeting the week of July 19<sup>th</sup>. Council consideration is tentatively set for July 27<sup>th</sup>.
- Ordinance Work: Staff are reviewing ordinance section 2-74 – Supervision of purchases and contracts. Tentative schedule is introduction at the July 27<sup>th</sup> council meeting and consideration at the August 10 council meeting.

### **Assessing**

- No Report

### **Liquor Store**

- June Financials: Sales \$603,413 (5%), Ticket Average \$33.89 (Flat), Customer Count 17,806 (5.6%). We saw a slight decrease in sales compared to 2020. Comparing June 2019 to this year, sales are up significantly.
- Staff is currently resetting store end caps, tightening displays and making more room in the aisles for a better shopping experience for our customers.
- Eshop (on-line shopping) with curbside pickup is close to going live. It should be ready by the end of the month.

## **COMMUNITY SERVICES**

- Alex Peterson attended a public safety drone training event in Sauk Rapids on July 7th.
- All local parks have been adopted in the inaugural 'Adopt-a-Park' program.
- Stockwell Engineers met with area residents and City staff on July 7<sup>th</sup>/8<sup>th</sup> to begin collecting input towards the design of a new Aquatic Center. About 60 individuals attended the Public Input meeting and over 1,400 have viewed the meeting online as the event was livestreamed on the City's Facebook by our Studio 1 TV staff.
- The City was recently awarded a \$2,500 United Way grant to assist with the expenses of an inclusive playground addition at Legion Field Park.
- The addition of a restroom/shelter at Patriot Park project should be completed by the end of this week.
- 200+ season passes have been sold to date for the Aquatic Center.

## **COMMUNITY PLANNING**

### **Building Services / Planning & Zoning**

- Almost 350 open job files.
- Drawings are being reviewed for the third Unique apartment building and for Border State Electric building.
- City buildings ADA-compliance review is complete.
- New permit software development is going well.
- Sign Ordinance is under review.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project Z50-2021: 2021 Chip Seals – Asphalt Preservation Company has completed work on this project. Contract closeout is planned for 7/13 Council Agenda.
- Project Z51-2021: 2021 City Overlay – Duininck has completed work on this project. Currently, waiting for seed establishment for completion.
- Project Z77: Legion Field Stormwater Improvements—Phase I – Towne & Country is placing additional material in the Buffalo Ridge Pond to assist with better drainage. Final topsoil and seeding is expected to take place late July.
- Project Z78: Stormwater Outfall Improvements – R&G has completed the work on this project. Contract closeout is planned for 7/13 Council Agenda.
- Project Z80: Independence Park/Nwakama Street Sanitary and Storm Improvements – D&G is expected to perform this work after completion of the work on N. 1<sup>st</sup> Street (Z82).
- Project Z81: MERIT Center Outfall Project – Towne & Country has completed the work on this project. Contract closeout is planned for 7/13 Council Agenda.
- Project Z82: N. 1<sup>st</sup>/Redwood/Marshall – D&G has completed underground utility construction on the project. Tiling and gravel base will continue over the next couple weeks. They are scheduled to complete the work for this project in September.
- Project Z83: James/Camden – Kuechle has completed the underground utility and gravel base construction on the project. The contractor has also replaced the curb, gutter, and pavement on Country Club Drive and re-established the seeding in the golf course. Curb and gutter on James and Camden is expected for mid-July.
- Project Z84: Legion Field Park Stabilization Project – Staff is finishing plans and specs for advertising the repairs and corrections to the slope failure adjacent to the park shelter in the west portion of the park.
- Project Z87: Diversion Channel Slope Repairs and Sheet Pile Removal – Staff is completing plan design and review for potential advertisement in July.
- Project Z88: 2021 State Aid Overlay – Duininck has completed pedestrian ramp and curb replacements on E. Lyon and Jewett Streets and Country Club Drive. The contractor is expected to perform the mill and overlay on those streets during the upcoming week. Pedestrian ramp and curb replacements are planned to continue on Bruce Street.

### **Building Maintenance**

- Helping with moving and organizing city hall.
- Cleaning and doing maintenance on city owned buildings and facilities.

### **Street Department**

- Repairing catch basins
- Street patching
- Curb replacement on overlay streets
- Street and parking lot painting as paint becomes available. Paint has been hard to get due to covid.
- Getting quotes for on street bike lane and street painting
- Tree removal and trimming.

- Street sweeping.

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

- Working with NEO electric to have MALSR certified to FAA standards since it has not been certified for two years because our past technician retired. It is certified to date.
- Doing NAV-Aid maintenance as needed.
- Ground maintenance on airport property and city owned parcels.
- Will be working with MN Department of Aeronautics to refurbish the VOR so they can install new avionic equipment and get it back up and running. The old equipment was outdated, and the system has not been operational for about 18 months.
- General building maintenance.
- Maintenance on Army Corps Levee System such as cleaning head walls, weed control and riprap some washed out areas.

### **Wastewater**

- Cleaning sewers.
- Plant repairs.
- Lift Station Repairs
- Magney Construction is working final punch list items on projects that have been completed so far. Aeration Basin replacement has started. Started using long term storage tanks. Replacement of the Trickling Filter pump station has begun.
- First Blue Storage Tank resealing has been completed. Second tank is being worked on now.
- Doing a lot of preventative maintenance on equipment.
- Revising and correcting sanitary sewer mapping system.
- Working on regulatory issues for Phosphorus, Salty Discharge, Pretreatment, Redwood River Watershed Review, MN. River Nutrient TMDL, PFAS, Lake Pepin TMDL.

## **PUBLIC SAFETY DIVISION**

### **FIRE DEPARTMENT**

- The Fire Department responded to twenty-four (24) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (10)
  - Fire; Structure (10)
  - Medical Assist (0)
  - Vehicle Accident (4)
  - Other (0)

### **POLICE DEPARTMENT**

- The Marshall Police Department responded to a total of 720 calls for the month of June. Eighty-six (86) criminal offenses were reported with a total number of twenty-seven (27) adults arrested.

## **OFFICER'S REPORT**

- Alarms (11)
- Accidents (24)
- Alcohol involved incidents (4)
- Assaults (8)
- Domestic Assaults (14)
- Burglaries (2)
- Criminal Sexual Conduct (2)
  - Damage to Property (10)
  - Keys Locked in Vehicles (20)
  - Loud Party (0)/ Public Disturbances (18)
  - Thefts (14)
  - Traffic Related Complaints (149)
  - Vandalism (2)
  - Warrant Pickups (16)
  - Welfare Checks (32)

The Marshall Police Department and the Lyon County Sheriff's Office has had discussions with Western Mental Health regarding the implementation of a Co-Responder Program. This program pairs law enforcement and behavioral health specialists to respond to behavioral health-related calls for service. This concept is new to our state and area but can provide an on-scene crisis response, crisis de-escalation as well as provides services of referral and links community-based services to those in need. I will keep City Council informed as program goals are determined and progress is made with this Co-Responder Program implementation.

#### **DETECTIVE REPORT**

- A 30-year-old Redwood Falls woman was arrested for theft, possession of stolen property, and possession of a hypodermic needle after the completion of an investigation of a stolen golf cart from a Marshall business. The Minnesota State Patrol assisted. The golf cart was recovered.
- A damage to property case where a gas line above a downtown Marshall business was damaged was investigated. The case has been submitted to the Lyon County Attorney's Office for charges against a 19-year-old Marshall man and three Marshall juveniles.
- The theft of a bike rack and two bicycles from the Adult Community Center is under investigation.
- Tobacco compliance checks were conducted at Marshall businesses that hold tobacco licenses. One business failed the check. The owner of the business was issued an administrative citation and a report was sent to the Marshall City Attorney's Office for consideration of charges against the employee that sold the tobacco product.
- Three separate cases of check forgery are under investigation.
- Fourteen child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were investigated jointly with Southwest Health and Human Services.
- Detective Jason Kopitski attended Background Investigation training on June 2<sup>nd</sup> and 3<sup>rd</sup>.
- Detective Kopitski did a presentation on financial scams at the Adult Community Center on June 22<sup>nd</sup>.

- Detective Kaylynn Sandgren attended the BCA's Basic Financial Crimes Course on June 15<sup>th</sup> and 16<sup>th</sup>.
- A 30-year-old male was a victim of a stabbing that occurred in the 1100 block of Birch Street. The investigation remains open. The police department does not believe this is a random act of violence and the suspects and victim are known to each other.

## **MERIT CENTER**

- The MERIT Center continues to host the Marshall City Council meetings as well as employee safety training and planning and airport commission meetings. These meetings will change over to the new Council Chambers at City Hall starting in July.
- The Department of Public safety continues to utilize the driving track and skills pad for CDL exam testing. There were 10 exams completed on the track in May.
- In June, MN West conducted EVOC, CDL Training, and a MOPED Safety course.
- LG Seeds conducted their regional team meeting at the MERIT Center on June 11<sup>th</sup>.
- Avera Marshall held their leadership meeting at the MERIT Center on June 15<sup>th</sup> for 54 employees.
- The MERIT Center was utilized 22 out of 30 days in June with 148 participants attending these events/trainings.