

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

FROM: Sharon Hanson, City Administrator

DATE: August 12, 2025

SUBJECT: Administrative Brief

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#### **CITY ATTORNEY**

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

- Attended council meetings.
- Worked on Parkland Ordinance
- Additional meetings about Parkland Ordinance
- Touch base about Planning Commission
- Work with defense attorney on Broadmoor matter and our withdrawal of Counsel
- Review email from third party arbitrator for Broadmoor valley
- Coordinate getting Iverson Reuvers documents and emails for possible discovery
- Review question from ACC regarding service animals and respond
- Draft policy for support animals versus service animals
- Assist with Taylor matter and reach out to attorneys
- Respond to scheduling inquiries related to L&O committee
- Touching base on OML training for MMU
- Respond to questions about Facebook policy and send examples
- Help coordinate collaboration with Iverson Reuvers
- Work with staff on date request related to storms
- Receive and respond to questions about aquatic center and cannabis
- Update staff on OCM changes to licensing process
- Participate in discussion about parkland fees
- Participate in discussion about transition of parkland fees after ordinance amended
- Respond to donation questions

Work of other K&G Attorneys:

- McKaia Dykema – support animal policy
- Josh Weir – Taylor Petition

#### **ADMINISTRATION**

This past month my work included:

- Staff have met with State emergency staff to discuss preliminary damage reports regarding the July 18<sup>th</sup> rain and localized flood event. We feel that Lyon County will be able to meet the State of MN threshold for public damage that will allow the city and other public entities to get some reimbursement for our response expenses. This assistance is not for individual assistance, however. To date, about 357

properties reported damage from this event. I suspect the number of homes damaged are higher, however. Lyon County implemented a volunteer effort and calls were made to properties on the list, and a majority of them did not seek additional non-financial clean-up resources. In addition, after the first week of a refuse transfer station being set up in the Lyon County Fairgrounds following the flood event, the county has now switched to a case-by-case basis for disposal of flood damaged items. This past Lyon County Board of Commissioners formally ratified their Emergency Declaration this past week and the city thanked the Board as well as their staff for helping the city during and after this event.

- Staff have been busy preparing for the initial review of the 2026 levy and budget. Personnel and health insurance will be large drivers of increase levy costs, but this is typical for service organizations, especially government entities. We will continue to work on the numbers and the initial review with Council will occur on August 26th, prior to Council meeting.
- Staff have been busy leading the Eats and Beats events, the first one was held in early July and the third and final event occurred on August 7<sup>th</sup>. The city took the lead on these events as CVB did the events in 2024, but did not plan to do in 2025. Attendance increased at each event and staff are considering 2026 dates.
- This last month, along with the Mayor, met with SMSU Interim President David Jones to introduce ourselves. He has a year with SMSU and the search for the new SMSU President will begin soon.
- Met with MMU GM David Schelkoph to review new city/MMU Partnership agreement that will be presented to Council in the near future for the 2026 year. MMU also recently hired their next General Manager Pete Wyffels who is the current Electrical Superintendent for the City of Chaska. He will begin his duties at MMU on September 2<sup>nd</sup>.
- Attended an introduction/informational session on Marshall Public Schools referendum which will take place this November. There will be a Vote Yes Committee formed, but also the school will present information in the upcoming months—likely however not until school begins again in the Fall.
- The Aquatic Center project continues to be on schedule, despite the rain. Last week, contractors poured concrete for the lap pool walls. They also continued work on lazy river by installing the base material. In the next two weeks, concrete forms will be installed for the lazy river and the prefabricated walls for the mechanical building and bathhouse are expected to begin August 18th.
- Other meetings included meeting with Community Services staff regarding staffing, program items; met with staff and Mayor regarding possible storm planning/response-luckily the wind storm of two weeks ago did not come to Marshall; spoke to Engineering staff regarding a couple of project items related to HWY 19 project, met with various staff on various topics; wrote monthly article; attended League Board meeting; attended National Night Out, Community Services Advisory Board where priorities were established for program offerings and improvements in our service.

#### **Human Resources**

- Staffing update: on July 14<sup>th</sup> the Finance department welcomed Andrea Hess in the position of Accounting Specialist. Applications are being accepted for an Office Specialist (community services), part-time Liquor Checkout Clerks, and a variety of temporary and seasonal positions for Community Services programming. Interviews for paid-on-call firefighter positions are being held the week of August 4<sup>th</sup>.
- Safety: select staff were trained in the topic of CPR. Staff will also receive Competent Person training through MMUA.
- HR Manager is continuing to review the legislative changes recently approved and signed by the Governor that affect our Personnel Policies, including the MN Paid Leave law. Staff will bring personnel policy amendments for Council consideration at a future meeting to comply with these new laws.

#### **Clerk**

- Attended a webinar of the MNIT Cybersecurity Plan and the ongoing efforts of MNIT to combat cybersecurity threats.
- Assisted with flash flood cleanup at the Lyon County Fairgrounds.

- Continued work/review of ordinance amendments to be brought forward to the Legislative and Ordinance Committee.
- Various data requests and inquiries regarding the cities cannabis ordinances and zoning considerations.
- Beginning August 1, 2025, licenses for Cannabis Event Organizers and Cannabis Testing Facilities will be accepted. Beginning October 1, 2025, licenses for lower-potency hemp edible manufactures, retailers and wholesalers will need to be licensed with OCM.

## **Finance**

- 2026 Budget: Finance staff has compiled budget information into the Questica budget system and continues to review submissions and amounts. At a work session on July 22nd Council heard community organization requests, along with a presentation from the Marshall-Lyon County Library. The next work session will start at 3:00 PM on August 26th and will include capital requests, operating budgets, and a presentation on the preliminary tax base changes.
- Audit Quotes: Finance staff has obtained quotes for audit services for year-ends 2025 through 2027. The City has used BerganKDV as the audit firm for the past 6 years (2019 through 2024).
- The City's Annual Summary Financial Report was published in the Marshall Independent on Tuesday, July 29, 2025.

## **Economic Development**

- Working with local business on tax abatement request for building addition.
- Attended meeting with local sports organizations and hoteliers to discuss best practices for sports tournaments.
- Working with potential cannabis microbusiness on industrial space.
- A new flower shop will be opening on third street in former Rustic Hideaway space.
- Working on EDA bus tour scheduled for September including evening tours during Welcoming Week activities.
- Attended the Chamber's State of Ag event.
- Met with Block 100 developer to discuss future phases of the project.
- Scooters Coffee construction is underway with opening anticipated in September/October.

## **Liquor Store**

- July Financials: Sales: \$698,970 +3.22%, Customer Count 19,260 +2.62%, Ticket Average \$36.21 +.36%. A good month for all financial metrics with July being one of the busiest months of the year traditionally.
- HR posted a position for part-time Liquor Store Clerk. We are looking at hiring 2+ clerks for the upcoming fall and holiday season.
- Staff have been busy with a reorganization of the beer cooler and warehouse this month. This will enable all staff to locate cases of product easily when filling beer cooler and stocking the sales floor.

## **COMMUNITY SERVICES**

### **Community Education**

- Community Education is winding down from a very busy and fun summer season of programming! This summer was our highest offering of programs/classes in 20 years! CE offered 26 classes/programs with a wide variety of interests and topics with approximately 510 registrations!
- Juneteenth and the 4<sup>th</sup> of July events were well-attended again this year with approximately 400 – 1000 people in attendance.
- The fall brochure content is complete with six new classes to include a Marshall Area Children's Choir, theater table plays, after school homework hub and stress management yoga class. Registration opens at noon on August 27<sup>th</sup>.
- Driver's Education Behind the Wheel training has been fully transitioned to A+ Driving School. Our program continues to offer an in-person classroom option running in October/November.

- The Welcoming Week Festival will kick-off on Mon, Sept 15<sup>th</sup> from 5-7pm at Justice Park with local ethnic food, music, inflatables and games. The week continues with a soccer tournament on Tues, Sept 16<sup>th</sup> and EDA Tours and a Native American drum group on Wed, Sept 17<sup>th</sup>. Join us to celebrate this years theme "Stories We Share."

## **Parks and Recreation**

- Storm cleanup from flooding at Independence Park was completed within a few days after heavy rain event
- Construction of new bathroom is almost complete – hoping to open the week of August 18<sup>th</sup>.
- Frequent site visits/meetings at new pool site – construction is moving along nicely
- Baseball/softball season concluded end of July with hosting of 2 state tournaments – many wonderful comments were received about our facilities (62 teams total over 2 weekends)
- For the third summer Marshall hosted the Little Sioux League championship games, 4 nights, 28 area community teams and over 2,000 fans and players in attendance at the Amateur Sports Complex.
- Helped with setup and takedown of National Night Out
- Work continues on Parks Master Plan, survey is out to gather information from visitors and can be found in all the parks.
- 2 weeks left of the season at the Aquatic Center – been bit of challenge this year with all the rain, inconsistent temps
- Learn to swim sessions were again popular this summer with close to 300 young swimmers taking both private and group lessons.
- Hosted MS Tram at the Red Baron Arena and Expo
- Attended sports association/hotel meeting
- Participated in the Vice President of Athletics search committee at SMSU.
- Adult softball leagues have concluded for the season, great feedback on ending the tournaments earlier allowing our college aged players to compete before going back to school.
- Fall football registration continues with the 5<sup>th</sup> – 8<sup>th</sup> grade players starting their first practices of the season in just two weeks.

## **COMMUNITY PLANNING**

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

- Over 500 active permits.
- An SRE building, SWWC building, MMU generator building, Scooter, and Stone Meadow apartments are the largest projects under construction.
- All Rental registrations have been issued (over 600). No unregistered properties are left.
- Sign ordinance will be presented to L&O and will go to public hearing at the next Planning Commission meeting.

## **PUBLIC WORKS DIVISION**

### **Engineering**

- Project PK-011: C Street & Southview Trail – City was awarded both a TA (Transportation Alternatives) and AT (Active Transportation) grant. - This project has been awarded contingent on the final grant agreement with the MnDOT. The award was to A&C Excavating, LLC of Marshall, Minnesota. Staff is working with the contractor and state agencies to get the final agreements in place.
- Project PK-013: RRFB & Trail Extension – Awarded to R and G Construction Co. of Marshall, Minnesota - City awarded AT Grant. The trail section along Hwy 59 by Aldi and the Camden Trail realignment levee by CR7 have been graded and the aggregate base has been installed.
- Project PK-018: Marshall Aquatic Center – Building foundations and walls have been poured and backfilled, precast wall erection is set for August 18<sup>th</sup>. The foundation and walls for Pool A have been poured. The foundation has been poured, and the wall reinforcement is being installed for the surge tank. The grading for Pool B has been completed and the granular foundation has been installed.

- Project ST-001-2025: Bituminous Chip Sealing Project – Awarded to Asphalt Surface Technologies Corp. of St. Cloud, Minnesota. Currently planned for the project to start mid-July August.
- Project ST-002-2025: Bituminous Overlays – Awarded to Central Specialties Inc of Alexandria MN – Construction is complete. Staff is working on final paperwork.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – Awarded to D&G Excavating, Inc. of Marshall, Minnesota – All underground utilities have been installed. Alley paving has been completed, installation of the curb and gutter is taking place and will be followed but the bituminous paving.
- Project ST-015: TH 19/College Drive – West of Marlene Street to Bruce Street Reconstruction Project – R and G Construction, Co. of Marshall, Minnesota – Phase 1 - is complete except for a couple small concrete pours and the placement of the asphalt tie ins. Phase 2 – Utility work is complete, concrete paving has started and signal construction at Saratoga is taking place. Phase 3 – Utility work is taking place .
- Project ST-025: Fourth Street Culvert Fencing (North Section) – American Fence Company of Sioux Falls, South Dakota, was the low quote. New Fencing has been installed; staff will start the process to close the project.

### **Wastewater**

- Staff have completed 302 preventive maintenance work orders in the last 30 days.
- Completed replacing media in ATAD Bio-bed.
- Still waiting on HK Solutions return to complete lining of second manhole in Canoga Park.
- Started removing media in 2<sup>nd</sup> traveling bridge effluent filter.
- Working with Bolton & Menk on scope of work for collection system/plant lining project.
- Working with Bolton & Menk on main lift station rehab plans.
- Working on repairing a broken buried valve at the preliminary building.
- Televising sanitary lines for future construction projects.
- Summer jetting of sanitary lines continues.
- Water softening replacement or removals continue to come in.
- Completed clean up and maintenance of lift stations following rain event.
- Completed service of portable pumps after rain event.
- New electrical service wires installed at lift #4.

### **PUBLIC SAFETY DIVISION**

#### **FIRE DEPARTMENT**

- The Marshall Fire Department responded to nineteen (19) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (11)
  - Fire; Structure (7)
  - Medical Assist (0)
  - Vehicle Accident (1)
  - Other – Assist (0)



### **POLICE DEPARTMENT**

- The Marshall Police Department responded to 1100 calls for the month of July. 82 criminal offenses were reported with a total number of 56 adults arrested.

#### **OFFICER'S REPORT**

- Alarms (21)
- Accidents (22)
- Alcohol involved incidents (9)
- Assaults (7)
- Domestic Assaults (11)
- Burglaries (4)
- Criminal Sexual Conduct (1)
- Damage to Property (4)
- Keys Locked in Vehicles (26)
- Loud Party (7)/ Public Disturbances (21)
- Thefts (22)
- Traffic Related Complaints (332)
- Vandalism (8)
- Warrant Pickups (20)
- Welfare Checks/Mental Health (37)

#### **DETECTIVE REPORT**

- A 25-year-old Marshall man was arrested for Predatory Offender Registration Violations after failing to update his registration.
- A 36-year-old Marshall man was arrested and charged with felony theft after the completion of an investigation of multiple theft incidents at a Marshall business.
- An arson at a Marshall apartment building is under investigation. The State Fire Marshal and Marshall Fire Department are assisting.
- Six theft by swindle cases involving financial scams, 1 forgery case, and 1 identity theft case were investigated during the month.
- Four financial exploitation of vulnerable adult cases are under investigation.
- Twelve child protection reports and four reports from the Minnesota Adult Abuse Reporting Center were investigated in July.
- Detective Sandgren presented on a fraud panel at the Adult Community Center on July 22<sup>nd</sup>.



#### **MERIT CENTER**

- In July MN West held EVOC, CPR/First Aid training, boiler training, meetings, and continued with utilization of the driving track for CDL training.
- On July 1<sup>st</sup> ARMOR training held GWO training with 2 attendees.
- On July 9<sup>th</sup> CENTROL held a meeting with 60 attendees.
- On July 14<sup>th</sup> SWHHS held FEMA training with 32 attendees.
- On July 15<sup>th</sup> the Marshall Area Chamber of Commerce held Young Professionals with 31 attendees.
- On July 16<sup>th</sup> Southwest EMS held a meeting with 15 attendees.
- On July 16<sup>th</sup> AgCountry Farm Credit Services held their Annual Appreciation Event with approximately 300 attendees.

- On July 17<sup>th</sup> Beyond the Yellow Ribbon (BTYR) held a meeting with 9 attendees.
- On July 17<sup>th</sup> the MERIT Center held their commission meeting with 6 attendees.
- On July 19<sup>th</sup> and July 21<sup>st</sup>, the City of Marshall held meetings.
- On July 22<sup>nd</sup> Pulver Towing and the MN State Patrol held Traffic Incident Management training with 50 attendees.
- On July 23<sup>rd</sup> a PSAP leadership meeting was held with 15 attendees.
- On July 23<sup>rd</sup> SW Emergency Communications held their Radio Board meeting with 35 attendees.
- On July 24<sup>th</sup> the Marshall Area Chamber of Commerce held Lunch and Learn with 30 attendees.
- From July 25<sup>th</sup> to July 27<sup>th</sup> North Star Training and Consulting held Fire School and Hazmat training.
- From July 28<sup>th</sup> to July 29<sup>th</sup> ARMOR Training Services held GWO training with 5 attendees each day.
- On July 29<sup>th</sup> Deriva Energy utilized the Wind Tower prop.
- On July 29<sup>th</sup> the Marshall Fire Department held training.
- On July 31<sup>st</sup> CENTROL held a meeting with 60 attendees.
- The MERIT Center was utilized 18 out of 31 days with 23 reservations in July with 867 attendees.

## **EMERGENCY MANGEMENT**

- On July 14<sup>th</sup> city staff members attended training at the MERIT Center put on by the Federal Emergency Management Association (FEMA) regarding disaster debris management. The course was an 8-hour training course attended by emergency personnel from Region 5.
- On July 19<sup>th</sup>, city emergency management/staff held a meeting with county officials in response to the significant flooding in the City of Marshall. Mayor Byrnes signed a Local Declaration of a State of Emergency to assist with our response.
- On July 21<sup>st</sup>, a follow-up EM meeting was held to evaluate the response and conditions. Since this date, the city and county have had discussions with state officials to provide services to our community members. Additional meetings are planned as we begin to meet with state officials to review preliminary damage assessments and determine if the city/county qualifies for any reimbursement from the state for damages.