

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

FROM: Sharon Hanson, City Administrator

DATE: August 10, 2026

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended council meetings (remotely)
- Council packet review with clerk
- Work on Waiver language for slide
- Draft and finalize short term lease at airport
- Draft and finalize FBO agreement for airport
- Review Planning commission packet
- Revise and finalize letter related to administrative fines for rental registrations
- Analyze and respond to question related to food and beverage tax (Zac)
- Review MMU agenda from perspective of City
- Review proposed signage for aquatic center; revise and send suggested revisions
- Review staff memo regarding encroachment agreement
- Assist in review of encroachment agreement
- Update client on legislative changes that impact data and public contracting agencies
- Update city on additional information from League on DoorDash
- Review Waterworth agreement for City
- Research and respond to conflict question posed by City Administrator
- Respond to additional rental registration question related to a separate rental property
- Drafting of Developer Agreement for J Anderson
- Follow up with Ilya regarding deadline for rental registrations and letter previously sent

ADMINISTRATION

My activities and work this past month:

- Spent time preparing for Ribbon Cutting event this past week of The Splash! Aquatic Park—The opening was a great success!
- Attended National Night Out-great success!
- Attended League Board mtg.
- Attended Bandshell Advisory Committee and discussed the survey results that asked for the public's input on design, location and other bandshells that we have observed. We received over 250 responses. We hope to have a preliminary concept fairly soon.

- The city's two interns and I headed to Coalition of Greater MN Cities for their Summer Conference, in New Ulm. We are nearing the last few weeks with our interns as we head into August.
- The Mayor and several of our staff attended MMUA's Resiliency Training that prepared us for a dramatic storm event by simulating certain scenarios.
- Attended various other mtgs and discussions with staff on a variety of topics.

Economic Development Authority

- Staff is working on drafting new contracts and updating TIF estimates for Phase II and Phase III of the Block 100 development.
- Continued discussions with hotel developers on potential Hampton project.
- Work on the new Mexican restaurant, Aruma, continues with opening expected soon.
- Work has started on two new spec homes in the Parkway addition.
- Met with the Chamber to discuss business initiatives and priorities of the Chamber board.
- Working with KE on leasing the former Wing Axe suite.

Human Resources

- Staffing: Congratulations to Darren Harris, who was promoted to Wastewater Technical Operator effective on 08/10/26. Trevor Hrubes began employment in the position of Maintenance Worker (Street Dept) on 08/03/26. David Steinhaus will begin employment on 08/17/2026 as a Wastewater Plant Operator I. A conditional offer has been accepted by a candidate for our Civil Engineer position; pre-employment screening will be initiated. The recruitment and hiring process is in various stages for the Firefighter, Office Assistant (MCS), and Police Officer positions.
- Safety program: in August, staff received First Aid Re-Certification training.
- Training continues for our Payroll and Benefits Specialist position, as well as other cross-training efforts.

Clerk

- Legislative & Ordinance Committee met to discuss various changes for Community Planning and Cannabis related ordinances. The Medical Cannabis Combination license will be replaced in 2027 with a Macrobusiness license and as such related zoning and definition changes would need to be made later this fall.
- The Municode Meeting and Agenda software will be phased out in 2027. Initial meetings with CivicPlus (bought out Municode) has the city transitioning to a new software this fall with full implementation in January 2027.
- The Minnesota State Demographer updated their population estimates for the City of Marshall. We have increased 133 people from the last estimate and have reached 14,162!
- Absentee voting for the August Primary was in full swing. Filing closed for the four open seats on City Council. John Alcorn, See Moua-Leske and Craig Schafer are re-running for their positions. Larry Magrath has filed for Ward 1 and would be running against Alcorn. Eric DeGroot will be running unopposed for the open seat in Ward 2 left by Amanda Schwartz.
- The first reports from the Minnesota Department of Revenue for lodging tax collections looks positive since the transition.

Finance

- 2027 Budget: Finance staff continues to review budget information from the Euna Solutions (formerly Questica) budget system and items submitted for the capital improvement plan. At a work session on July 28th 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 25th and will include capital requests, operating budgets, and a presentation on the preliminary tax base changes.
- The City's annual summary financial report will be published in the Marshall Independent later this month (date pending).
- The annual Tax Increment Financing district activity was submitted to the Office of the State Auditor and Lyon County by Baker Tilly and a summary will be published in the Marshall Independent later this month (date pending).

Liquor Store

- July Financials: Sales \$697,000 (Flat), Ticket average \$37.06 + .85%, Customer Count 18,808 (2.34%) Sales kept pace with previous year's numbers along with the rest of the financials.
- Tall Grass led a wine tasting and educational session at the YMCA for around 30 of their members.

COMMUNITY SERVICES

Community Education

- Our busiest season is coming to a close this week. We had a very successful summer with approximately 403 registrations in community education programs/classes.
- The Marshall Independent covered one of our most popular instructors, Char Bzdok and all of her classes filled up with waitlists this summer!
- Another season of municipal band concerts wrapped up in July.
- The 4th of July Celebration was successful and had a great turnout despite unfavorable weather and not being able to enjoy the entire band performance.
- The Fall Brochure is complete and scheduled to be in mailboxes the week of Aug. 24th with registration opening at noon on Aug. 26th.

Studio 1

- In July, we wrapped up our broadcast season of the Marshall Municipal Band Concerts.
- Alex attended the MACTA Conference in Bloomington along with leadership from many other community access television stations from across Minnesota.
- We provided the PA system with wireless microphones and recorded the Chamber's State of Agriculture event held at the fairgrounds.
- We spent the majority of July working on all things A/V and networking at The Splash! In July. We installed the security camera system, terminated and tested all the network wiring, installed and tuned the 18 speaker sound system, added automated voice recording playback for scheduled announcements, and installed five digital signage displays for concessions and ticketing.
- We continue backing up our entire DVD archive of recordings dating back to 2000. We plan to upload these recordings to a new Studio 1 TV Archive YouTube channel to allow viewers to take a trip back in history and search for their favorite memories which were captured over the last quarter century.

- 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

- Active permits:
 - Building Permits – almost 300 Plumbing / HVAC Permits - about 100
- Large projects under construction: The Stone Meadow apartments; Lockwood Motors; and Living Word Church.
- Pool project is completed.
- 2026-2028 Rental renewal process is complete.
- 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. Concrete work has been completed on the project.
- Project PK-012: East Lyon Street Trail (2026 project) – Final plans have been submitted to MnDOT for review and comment. State review has been completed and is now being reviewed by FHWA. The final easement from the Church of Jesus Christ of Latter-day Saints has been received and recorded. LDS has been paid for easement. Staff anticipates bidding this project in early to mid-summer, with construction occurring in 2026 and 2027.
- Project PK-018: Marshall Aquatic Center – Opening August 4, 2026
- Project PK-029 – Pool Demo – Rogge Excavating, Inc. – Contract awarded 06/23/2026 to Rogge Excavating of Ghent, MN in the amount of \$150,000. Contract documents received from contractor, notice to proceed to be granted at the preconstruction meeting 8/12/2026.
- Project ST-001-2026: Chip Seal Project – Awarded to Pearson Brothers, Inc. of Hanover, MN.
- Project ST-002-2026 SA/ST-002-2026: State Aid and City Overlay Projects – Awarded to Duininck, Inc. of Prinsburg, MN. Concrete work and patching has been completed. Milling is finished, the paving is anticipated to start the week of August 3, 2026.
- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project – Awarded to R and G Construction Co. of Marshall, MN. R&G plans to start the week of August 10th 2026
- Project ST-015: TH 19/College Drive (west of Marlene Street to Bruce Street) Reconstruction Project – Awarded to R and G Construction Co. of Marshall, MN – Year two of the project has begun.
 - The intersection of TH19 and Main Street to Liberty Park Bridge:
 - The intersection of Main Street and TH19/College Drive is open.
 - Bridge abutment work is schedule to take place in mid August.
 - Bruce Street:
 - Concrete paving is complete, intersection should be open August 7, 2026.
 - Signal installation is underway.
 - Liberty Park Bridge to Bruce Street:
 - Pavement removals from 3rd Street to Bruce Street have been completed.
 - All underground utilities are scheduled to be complete August 7, 2026.

- Project ST-020: 5th Street (Main St to Saratoga St) – Awarded to Action Company, LLC of Marshall, MN Utility work and gravel subgrade installation have been completed. Concrete work is complete, first lift of bituminous is complete, seeding is done.
- Project SWM-003: Legion Field Phase III – Awarded to Towne & Country Excavating LLC. of Garvin, MN – Work is anticipated to start late summer or early fall.
- Project WW-014: Sewer Repairs – Awarded to D & G Excavating of Marshall, MN – Work has been completed on all three repair areas.
- Rehabilitation of Marshal Flood Control W912ES26CA014 – This is an US Army Corps of Engineers project. project has been awarded to Three Oaks Construction Inc. of North Sioux City SD - levee rehabilitation project to begin end of September.

Wastewater

- Project WW-014: 2026 Sanitary Sewer Repair Project – D&G Excavating, Inc. - Viking Addition Rear Yard - completed
- Staff have completed 251 preventive maintenance work orders in the last 30 days.
- Project WW-001: Collection System/Plant Lining Project - SAK Construction, LLC of O’Fallon, MO - Pre cleaning and measuring has been completed – Lining phase of project – Crew #1 is scheduled to begin August 17. Crew #2 has not been scheduled yet.
- Working on budget and CIP for WW. - completed
- Preparing to pour sidewalks in areas disturbed by valve replacement. - Completed
- Project WW-046: Main Liftstation Rehab – Waiting for equipment delivery – expected delivery mid-August.
- Summer scheduled jetting of sanitary lines continues.
- North final clarifier worm drive rebuilt, spur gear inspected and put back online.
- Thickening lift station pump #1 faulty vfd replaced.
- Motor bearings replaced in pre aeration blower.

PUBLIC SAFETY DIVISION

Fire Department

- The Marshall Fire Department responded to twenty-seven (27) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (13)
 - Medical Assist (0)
 - Vehicle Accident (7)
 - Other – Assist (0)



Police Department

- The Marshall Police Department responded to 940 calls for the month of July. Forty-three criminal offenses were reported with a total number of twenty-one adults and two juveniles arrested.

Officer's Report

- Alarms (26)
- Accidents (30)
- Alcohol involved incidents (2)
- Assaults (4)
- Domestic Assaults (8)
- Burglaries (3)
- Criminal Sexual Conduct (1)
- Damage to Property (5)
- Keys Locked in Vehicles (32)
- Loud Party (5)/ Public Disturbances (6)
- Thefts (18)
- Traffic Related Complaints (193)
- Vandalism (9)
- Warrant Pickups (5)
- Welfare Checks/Mental Health (31)

Detective Report

- A 68-year-old rural Marshall man was arrested and charged with possession of stolen property subsequent to an investigation of stolen property from a Marshall business. The investigation remains active.
- A child was placed on an emergency hold during a criminal sexual conduct and malicious punishment of child investigation. The case was referred to the Lyon County Attorney's Office for consideration of charges.
- An arson in a Marshall apartment building is under investigation. During the investigation a 36-year-old Marshall man was arrested for obstructing legal process and ineligible possession of a firearm.
- Three theft by swindle cases, two financial transaction card fraud cases, a check forgery case, and a wire fraud case are under investigation.
- Fourteen child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were screened for investigation.



MERIT Center

- In July, MN West held EVOC training, CVI Training, DOL Testing, meetings, and continued to utilize the driving track.
- On July 1st ARMOR Training held GWO training with 2 attendees.

- On July 15th CENTROL held their annual meeting with 60 attendees.
- On July 15th Southwest EMS held a meeting with 17 attendees.
- On July 15th the Marshall Fire Department utilized the facility for training.
- On July 16th ADM held their monthly training with 48 attendees.
- On July 16th Ag Country held their annual Customer Appreciation Event with approximately 300 attendees.
- On July 16th the Merit Center held their commission meeting with 7 attendees.
- On July 21st the MN Board of Soil and Water Resources held a meeting with 32 attendees.
- On July 22nd and July 31st, the Red Cross held blood drives.
- On July 23rd Ralco held a meeting with 68 attendees.
- On July 28th the Marshall Police Department held a meeting with 13 attendees.
- On July 29th ADM held training with 37 attendees.
- The MERIT Center was utilized for 12 out of 31 days, with 16 reservations and 761 attendees in July.