

ADMINISTRATION

- Met with business owner on tax abatement, discussed business relocation with another, discussed hotel property near Red Baron, met with the Mayor and Schwans to share updates, met with National Guard on plans for existing armory as well as future needs. Met with selected SMSU staff and Museum Director regarding 150th Book for City of Marshall, met with SW Glass on City Hall security-door locks/cameras.
- Block 11-the developer has secured a surveyor, the surveyor will not be on-site for another 2 weeks, this will push the schedule back some again.
- Hotel next to City Hall-will take to Planning and Zoning Commission the development of hotel for apartments and retail space. The City still owns the property and has applied for a conditional use permit to allow for the planning/discussion process to continue. Will send information separately.
- This past month attended MN HWY 19 MNDOT planning session, Downtown Business Association mtg, supervisor training on reasonable suspicion, branding meetings/presentations, met with selected SMSU staff and Museum Director regarding 150th Book for City of Marshall, met with SW Glass on City Hall security-door locks/cameras. Economic development-discussions on Block 11, Hotel next to City Hall. EDA Board mtg, Census mtg, participated in community branding interviews, staff mtgs, personnel mtg, city hall committee mtg EDA staff discussions.

Economic Development Authority

- Submitted May/June Connect Business Magazine What's Happening text and will be updating the advertising for Commerce Park with the new city brand.
- Staff continues to assist Ted Stamp from Southwest Center for Independent Living on a Power-Operated Door-opener grant program for local businesses.
- Staff is finalizing the 2019 EDA Annual Report. We will start printing in the new week or two.
- Staff sent Webtomix a notice cancelling websites services effective April 6th as we are transitioning over to Revize.
- The new city branding was released yesterday, March 4th.
- Staff is starting to renew kiosk advertisements. The kiosk panels will be updated with the new city brand.

Human Resources

- Staffing update: Applications are being accepted for the Assistant City Engineer, Firefighter, Hazmat Technician, and a variety of spring/summer/fall temporary positions.
- The Fire Department will be hosting a Firefighter Hiring Open House on Thursday, March 19, 2020 from 6:00-8:00 PM. Everyone is welcome to come and learn more about becoming a Marshall Firefighter. Firefighter testing will begin on April 1, 2020 for the spring round of testing.
- Safety training for March is Respiratory Protection---select employees will participate.

Clerk

- Presidential Nomination Primary was held on Tuesday, March 3. Operations at Marshall's three (3) polling locations performed flawlessly. Voters and Judges at Red Baron Arena and Expo (Ward 1) positively commented on the move from the RA facility to the Red Baron. The facility can be better controlled by staff and election judges, parking for voters is easy and plentiful and voting at the Red Baron Arena is another opportunity to showcase a star within our community.
- Invitations to respond to the 2020 Census will begin to show up in mailboxes on Thursday, March 12.

Finance

- City Hall Bonding – Bond proceeds for City Hall were received February 27, 2020.
- 2019 Audit working is underway as we prepare for the auditor's on-site field days in April. The Auditor's will be on site for preliminary testing on March 6, 2020.
- InCode migration from version 9 to 10 is scheduled late April.

Assessing

- The 2020 Pre LBAE work session will be held on Tuesday March 10th from 2:00 to 3:00pm at the Marshall Middle School
- Staff is prepared for valuation and tax statements to hit the mail at the end of the month.
- Continuing work on current Tax Court Appeals.
- Spring is in the air!

Liquor Store

- Financials for February: Sales +5.8%, Customer Count +5.9% and ticket average flat for month. Good sales and customer trend for one of the slower months of the year.
- Warehouse organization continues to be a priority with our team during the slower months. We are making progress and getting closer to completion. This will help improve our floor stocking management and inventory control.
- Winter's End Wine Walkabout happens on March 12th from 5:30pm-8:00pm at Bello Cucina. 50+ wine along with Irish Whiskey and creams will be sampled. Are you going? Get your ticket today!
- We just set up our new 50ml display in the front area of the store. This will allow shoppers to actually shop these 'airplane size' shots along with their regular beverage shopping, hopefully increasing the total amount spent by customers.

COMMUNITY SERVICES

- The second annual Cultures on the Prairie Conference welcomed 247 participants to the SMSU Campus on February 11th. Community Services partnered with Adult Basic Education to host the educational event.
- Studio 1 TV staff will live broadcast twelve (12) events during the month of March.
- Red Baron Arena & Expo staff will be busy this month hosting weekend events that include a MAHA Mini-Mites Tournament, Southwest Figure Skating Ice Show and the annual Home Show.
- The 8th Annual Moms' Expo will be held in the evening on Tuesday, April 7 at the Marshall High School. Keynote speaker: Deadrea Stanton on "Don't Shoot Skinny Rabbits".
- Staff continues planning towards the distribution of our Summer 2020 brochure – a release date is scheduled for Tuesday, April 28th.
- 292 Design Group will host a Community Café discussion on Thursday, April 30th to solicit public input on the Marshall Aquatic Center. The event will be held on the SMSU campus in the Lower Level Conference Center beginning at 6pm.

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.
- 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 is going well.
- Contractor meeting on February 26th was attended by 14 contractors

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 removal of the Trickling Filter media and is working on grouting floors of the Biosolids tank.
- Getting ready to send Sump Pump Permit letters out to schedule tagging them outside for summer.
- Updating our Emergency Procedure Manuals.
- 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.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Fire Department responded to fifteen (15) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (15)
 - Fire; Structure (0):
 - Medical Assist (0)
 - Vehicle Accident (0)
- Thirteen firemen completed NFPA 1001 and 1002 training which is the standard in job performance requirements for career and volunteer fire fighters. This certification brings all fire fighters within the Marshall Fire Department to this standard. Expenses associated with this training will be reimbursed by the State Fire Marshal's Office.

POLICE DEPARTMENT

- The Marshall Police Department responded to a total of 672 calls for the month of February. 94 criminal offenses were reported with a total number of 32 adults arrested and 1 juvenile arrested.

OFFICER'S REPORT

- Alarms (24)
 - Accidents (23)
 - Alcohol involved incidents (5)
 - Assaults (4)
 - Domestic Assaults (15)
 - Burglaries (2)
 - Criminal Sexual Conduct (1)
 - Damage to Property (7)
 - Keys Locked in Vehicles (24)
 - Loud Party (2)/ Public Disturbances (6)
 - Thefts (15)
 - Traffic Related Complaints (139)
 - Vandalism (1)
 - Warrant Pickups (10)
 - Welfare Checks (11)
- In one incident, a home-owner found an intoxicated male party had entered his house during the night. The homeowner confronted the suspect and kept the suspect at gunpoint while the police were called and responded to the home. An officer responding to the scene, slipped on the ice in front of the residence and broke a bone in her leg.
 - Domestic Assaults have increased this past month. Numerous arrests have been made regarding the domestic assaults. One incident resulted in two females being threatened with a weapon. The male suspect fled and eventually led police officers on a vehicle pursuit. The pursuit ended in Redwood County when the female victim whose life was being threatened drove the vehicle into the ditch. No injuries resulted to either victim or officers.

PERSONNEL/OTHER

- Two police officers remain out on medical leave. One officer is able to perform light duty tasks until she is cleared to return to active duty. Her injury resulted while in the line of duty.

DETECTIVE REPORT

- A woman reported being scammed. She purchased a vehicle on-line from what she thought was eBay, but found out this was not legitimate after she contacted the real eBay. She lost \$1,000.00
- A residential burglary was reported. COMP. stated that he was missing a house key, parts of a saddle, and an electronic rangefinder. There was no sign of forced entry.
- A Marshall man was arrested by detectives for possession of child pornography. The case remains under investigation as more evidence is being gathered.
- A case of sexual assault of a 17-year-old female is currently under investigation. An interview is pending with the suspect.
- A non-compliant predatory registered offender case is under investigation. The offender failed to return his verification letter to the BCA and was therefore declared to be non-compliant. A non-compliance packet was requested from BCA and will be forwarded to the county attorney's office for prosecution.
- A man reported receiving a scam letter from Spain promising him \$10,000,000.00 if he would contact them and agree to assist with a money laundering operation. The man did not reply and no money was sent.
- The family of a Marshall woman reported she had fallen victim to the "Publisher's Clearing House scam". She had sent \$10,000.00 in cash to an unknown party and had an additional \$12,000.00 electronically removed from her account. The family was able to put a stop delivery on the Fedex package containing the \$10,000.00 but the \$12,000.00 is still missing.
- A death investigation was done and it was determined to be of natural causes.
- A report was received from Stearns County regarding a possible child sexual abuse case said to have occurred in Marshall. Investigation was done on this matter and it was determined that nothing occurred in Marshall. The case was referred back to Stearns County for their continued investigation.

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, Driver's education training, fire service training, business meetings and safety training.
- The U.S Census conducted training at the MERIT Center for 20 census workers on Feb 2-5th
- On Feb 6th the University of MN Extension office held Private Pesticide Applicator Training for 87 local agricultural specialists
- The annual Law Enforcement swap meet was held at the MERIT Center on Feb 8th
- MN West is still conducting firefighter classes on Mon and Wednesday evenings
- The National Fire Academy hosted a Structural Collapse course for firefighters from 4 states on Feb 22-23. Some traveled as far as 10.5 hours away to attend this course. There were 28 in attendance.
- The MN State Patrol hosted a Criminal Interdiction course at the MERIT Center on Feb 26-27 utilizing the bay space for hands-on vehicle searches as well as the classroom. There were 41 local law enforcement officials that attended this 2-day course.
- On Feb 27-28 the MN Electrical Association hosted a 2-day training on 2020 Code updates. 46 local electricians attended this course.
- The MERIT Center was utilized 29 out of the last 31 days and 453 people attended these training/events.