

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

FROM: Sharon Hanson, City Administrator

DATE: June 10, 2025

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended council meetings, one in person.
- Answered many questions about Broadmoor Valley, and, in particular, the Hearing on the Closing Notice.
- Met with Mayor and Staff multiple times about Hearing on Closing Notice, interpreter and set up.
- Travel to City and attended special hearing .
- Review multiple communications from Mr. Schierholz.
- Advise council about filing of litigation matter.
- Multiple revisions to proposed Parkland Dedication and Fee in Lieu ordinance.
- Staff meeting regarding Parkland Dedication and Parkland Fees.
- Send update about federal I.C.E. interactions.
- Overview and revise memo to city regarding open collection and limiting license numbers.
- Respond to various questions related to Petition for Vacation of Paul Street.
- Prepare Notice of Motion, Motion and Memorandum of Law in Broadmoor Valley declaratory action.
- Review staff affidavits regarding the declaratory action.
- Respond to multiple emails regarding gate being closed at Broadmoor Valley.
- Discuss court filings with media.
- Prepare Resolution and staff memo for council meeting regarding Broadmoor Valley.
- Answer multiple questions and emails from I Gutman regarding accessory building and recording agreements.
- Review Public Housing Commission packet at City Administrator's request and answer questions.
- Review MMU agenda and packet.
- Respond to staff questions for offering links to resources after Closing Notice hearing.
- File and serve summons and complaint in declaratory judgment matter.
- Begin working on administrative warrant for previous abatement matter that court re-instated.
- Discuss Parkland Fee ordinance. Attend L&O.
- Review email regarding DOT funding.
- Advise staff of legislative changes to OML.
- Review council packets and planning commission packets
- Discussion with Staff about Variance request.
- Sober home discussion with multiple follow up conversations regarding the same.
- Review rental registration letter.

Work of other K&G Attorneys:

- Sarah Sonsalla – vacation petition.
- McKaia Dykema – refuse memo.
- Cristina Cruz Jennings – Broadmoor.

CITY PROSECUTOR:

March:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2025	2024 Comparison
Prosecution	3		4		10	4	5	26	14
Dismissed									
Non- Prosecution		3			2	2	2	9	3
Refer to County									

April:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2025	2024 Comparison
Prosecution	2	1	8		17	4	4	36	21
Dismissed									
Non- Prosecution	3				2	1	1	7	10
Refer to County									

May:

	ASSAULT	OFP VIOL.	DWI	OTHER ALCOHOL	TRAFFIC	THEFT	OTHER	TOTAL 2025	2024 Comparison
Prosecution			4	3	10	3	3	23	31
Dismissed									
Non- Prosecution	3							3	5
Refer to County									

ADMINISTRATION

This past month's activities:

- City Staff and the Mayor helped put together a successful Citizens Academy for Community Education. The Academy was 7 weeks and covered a variety of departments and tours of facilities.

- Spent time with staff, Baker Tilly and others discussing and preparing for hotel tax abatement that was presented to Council.
- Attended Juneteenth planning meetings.
- Attended Star Tribune MN Matters event where a panel discussed ag issues and topics.
- Attended Western Municipal Power ribbon cutting for the 10 MW solar garden.
- Attended Avera Marshall social mixer.
- Met with Jason to discuss airport agreement with fixed base operator.
- Met with Councilmember Schafer, staff and Shades of the Past Car Club to discuss road closures and the event. A follow-up meeting occurred with Shades of the Past Car Club and affected business owner.
- Attended Senator Dahms Legislative Town Hall.
- Attended legislative and Ordinance Committee meeting.
- Attended Coalition of Greater MN Cities Board mtg via Zoom.
- Met with SMSU on pending legislation.
- Met with Lyon County Administrator.
- Attended Action Track Chair Foundation luncheon.
- Attended and participated in Community Services Advisory Board meeting.
- Met with various staff regarding a variety of topics.

Economic Development Authority

- Tapestry – Staff continues to work with Tapestry on its 2025 LITC application. Work is started on a potential new site and alternative assistance.
- Hotel – Staff is working with advisors and legal counsel on subsidy agreement terms for future agreement.
- Industrial Development – Application has been made to DEED for a potential industrial development.
- Housing Institute – Staff attended the first session of the Housing Institute. This 14-month program is designed to connect cities with housing development assistance.
- Daycare – Fire Marshal is completing a review on building plans for a potential daycare pod. Staff is also working with Southwest Initiative Foundation to host provider trainings focused on child behavior.

Human Resources

- Staffing: Two Police Officer candidates are in the final phase of pre-employment background screening. Recruitment has begun for a full-time Accounting Specialist position following an employee resignation. Recruitment for Firefighters will begin in June. Staffing for summer/fall positions and programming in community rec and community ed is ongoing.
- Safety program: In June, select employees received training on confined space entry. Aquatic center and other seasonal/temporary employees received training on the topics required by OSHA annually.
- Staff have worked on retroactive implementation of the approved AFSCME 2025-2027 agreement.

Clerk

- Gave a presentation to the Marshall Area Senior Citizens at the Adult Community Center on the City of Marshall's Cannabis ordinances.
- Attended the public hearing regarding the notice of closure for Broadmoor Valley Mobile Home Park.
- Worked with the Diversity, Equity, and Inclusion Committee to revise their by-laws to better meet their current needs and direction as a committee.
- The Office of Cannabis Management CanGrow Farmer Grant application has closed and grantees will be announced by August 1st. Current businesses registered to sell hemp-derived cannabinoid products will

need to register for a lower-potency hemp edible license this upcoming October to continue to sell products.

- The City of Marshall has partnered with Propio Language Services to better interact with our citizens who are in need of interpreting services.

Finance

- 2024 Audit – Staff expect BerganKDV to issue the audited financial statements this month and the tentative plan is for them to meet with Council to discuss audit results at the June 24th meeting.
- 2026 Budget – Staff will draft proposed departmental budgets to submit to Finance over the next month. At a work session at 4:00 PM on July 22nd Council will hear community organization requests. A budget 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.
- MMU Public Utility Revenue Bonds, Series 2025C – MMU is working on a debt issuance this summer that will include a couple items to come before City Council. On June 24, a resolution for consideration declaring the official intent to reimburse expenditures related to the Southwest Generation Plan Project being undertaken by MMU with proceeds of the bonds to be issued by the City and authorized by the City and MMU. On July 22, City Council will consider a resolution authorizing MMU to issue bonds.

Liquor Store

- May Financials: Sales \$709,928 +.50%, Customer Count 19,704 +2.42%, Ticket Average \$36.06 (1.85%). Overall, it was a good month with sales trending up slightly. May is one of our busiest months of the year, so being positive with sales and other financials is a good sign heading into the summer months.
- Staff have been busy getting the sales floor ready for summer selling with plenty of Ready to Drink cocktails displayed along with other customer favorites.
- Store manager presented at the Citizens Academy. Great questions from the members in attendance and a fun experience interacting with the citizens during the presentation.

COMMUNITY SERVICES

Community Education

- Worked on revision of DEI Commission bylaws
- Jasmine completed Community Education Director licensure
- Juneteenth Planning committee received the Seed Coalition Compact Presidents' Community Partner Award
- Summer programming preparation – many new course offerings and several returning favorites!
- Assisted with interviews for new Adult Community Center employee
- Added a second session of in-person classroom Driver's Education in June – 52 students total in the June session
- Began planning for Welcoming Week event
- Planning for 2026 It Begins with Us Conference

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Almost 300 open permits.
- An SRE building, SWWC building, MMU generator building, and Stone Meadow apartments are the largest projects under construction.
- More than 600 Rental registrations have been issued. Fewer than 10 properties left to register.
- Sign ordinance is being reviewed.
- The department web page and access to information have been updated and improved. Further improvements are being discussed

PUBLIC WORKS DIVISION

Engineering

- Project PK-011: C Street & Southview Trail – Have been given Federal authorization to proceed to bidding. The project schedule is to advertise on 6/13/2025, bid on 7/8/2025, and have the Council award on 7/22/2025.
- Project PK-013: RRFB & Trail Extension – Awarded to R&G Construction Co of Marshall Minnesota - City awarded TA Grant. The preconstruction meeting is scheduled for June 18; Construction is anticipated to start in early August.
- Project PK-018: Marshall Aquatic Center – Excavation for the pump pit has been completed, deep footings have been poured, and interior sand placed inside the footings. The second week of June contractors will be working on installing wall sleeves, rebar and forms for the walls of the pump pit. Drain tile installation has started the duplex pump system working upstream.
- 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.
- Project ST-002-2025: Bituminous Overlays – Awarded to Central Specialties Inc of Alexandria MN – Concrete, manhole adjustments & milling work has been completed. Paving is anticipated to start the second week of June.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota – Duinick Inc. has completed the corrective work on the paving surface. City staff is currently working on finalizing the project so it can be closed out.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – Awarded to D&G Excavating, Inc. of Marshall, Minnesota – Construction has started, watermain has been installed on the project and a portion of the milling has taken place, and the storm sewer on the project has been installed. D&G will then be installing new water services in the second week of June.
- 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. Underground utility installation, drain tiles, and subgrade have been completed from the west end of the project up to the bridge by Legion Field. Concrete work is anticipated to start the second week in June. Underground construction has moved up to Greeley Street and is heading towards Marvin Schwan Memorial Drive.

- Project ST-025: Fourth Street Culvert Fencing (North Section) – American Fence Company of Sioux Falls, South Dakota, was the low quote. They will notify the Street Department when they have an updated schedule.

Wastewater

- Staff have completed 268 preventive maintenance work orders in the last 30 days.
- Rebuilding a Moyno sludge pump.
- Collected WET (whole effluent toxicity) test samples. Passed WET test.
- HK Solutions is working on rehab of manholes on Canoga Park Drive.
- Took delivery on replacement sand for effluent filter.
- Finished operating all valves in the facility.
- Working with Bolton & Menk on main lift station rehab plans.
- Working on repairing a broken buried valve at the preliminary building.
- General cleaning in the wastewater facility.
- Televising sanitary lines for future construction projects.
- Completed spring work orders.
- Completed spring cleaning of all Sanitary lift stations.
- Summer jetting of sanitary lines.
- Water softening replacement or removals continue to come in.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty-six (26) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (13)
 - Medical Assist (0)
 - Vehicle Accident (4)
 - Other – Assist (2)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1177 calls for the month of May. 82 criminal offenses were reported with a total number of 37 adults arrested.

OFFICER'S REPORT

- Alarms (24)
- Accidents (28)
- Alcohol involved incidents (5)
- Assaults (7)

- Domestic Assaults (3)
- Burglaries (5)
- Criminal Sexual Conduct (2)
- Damage to Property (2)
- Keys Locked in Vehicles (26)
- Loud Party (8)/ Public Disturbances (10)
- Thefts (16)
- Traffic Related Complaints (403)
- Vandalism (9)
- Warrant Pickups (14)
- Welfare Checks/Mental Health (43)

DETECTIVE REPORT

- A 27-year-old Marshall man was arrested and charged with 1st Degree and 3rd Degree Assault after the investigation of an assault that left the victim with great bodily harm. Follow-up investigation is continuing on the case.
- At the completion of a physical abuse of a child investigation, a 32-year-old Marshall woman was arrested and charged with Malicious Punishment of a Child and Domestic Assault.
- A 50-year-old Marshall woman was arrested for 1st Degree Criminal Damage to Property after an investigation of damage caused to an apartment building hallway with a hammer.
- After the completion of an investigation of a theft of copper wires in Marshall a 26-year-old Marshall man was charged with felony receiving stolen property.
- The investigation of an assault with a deadly weapon was investigated and referred to the Lyon County Attorney's Office which resulted in charges against a 77-year-old Marshall man.
- A case involving two stolen vehicles, one of which fled from an Officer is under investigation.
- A Predatory Offender Registration Violation case was investigated and referred to the Lyon County Attorney's Office requesting an arrest warrant.
- An Assault with a Deadly Weapon and Threats of Violence case was investigated and referred to the Lyon County Attorney's Office for consideration of charges.
- A suspected Financial Exploitation of a Vulnerable Adult report was investigated and determined to be unfounded.
- Twenty-one child protection reports and two reports from the Minnesota Adult Abuse Reporting Center were investigated in conjunction with Southwest Health and Human Services.
- A pre-employment background investigation for a Police Officer candidate was completed.
- Detective Sandgren attended a Cultivating Awareness & Prevention of Sexual Violence Conference in Granite Falls on April 24th.



MERIT Center

- In May MN West held EVOC trainings, Commercial Vehicle Inspection (CVI) Recertification training and continued with utilization of the driving track for CDL training.
- On May 2nd a Blood Drive was held with 35 attendees.
- From May 2nd to May 4th North Star Training & Consulting held Firefighter I & II Training.
- On May 5th and May 7th SW Emergency Communications held trainings with 20 attendees each day.
- On May 8th the Marshall Area Chamber of Commerce held an event with 30 attendees.
- On May 10th SW EMS held an Ambulance Driving Class with 15 attendees.
- From May 12th to May 14th ARMOR Training held GWO Training with 3 attendees each day.
- On May 15th SW Emergency Communications held a training course with 20 attendees.
- On May 15th BTYR held a meeting.
- On May 15th ADM held their monthly safety training with 50 attendees.
- From May 16th to May 18th North Star Training & Consulting held Firefighter I & II training.
- From May 21st to May 23rd Desert Snow training was held with 36 attendees each day.
- On May 21st a Town Hall meeting was held with Senator Gary Dahms.
- On May 21st SW Emergency Communications held their Radio Board meeting with 35 attendees.
- On May 21st North Memorial held a training.
- From May 27th to May 29th the Marshall Fire Department held training.
- On May 28th a PSAP leadership meeting was held with 11 attendees.
- On May 29th Law Enforcement Labor Services (LELS) held Critical Incident Training with 45 attendees.
- The MERIT Center was utilized 20 out of 31 days with 22 reservations in May with 630 attendees.