

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

FROM: Sharon Hanson, City Administrator

DATE: April 14, 2026

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended council meetings
- Council packet review with clerk
- Worked with Staff on what to expect for testifying
- Worked on providing information to bank on forfeiture and work with County on responding to questions
- Additional work with Attorney Zac DesAutels on forfeiture questions from First Independent Bank
- Assign Southwest Sanitation contract review to Zac DesAutels and review response
- Respond to questions on SEH contract
- Review Planning Commission packet
- Prepare letter to VanMinsel regarding request for payment on City Hall project
- Work with Jason on easements and necessary language
- Review code and question about administrative appeals and follow up on notification
- Work with Ilya on language for letters
- Look into fee for commercial use of city tree/leaf dump site
- Respond to questions about Manhole lining quotes
- Discussion of extension of land use permits
- Work on confidential police related matters
- Work on data requests
- Respond to questions from Preston regarding AIA contract and work with Michelle Weinberg for the review
- Review MMU packets
- Discussion with staff regarding ordinance changes and suggest revisions
- Work with litigation attorneys on documents requested
- Work with City to submit new claim to LMCIT
- Answer question about concrete quotes
- Work by Attorney Josh Weir on McKee Trust matter
- Respond to questions about rental registrations

- Work by Attorney Andrew Biggerstaff for Jason
- Review filings for scheduling in Broadmoor case

ADMINISTRATION

This past month included the following meetings and work:

- Attended with Mayor and Councilmember Lozinski, the Coalition of Greater MN Cities Legislative Conference. We spoke to our representatives regarding MERIT Center bonding, LGA, housing legislation and provided an update on current projects for the city of Marshall. A good time to connect with fellow cities as well.
- Presented to a PEO Ladies Chapter in Marshall regarding city projects and administrator duties.
- Interviewed for City Administrator interns. The intern will be funded with a grant from the MN City/County Managers Association.
- Met with CVB Director as part of a regular monthly meeting, met with 250th Committee.
- MAFAC has nearly completed their move into City Hall, and art is on display with plans to change artwork monthly. Their first public event is the evening of April 15th.
- Attended SW Administrator group mtg in Tyler.
- Met with DEI sub-committee to review DEI strategic plan.
- Working on updating strategic plan, setting up upcoming mtgs, working on a possible art grant, discussing community services projects and work ahead.
- Attended a PERA plan meeting with Mayor, Director of Admin Services and Avera.
- Attended Community Services Advisory Board with the majority of the meeting discussing general updates.
- Mayor, Jason and water/wastewater staff met with Lyon County officials to discuss PFAS in landfill leachate and wastewater sludge with consensus to explore funding options in cooperation with the county for landfill leachate treatment options. Future legislative work in this area will be high priority for Lyon County with the city expressing support.
- Met with various community members to discuss community projects, met with Coalition of Greater MN Cities Board via Zoom to discuss latest housing legislative proposals.

Economic Development Authority

- Working with Business of Child Care on expanding child care capacity. Currently exploring different avenues including a Child Care House, redeveloping existing space and working with existing providers.
- Finalizing agreements with the Housing Partnership for four single family lots in the Parkway addition.
- Working with Tapestry on their application to the LITC. The plan is to reduce the project size in order to lower the project cost and financing gap.
- Working with several small start-ups on downtown and East College business locations.
- Working with a developer on the sale of the Taco Johns building.
- Finalizing 2025 Annual Report.
- Working on Provider Appreciation event/opportunity.

Human Resources

- Staff are focused on training in our new Payroll and Benefits Specialist, Jenny Zollner.
- Safety training:

- April: Respiratory Protection and Silica Training
- May: Temporary traffic control, Work zone setup / New Employee / Seasonal Employee
- Staffing:
 - Police Officer: testing has been initiated for one Officer vacancy. A resignation notice was received and will be effective May 1 for a second Officer vacancy.
 - Firefighter: recruitment for Firefighters will begin on April 27.

Clerk

- The Legislative and Ordinance Committee met and reviewed a number of ordinance amendments that required minor changes or language clarification.
- Attended the Municipal Clerks and Finance Officers Association conference in Brooklyn Center.
- The Office of Cannabis Management has re-opened applications for lower-potency hemp edible retailers, manufacturers, and wholesaler business licenses. In addition, Gov. Walz is allowing Minnesota hemp businesses to continue to use out of state testing facilities through May 2027 until more Minnesota based testing sites become licensed and available.
- The Lower Sioux Indian Community has signed a Tribal-state cannabis compact with the State of Minnesota. Nine out of the 11 tribal nations now have a compact with the State of Minnesota and the Office of Cannabis Management.
- Participated in an Adopt-A-Highway cleaning event along Highway 68 just north of

Finance

- 2026 Bonding – The sale of general obligation bonds series 2025A were awarded on March 24th. Proceeds will be received on April 23rd.
- 2025 Audit – Five auditors from CliftonLarsonAllen (CLA) were on site for audit fieldwork the week of April 6th. An additional 4 auditors are participating with the audit remotely.

Liquor Store

- March Financials: Sales 513,065 (2.55%), Ticket Average \$34.34 (Flat), Customer Count 14,936 (2.4%). Most of the financials were slightly down for the month. The trend of alcohol consumption continues to be soft or slightly down across all product categories.
- Our March Mayhem and Saving the Green sales promotion was a success. Customers enjoyed savings throughout the month on their favorite Liquor, Wine, THC and beer products.

COMMUNITY SERVICES

Parks & Recreation

- Prepping fields to kick off baseball/softball season
- Summer brochure is finalized and sent to print – April 29th registration opens
- Kick-off meeting with Koch Hazard and bandshell committee is scheduled for April 15th
- Attending meetings and visiting site of new aquatic facility almost daily
- Working on concessions equipment layout for new aquatic facility
- Outdoor work to commence as facility with hopes for consistent weather and temps
- Hiring of staff for summer season continues
- Attended career fair at High School and SMSU – great participation and great events!
- Working on final review of Legion Field improvement plans before bidding project
- Bathrooms and shelters will be opening in the parks in the coming week

Community Education

- Community Education continues until mid-May with Winter/Spring programming. A new upcoming Paint Bomb youth painting class has 27 students registered! Breathe, Flow and Release stress management workshop will have 7 adult participants, up from three and four the first two times the class ran.
- Summer brochure content is finalized, and we are currently working on entering all classes into Arbiter (facilities) and Finny. Registration opens at noon on April 29th.
- Working on coordinating and attending DEI Sub-committee meetings regarding the three priority areas in our strategic plan.
- Presenting on a leadership panel for an MCEA CE 101 class for new community education directors.
- Planning and organizing of upcoming Juneteenth celebration continues.
- Event planning continues for the city 4th of July celebration.

Studio 1

- We wrapped up hockey tournament season at the beginning of March with the final Mite/Mini-Mite jamboree.
- We covered several community events at the Marshall-Lyon County Library in March.
- We provided a live broadcast from the quite chilly St. Patrick's Day Parade downtown so those who weren't able to brave the cold and wind could still enjoy the event from the comfort of the indoors.
- We operated the video board at the arena for the Marshall Radio Home Show.
- We covered several concerts such as Marshall Beats, Pop, Popcorn & Jazz and the Southview concerts.
- Ryne and Alex attended the Adopt-a-Highway cleanup day with other City staff.
- 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 Marshall Minute with Mayor Byrnes, Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 300 active permits.
- The Stone Meadow apartments, Lockwood Motors, and Dental clinic are the largest projects under construction.
- Rental renewal process is almost complete, fewer than 10 properties left.
- Zoning districts are being reviewed to align with the new Comprehensive Plan.

PUBLIC WORKS DIVISION

Engineering

- Project PK-011: C Street & Southview Trail - Awarded to A&C Excavating, LLC of Marshall, MN - The grading and gravel work has been completed between C Street and Southview Drive and up to Southview Elementary. 1,400 feet of concrete trail has been placed starting at C Street and heading southeast. The project will have a contractor and Business meeting in late April.
- Project PK-012: East Lyon Street Trail-2026 project - The project memo has been approved, and plans are currently being reviewed with an anticipated bid date of spring/summer 2026.

- Project PK-018: Marshall Aquatic Center - Outdoor work has currently been suspended for the winter and will resume in the spring of 2026. As the warmer weather starts to roll in, exterior work will resume.
- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project - This project was awarded to R and G Construction Co. on 03/24/2026.
- Project ST-015: TH 19/College Drive (west of Marlene Street to Bruce Street) Reconstruction Project - R and G Construction Co. of Marshall, MN – Current schedule will have work resuming the second week in April.
 - The 2025 construction phase from the west end of the project to just south of Main Street has been substantially completed and open to traffic. In the spring of 2026 seeding and site restoration will be completed in this segment.
 - The 2026 construction phase just south of Main Street to Bruce Street and including approximately two blocks of Bruce Street.
- Project ST-020: 5th Street (Main St to Saratoga St) - Bids were received on 04/10/2026 with anticipated Council award on 04/14/2026.
- Project ST-025: 4th Street Fencing (100 feet N of TH19/ College Drive) – Two Quotes received 02/12/2026 and notification of award to American Fence Company of Sioux Falls, SD in the amount of \$15,808.00. This project is 90% complete.
- Project ST-001-2026: Chipseal Project – Bids to be received 04/15/2026 with anticipated Council award on 04/28/2026.
- Project ST-002-2026: Overlay Project – Bids to be received 04/21/2026 with anticipated Council award on 04/28/2026.
- State Aid Overlay Project (2026) - Bids to be received 04/21/2026 with anticipated Council award on 04/28/2026.

Wastewater

- Project WW-014: 2026 Sanitary Sewer Repair Project (VanBuren & Evergreen Ave, Viking Addition Rear Yard, Hackberry Ave & Dogwood Ave) - Quotes to be received on 04/09/2026 with anticipated Council award on 04/14/2026.
- Staff have completed 306 preventive maintenance work orders in the last 30 days.
- Project WW-001: Collection System/Plant Lining Project - SAK Construction, LLC of O’Fallon, Missouri
- Started tagging out sump pumps for the summer through our permit program.
- Working on spring maintenance items.
- Assisting public works with storm water drainage on project ST-020.
- Performing Sanitary pipe inspections of 2026 overlay list (weather permitting)
- Main lift grinder is removed for repairs, rebuilding.
- Waiting on parts for repairing drive for primary clarifier.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty-four (24) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (13)

- Medical Assist (0)
- Vehicle Accident (4)
- Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1007 calls for the month of March. 62 criminal offenses were reported with a total number of 24 adults and 3 juveniles arrested.

OFFICER'S REPORT

- Alarms (19)
- Accidents (39)
- Alcohol involved incidents (1)
- Assaults (10)
- Domestic Assaults (15)
- Burglaries (3)
- Criminal Sexual Conduct (2)
- Damage to Property (2)
- Keys Locked in Vehicles (33)
- Loud Party (11)/ Public Disturbances (8)
- Thefts (15)
- Traffic Related Complaints (170)
- Vandalism (5)
- Warrant Pickups (9)
- Welfare Checks/Mental Health (49)

DETECTIVE REPORT

- A possession of child pornography case is under investigation. Multiple search warrants have been executed. A separate dissemination of child pornography case is under investigation.
- A criminal sexual conduct case was investigated and referred to the Lyon County Attorney's Office for consideration of charges.
- Three residential burglaries are under investigation.
- Eight theft reports, seven theft by swindle cases, two identity theft cases, and two financial transaction card fraud cases were investigated during the month.
- Twenty four child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were screened for investigation.



MERIT Center

- In March, MN West held Mechatronics classes, Department of Labor testing, meetings, and continued with utilization of the track for CDL training and testing.
- From March 6th to March 8th North Star Training and Consulting held Fire School with 20 attendees each day.
- On March 9th North Star Training and Consulting held re-tests.
- From March 10th to March 11th Christensen Farms held meetings with 25 attendees each day.
- On March 11th the Lyon County Sheriff's department held CPR/First Aid training.
- On March 12th R & G Construction held their annual meeting with 40 attendees.
- On March 13th the Marshall Police Department held a meeting with 3 attendees.
- On March 17th Southwest EMS held a meeting with 30 attendees.
- On March 19th Southwest Health and Human Services held a meeting with 40 attendees.
- From March 20th to March 22nd North Star Training and Consulting held Fire School with 30 attendees each day.
- On March 25th SW Emergency Communications held a training course with 20 attendees.
- On March 26th the Radio Board held their bi-monthly meeting with 35 attendees.
- On March 30th North Star Training and Consulting held re-tests.
- The MERIT Center was utilized for 22 out of 31 days, with 22 reservations and 544 attendees in March.