

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

FROM: Sharon Hanson, City Administrator

DATE: March 11, 2025

SUBJECT: Administrative Brief

CITY ATTORNEY

Some highlights from the office of City Attorney for the month of February:

- Attended meetings.
- Answered questions about Broadmoor Valley questions.
- Reviewed ordinance for Graffiti and attended L&O.
- Reviewed ordinance for Temporary Cannabis Event and attended L&O.
- Revised Graffiti ordinance and Temporary Cannabis Event ordinance after L&O for Council Meeting.
- Prepare staff memos regarding ordinance changes for Council meeting.
- Updated staff about OCM filing deadlines and requirements.
- Answered questions about food trucks and special events.
- Send proposed language for food trucks and special events.
- Update staff on numerous federal executive orders.
- Drafted template for construction contracts for Parks and Rec.
- Reviewed additional questions on Trail Easement documents and made revisions for City.
- Reviewed TKDA agreement related to airport.
- Review and additional revisions on Parkland Ordinance changes.
- Draft response to Mr. Schierholz on behalf of City regarding contribution request.
- Review updated closure statement, prepare attorney client memo and update council.
- Review revisions to draft of sign code, revise accordingly and send back to staff.
- Answer questions about 211B.045 and political signs.
- Review and respond to proposed ordinance changes on ordinances from I. Gutman.
- Discussion with Staff regarding Municipal dispensary. Discussion regarding municipal liquor and registration requirements.
- Review MMU agenda and packet.
- Discuss permit request to void permits from Schierholz.
- Review agenda and work with staff to update agenda.
- Multiple internal meetings regarding Statement of Closure.
- Answer public housing questions and participate in discussions regarding committee.
- Answer questions regarding bid opening.
- Meet with internal team about trade-in programs.
- Review planning commission packet and findings on CUP.
- Discuss grant programs with J. Anderson.

Work of other K&G Attorneys:

- Sarah Sonsalla, assisted with Trail Easement additional questions
- Michelle Weinberg, assistance with bid questions

CITY PROSECUTOR

- Criminal prosecution numbers for February 2025 is as follows:

	ASSAULT	OFF VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2025	2024 Comparison
Prosecution	2	2	7		11	3	3	28	15
Dismissed									
Non- Prosecution	1							1	5
Refer to County									

ADMINISTRATION

- This past month's activities include attending the It Begins with Us Conference, held in Marshall and sponsored in part by the City of Marshall, ABE and others.
- Spent time over the last several weeks with State of the City preparation with the event itself a success.
- Met multiple times with staff and others regarding upcoming township fire contracts. We are hoping that the new rate per section will ensure reaching an agreement with our current fire contract townships and that we can look forward to strong relationships coming from all of our discussions.
- Attended the League Board meeting and L&O Meeting this past month.
- Communicated with Staff and City Attorney regarding recent Broadmoor Valley closure notice received. Plan is to have Council consider the closure notice at the March 25th Council meeting.
- Juneteenth planning has begun and we anticipate a good second year event coming off of the city's main sponsorship last year.
- The Mayor and I will be participating in providing input to the Marshall Municipal Utilities (MMU) hiring committee as General Manager David Schelkoph has announced he will be retiring near late summer/early fall of this year.
- We continue to have strong interest from contractors via the Builders Exchange for our aquatic center project. We will know more following the March 11th Bid Opening to see if interest results in bids meeting budget.
- Attended and led various staff meetings and discussions this past month on numerous city topics and issues.

Human Resources

- Staffing: the testing process to establish a Police Officer eligibility roster will be initiated; staffing for spring/summer positions in public works, community ed/rec, and parks in on-going.
- Due to weather conditions, mediation with the AFSCME union was postponed until May 5, 2025.
- Safety program: in March, all employees received training in the topics of workplace violence and de-escalation communications.
- Updates to the Liquor Store employee handbook and procedural manual are in progress.
- A variety of departments will be participating in the Marshall High School Career Fair and Summer Job Expo on March 21, 2025. The City will have staff representing Wastewater, Engineering, Building Inspections, and the Police Department.

Clerk

- On-going discussion with surrounding townships regarding fire service contracts.
- Attended the bid-opening for the Independence Park Shelter and Restroom project.
- Attended the pre-bid meeting for the Aquatic Center project. The meeting was well attended by many local contractors showing interest in the project. Stockwell Engineering and Contegrity Group led the meeting and answered many questions.
- Legislative and Ordinance Committee met and reviewed revisions to outside storage and commercial display and sales lot requirements; temporary cannabis events' graffiti; and the process for parkland fees and development. An additional meeting is scheduled for April to address other items that, due to lack of time, were not addressed.
- Reviewed timelines and process again for the notice of closure of Broadmoor Valley received from Schierholz and Associates.

Finance

- 2025 Bonding – The sale of GO bonds (2025 projects) and the sale of GO sales tax bonds (aquatic center) are planned for April 8th. Staff will participate in a bond rating call on March 24th. Proceeds would be received on or about May 8th. Please reach out to E.J. if you have interest in the Preliminary Official Statement (when issued) or have any questions about the issuances.

Economic Development

- Staff is working with DHS on touring properties for potential Pod model facility.
- Staff partnering with CareerForce on workforce development opportunities for upcoming projects.
- Developers will be on site for project overview and site discussion for a potential new industrial project.
- A new RFI request was received from DEED with a proposal due March 14th.
- New estimates were submitted to DEED for Project Kettle site request. Developer anticipates site selection to be completed in the Summer of 2025.
- Staff met with Southwest Minnesota Housing Partnership to discuss housing opportunities and grants.
- Staff met with Minnesota Housing to discuss affordable housing project and 2025 application.
- Staff is working with the owner group of the former Shopko building to recruit tenants for the remaining 32,000 sq ft suite.

Assessing

- Staff are working to finalize values for the 2025AY Pay 2026. Please look for upcoming dates for the Pre - LBAE Meeting and LBAE in April.

Liquor Store

- February Financials: Sales \$467,221 (7.04%), Customer Count 13,627 (8.23%), Ticket Average \$34.29 + 1.28%. A slower month this year compared to 2023 due to one less day of sales this year vs last year.
- Staff completed the detail cleaning and dusting of the sales floor, beer cooler and other areas of the building.

COMMUNITY SERVICES

Parks & Recreation

- The TAG (Tiger Area Gymnastics) team recently competed in the state competition in Rochester and took home 5th place. The team was also rewarded the sportsmanship award.
- Intramural high school basketball league completed their season with the teacher's team winning the championship game in a close and competitive game.
- March brings tournament madness to all the adult sports leagues including co-rec volleyball, women's volleyball, men's volleyball, men's basketball and mixed curling.

- Summer brochure content is complete with 20+ different sports and recreational options covering the months of May – August!
- Hiring staff for the upcoming season
- Working with contractor to finish up first phase of Legion Field project before baseball season starts
- Finalizing plans for flower planting for the year
- Bids for Aquatic Center due March 11th
- Ice coming on Action Rink March 17th to start Expo Season at Red Baron Arena

Community Education

- Community Education is in the midst of the Winter/Spring brochure. Classes are well-attended, especially some of the new classes.
- The summer brochure content has been finalized, and we will have a wide variety of new classes available as well as the return of several favorites. A new mini-marathoners class, Shakespeare theater class, Shutterfly project class, as well as a few new virtual learning options are what we have in store!
- We are working on a day trip bus tour event to the Native American Pow-wow in Granite Falls in August as well as looking at running the Girls on the Run program starting in the fall.
- Juneteenth event planning is underway with a great main event performer confirmed for the event.
- We are working on submitting the required data to the state for our Green Step City status.

Studio 1

- We continue to work with Bluepeak and Spectrum on the upgrade of our channels to high definition.
- We recorded several of the home section playoff games for MHS sports for playback. We are unable to broadcast those events live due to MSHSL regulations, but can air the events after the games are complete.
- Alex attended the Minnesota Homeland Security & Emergency Management conference in Brooklyn Center in mid-February.
- We created a video to raise awareness of the need for residents to serve on local boards and committees which was played during the State of the City event and also shared it separately on social media.
- We broadcast and recorded the State of the City event on 2/26, which will air several times over the next few weekends.
- We also covered the Marshall High School Snow Week Coronation event held on 2/24.
- A calendar of all scheduled live broadcasts can be found at www.marshallstudio1tv.com.
- We continue to cover sporting and community events throughout town and produce our recurring monthly shows such as Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 200 open permits.
- An SRE building, Les Schwab's tires, Marshall's, SWWC building, and Stone Meadow apartments are the largest projects under construction.
- Almost 600 Rental registrations have been issued. About 100 properties left to register.
- Sign ordinance is being reviewed.
- The department web page and access to information have been updated and improved.

PUBLIC WORKS DIVISION

Engineering

- Project PK-013: RRFB & Trail Extension - Camden Trail-Northern Section Overlay Project – City awarded TA Grant. Bid Opening 03/11/2025 with anticipated Council award on 03/25/2025.
- Project ST-002-2025: Bituminous Overlays – Bid Opening was 03/04/2025 with anticipated Council award on 03/11/2025 – Central Specialties Inc of Alexandria MN is the apparent low bidder.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota – Duinink Inc. has some punch list items to finish in 2025 prior to the project being closed out.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – D&G Excavating, Inc. of Marshall, Minnesota – Council award 02/25/2025. Notice of Award and Agreement provided to D&G.
- Project ST-015: TH 19/College Drive – West of Marlene Street to Bruce Street Reconstruction Project – R&G Construction, Co. of Marshall, Minnesota – This is a MnDOT lead project that will be constructed over two years. Limits in 2025 will be West of Marlene Street to south of Main Street, limits in 2026 will be main street to/including Brice Street.
- ST-025: Fourth Street Culvert Fencing (North Section) – Staff is finishing the specifications to send it out for Quotes.

Wastewater

- Staff have completed 231 preventive maintenance work orders in the last 30 days.
- Working on agendas for our annual Significant Industrial User meetings.
- Updating our Mercury Minimization Plan.
- Rebuilding a Moyno sludge pump.
- Preparing and implementing advertisements for our water softener rebate program.
- General cleaning in the wastewater facility.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to eighteen (18) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (10)
 - Fire; Structure (6)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 948 calls for the month of February. 75 criminal offenses were reported with a total number of 40 adults and 1 juvenile arrested.

OFFICER'S REPORT

- Alarms (13)
- Accidents (26)
- Alcohol involved incidents (5)
- Assaults (9)
- Domestic Assaults (7)
- Burglaries (3)
- Criminal Sexual Conduct (4)
- Damage to Property (2)
- Keys Locked in Vehicles (21)
- Loud Party (2)/ Public Disturbances (10)
- Thefts (19)
- Traffic Related Complaints (275)
- Vandalism (4)
- Warrant Pickups (9)
- Welfare Checks/Mental Health (39)

DETECTIVE REPORT

- A 38-year-old Marshall man was arrested and charged with 6 counts of criminal sexual conduct at the completion of a sexual assault investigation.
- Detectives assisted the Brown-Lyon-Redwood-Renville Drug Task Force with the arrest of a 19-year-old Redwood Falls man with a felony warrant who had been posting photographs posing with firearms on social media. A search warrant was executed on a Marshall residence after the arrest and a firearm was located. The male was charged with ineligible possession of a firearm and possessing a firearm without a serial number in Lyon County District Court.
- Two incidents of auto theft are under investigation.
- A financial exploitation of a vulnerable adult investigation was completed and referred to the Lyon County Attorney's Office.
- Three deaths were investigated during the month.
- Twelve theft reports, three identity theft reports, and nine theft by swindle reports were investigated in February.
- Nineteen child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- Sgt. Buysse and Agent Ellis joined Josh Goblisch on KMHL on February 14th to discuss the drug task force, current drug trends in the area, and romance scams.



MERIT Center

- In February MN West held a Boiler Training, MN Department of Labor testing and continued with utilization of the driving track for CDL training.

- From February 1st to February 2nd and February 7th to February 9th North Star Training and Consulting held Fire School with 28 attendees each day.
- On February 3rd the University of Minnesota Extension Office held Private Pesticide Training with 57 attendees.
- On February 4th Centrol Crop Consulting held a meeting with 48 attendees.
- On February 5th the Minnesota Farm Bureau held a meeting with 30 attendees.
- On February 7th Ralco held a meeting with 40 attendees.
- From February 17th to February 19th United Community Action Partnership (UCAP) held a lead class with 7 attendees each day.
- From February 18th to February 19th the National Tactical Officers Association held Supervising Patrol Critical Incidents class with 28 attendees each day.
- On February 18th Centrol Crop Consulting held a meeting with 35 attendees.
- On February 18th the Minnesota Pollution Control Agency held Nutrient Management Technology Reporting Training with 30 attendees.
- On February 19th a SPAP Leadership Meeting was held with 15 attendees.
- On February 19th North Memorial held training.
- On February 20th SHRA held a meeting with 35 attendees.
- On February 20th Beyond the Yellow Ribbon held a meeting with 15 attendees.
- On February 21st ADM held their monthly Contractor Safety Training with 50 attendees.
- On February 25th the American Red Cross held a blood drive with 32 attendees.
- From February 25th to February 26th the National Wildlife Federation held Grow More Training with 22 attendees each day.
- From February 26th to February 28th ARMOR Training Services held GWO Training with 2 attendees each day.
- From February 26th to February 27th D & G Excavating held training with 40 attendees each day.
- The MERIT Center was utilized 17 out of 28 days with 21 reservations in February with 942 attendees.