

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

FROM: Sharon Hanson, City Administrator

DATE: May 13, 2025

SUBJECT: Administrative Brief

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### CITY ATTORNEY

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

- Attended meetings.
- Answered many questions about Broadmoor Valley.
- Review multiple communications from Mr. Schierholz throughout the month. Prepared a/c memo for Council.
- Advise council in closed session about paused abatement actions. Draft resolution for new code violations and pursuing legal action.
- Work with staff on closed access to Broadmoor Valley. Reach out to attorney for Schierholz & Associates.
- Received additional multiple communications forwarded to me from staff from Paul Schierholz. Review same and update Council.
- Review bid packages and responses on two project. Prepare certificate of attorney.
- Update staff on I.C.E. interactions and send checklist of “to-do’s” if I.C.E reaches out to staff
- Update staff of funding orders from federal administration.
- Meet with representatives of public housing commission.
- Draft resolution for public housing commission.
- Draft bylaws for public housing commission.
- Help staff coordinate outside investigator.
- Answer donation question.
- Work with McKaia Dykema on open collection memorandum from City Administrator.
- Review MMU agenda and packet.
- Prepare Farm lease amendments.
- Discuss Parkland Fee ordinance. Attend L&O.
- Meet and discuss public brochure for events and first amendment questions.
- Advise council member of remote joinder.
- Review council packets and planning commission packets
- Discuss open meeting law presentation with MMU – MMU did not schedule
- Prepare response to audit letter from MMU
- Answer CUP question from I Gutman

Work of other K&G Attorneys:

- Michelle Weinberg, review contracts
- McKaia Dykema – refuse memo
- Cristina Cruz Jennings – Broadmoor

## **ADMINISTRATION**

- Prior to the Broadmoor Valley Manufactured Home Park closure public hearing, several meetings were held with staff and other agency officials regarding the relocation fund, housing resources and future work in the area of assisting residents in the event of closure.
- This past week, the city and AFSCME Union have reached a tentative agreement after meeting in mediation. If approved, staff will bring forward to the May 27<sup>th</sup> Council meeting.
- Attended with Marshall Aquatic pre-construction mtg this past month. Expect to see work beginning to progress.
- Next week will conclude the seven-week Citizens Academy. The participants thus far have expressed enthusiasm for this Academy, and we plan on bringing the newspaper to interview some of the participants.
- Attended the MN City/County Managers Association Annual Conference-met with a lot of other city managers/administrators along with educational sessions.
- Planted trees with Sunrise Rotary, Mayor and Preston for Earth Day.
- Met with staff regarding planning for Juneteenth celebration which will be held on June 19<sup>th</sup>.
- Met with various staff and others on a variety of topics and issues.

## **Economic Development Authority**

- The Annual CEO Trade Show was held on April 30<sup>th</sup> at the Tyler Golf Club. Our 18 students showcased their business ventures and were able to sell their products and services to community members. We are now working on prepping for the 2025-2026 school year where we will have 14 new students entrepreneurs.
- Continue to work with the Tapestry housing project on their 2025 application. We are exploring new site and assistance options for the project.
- Marshalls Ribbon Cutting is scheduled for 7:30 am on Wednesday, May 15<sup>th</sup>. Staff continue to work with the building owner on securing a third tenant.
- Meeting held between potential industrial developer and DEED to discuss potential assistance.
- Working with local housing agencies on resources for potential Broadmoor closing.

## **Human Resources**

- The AFSCME union agreement expired on 12/31/2024. Staff and AFSCME representatives had previously met in negotiations sessions, but we were unable to agree on a successor contract. The MN Bureau of Mediation Services provides a neutral mediator to assist the parties in coming to an agreement when this occurs. City staff and AFSCME met in mediation on May 5. We have reached a tentative agreement on a successor agreement. Pending union ratification, Staff will bring the tentative agreement to the May 27<sup>th</sup> Council meeting for consideration.
- Staffing: on May 13, the City will welcome Jill Thooft to our part-time Program Specialist position at the Adult Community Center. A conditional job offer has been accepted by a part-time Police Officer; this candidate is currently being backgrounded by the PD. Staffing for summer/fall positions and programming in community rec and community ed is on-going.
- Safety program: in May, employees received training on Heat Stress.
- Updates to the Liquor Store employee handbook and procedural manual are nearly completed.

## **Clerk**

- The Office of Cannabis Management hosted a webinar for local municipalities.
  - A CanGrow grant program for farmers was launched to aid farmers in the legal cannabis industry. Applications can be submitted until June 3<sup>rd</sup>.

- Lotteries for capped cannabis licenses (cultivator, manufacturer, mezzobusiness and retailer) will be held on June 5 for social equity and general applicants. The lotteries will be livestreamed on the OCM YouTube Channel: [@MNCannabisManagement](#) for the public.
- Applications for the Fire Department Scholarship have been received and will be going to the Ways & Means Committee for review and possible awards.
- Met with and answered questions from various prospective cannabis related businesses.
- Continued work on creating an addendum of uncodified ordinances to be available for easy public access.

## **Finance**

- 2024 Audit – Auditors from BergankDVB performed audit fieldwork (sampling, testing, substantiation, etc.) remotely the week of April 14<sup>th</sup>. Auditors assigned to our audit this year were based out of Des Moines, Kansas City, and Omaha.
- 2025 Bonding – The issuances (GO Bonds and GO Sales Tax Revenue Bonds) closed on May 8<sup>th</sup> and the City received the applicable proceeds.
- On May 8<sup>th</sup>, Director of Administrative Services, Assistant Engineer and a representative from Contegritty met with a risk management/loss control specialist with Selective Insurance. Our Builder's Risk policy for the aquatic center is through Selective. Their underwriting department requested loss control inspection/survey of the project. The inspection consisted of a meeting to discuss the project and a walk-through of the construction site.

## **Liquor Store**

- April Financials: Sales 539,024 (2.76%), Ticket Average \$34.39 + 1.26%, Customer Count 15,672 (4%). Sales and other financials were slightly down compared to 2024.
- Working with HR on updating the staff handbook-completion soon.
- The Manager and staff attended the MMBA annual conference at the end of April. Seminars and trade show were very informative.

## **COMMUNITY SERVICES**

### **Parks & Recreation**

- The Aquatic Center's opening day is scheduled for Saturday, May 31<sup>st</sup>, staffing is set with 37 attendants and lifeguards ready for a fun summer of swimming.
- Learn to swim lessons registration has been busy with 240 swimmers registered for both private and group lessons over the course of three different summer sessions.
- Spring activities continue with many youth offerings including soccer, golf, disc golf, track and field, tennis lessons and flag football.
- Adult co-rec and men's softball leagues will start soon, playing Monday and Tuesday evenings at the Amateur Sports Complex.
- Opening day of summer brochure registration was April 30<sup>th</sup> and a huge success!!
- Great progress being made at Independence Park pavilion and restroom
- Another inspection was done on bandshell – will need shoring to be able to use, waiting on estimate for shoring
- Week of May 12<sup>th</sup> we will start cleaning and prepping the pool for the season.
- Planting 50+ trees in the next week
- All restrooms are open for the season

### **Community Education**

- Winter/Spring season officially ends this week as we move into summer programming. We ended the season with approximately 250 registrations.

- The busy summer season is about to begin with many new and exciting classes! Shutterfly projects, a Shakespeare class in the park, healthy smoothie making, YouTube channel start up, and drones in the sky are a few new options.
- City band concerts will start up on Wednesday, June 4<sup>th</sup> in Liberty Park and run through July.
- Our Juneteenth planning committee is busy preparing for our community celebration on Juneteenth, so please watch our social media accounts for more details!

### **Studio 1**

- We hosted the Marshall High School Advanced Video Production class for a studio tour and to demonstrate how we produce our live broadcasts to the students.
- Project Search came on site for a studio tour as well.
- We upgraded the projector and added a new sound system with wireless microphones in the Bluepeak Club Room at the Red Baron Arena & Expo.
- We successfully provided a live broadcast of a MHS boys & girls golf invitational at the Marshall Golf Club.
- We provided a live broadcast of the MHS Prom Grand March.
- Park Side & Southview elementary schools held concerts at MHS which we broadcast live as well.
- We recorded and provided our PA system for the MN/DOT groundbreaking ceremony for the College Drive reconstruction project.
- A calendar of all scheduled live broadcasts can be found at [www.marshallstudio1tv.com](http://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 250 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 15 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 ST-001-2025: Bituminous Chip Sealing Project – Council consideration of award on 05/13/2025.
- Project PK-013: RRFB & Trail Extension – Awarded to R&G Construction Co of Marshall Minnesota - City awarded TA Grant. Staff will be working to schedule the preconstruction meeting in the next month.
- Project ST-002-2025: Bituminous Overlays – Awarded to Central Specialties Inc of Alexandria MN – A preconstruction meeting was held 05/09/2025. Concrete will take place in the first week of May. Milling and paving is anticipated to start in mid-May. The contractor’s schedule has work completed by June 1<sup>st</sup>.
- Project ST-010: Lyon Circle Reconstruction Project – A&C Excavating, LLC of Marshall, Minnesota – Duinick 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 – Awarded to D&G Excavating, Inc. of Marshall, Minnesota – A preconstruction meeting was held 05/06/2025. The contractor anticipates work starting in mid-May.
- 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. Closure of TH19 was put into effect May 5, 2025. Removal of the road surface and installation of the underground utilities will start at the west end of the project.

- ST-025: Fourth Street Culvert Fencing (North Section) – Quotes were received on 5-1-25, staff is on the process of notifying American Fence Company of Sioux Falls that they were the low quote.

### **Wastewater**

- Staff have completed 298 preventive maintenance work orders in the last 30 days.
- Finished locking out sump pumps for the sump pump permit program.
- Rebuilding a Moyno sludge pump.
- Preparing to replace sand in an effluent filter.
- Repairing a drive for an effluent filter.
- 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.
- Working on spring work orders.
- Spring cleaning of all Sanitary lift stations is almost complete.
- Getting started with the summer Jetting of sanitary lines.

### **FIRE DEPARTMENT**

- The Marshall Fire Department responded to twenty-two (22) calls for service. Total calls for service included:
  - Fire/CO2 Alarm (7)
  - Fire; Structure (14)
  - Medical Assist (0)
  - Vehicle Accident (1)
  - Other – Assist (0)



### **POLICE DEPARTMENT**

- The Marshall Police Department responded to 965 calls for the month of April. 96 criminal offenses were reported with a total number of 44 adults and 1 juvenile arrested.

### **OFFICER'S REPORT**

- Alarms (15)
- Accidents (27)
- Alcohol involved incidents (5)
- Assaults (13)
- Domestic Assaults (13)
- Burglaries (3)
- Criminal Sexual Conduct (1)

- Damage to Property (1)
- Keys Locked in Vehicles (24)
- Loud Party (3)/ Public Disturbances (9)
- Thefts (18)
- Traffic Related Complaints (288)
- Vandalism (6)
- Warrant Pickups (15)
- Welfare Checks/Mental Health (33)

## **DETECTIVE REPORT**

- A 27-year-old Marshall man was arrested and charged with 1<sup>st</sup> Degree Assault and 3<sup>rd</sup> Degree Assault after the investigation of an assault that left the victim with great bodily harm. A follow-up investigation is continuing on the case.
- At the completion of a physical abuse of a child investigation, A 32-year-old Marshall women was arrested and charged with Malicious Punishment of a Child and Domestic Assault.
- A 50-year-old Marshall woman was arrested for 1<sup>st</sup> 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 part-time Police Officer candidate was completed.
- Detective Sandgren attended a Cultivating Awareness & Prevention of Sexual Violence Conference in Granite Falls on April 24<sup>th</sup>.



## **MERIT Center**

- In April MN West held moped training, basic rider motorcycle training, EVOC, and continued with utilization of the driving track for CDL training.
- From April 7th to April 9th the Comprehensive Advanced Life Support held training with 55 attendees in total.
- On April 15th North Star Training & Consulting held a training course for Marshall Fire Department.
- On April 16th SW EMS held a meeting with 12 attendees.

- On April 17th Beyond the Yellow Ribbon held a meeting with 12 attendees.
- On April 17th ADM held their monthly contractor safety training with 50 attendees.
- On April 21st the City of Marshall held Citizens Academy with 17 attendees.
- From April 22nd to April 24th Ralco held meetings with 120 attendees in total.
- From April 22nd to April 23rd SW Emergency Communications held training with 30 attendees.
- On April 23rd North Star Training & Consulting held firefighter re-tests.
- On April 23rd SW Healthcare Preparedness Coalition held a meeting with 15 attendees.
- On April 23rd SW EMS held a meeting with 15 attendees.
- On April 25th Ralco held a meeting with 60 attendees.
- The MERIT Center was utilized 13 out of 30 days with 15 reservations in April with 468 attendees.