

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

FROM: Sharon Hanson, City Administrator

DATE: January 13, 2026

SUBJECT: Administrative Brief

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#### **CITY ATTORNEY**

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

- Attended council meetings (remotely, with Ron Batty attending one in my absence)
- Researched and analyzed issues related to IC134 and closing out city hall project for staff. Work with League in trying to get answers from Dept of Revenue
- Answered question related to easement and drainageway.
- Coordinating response from our office on real estate matter and title.
- Respond to questions about Minnesota Paid Leave.
- Respond to questions on ADA questions.
- Review Planning Commission agenda.
- Responded to question about public art.
- Work on USACE flood control access documents.
- Discussion about Questica budget software.
- Meeting regarding Public Housing Commission. Discuss documents.
- Respond to questions from Preston regarding sponsorship agreements.
- Draft School Resource Officer Agreement for Public Safety.
- Answer AG questions regarding data request for documents.
- Call with investigator for PHC.
- Request PHC documents from staff.
- Review MMU agenda and packet.
- Discussion with MMU chair.
- Respond to question about judicial privacy act.
- Overview email regarding murals and process for updating/maintaining murals. Review agreements.
- Agenda reviews with Clerk.
- Discussion regarding requests from property owners regarding ditch.
- Various meetings with E.J. Moberg.
- Various meetings with Sharon Hanson.
- Forward review of EDA agreement to Andrew Biggerstaff in our office.
- Send information about Pennies being phased out.
- Review bandshell RFP.
- Review report and proposed order to Chief Judge from Charter Commission.
- Review release of claims and waiver prepared for city by J Devaney.
- Respond to questions about HUD and PHC.
- Answer appointment questions

- Review ambulance agreement
- Consult on request for information from resident.
- Draft art organization lease, finalize and send to client.
- Check in on Windstar project.
- Provide OML advice to PHC.
- Review and revise CVB agreement with City
- Review email exchanges regarding FlyTyme and work done by A Biggerstaff
- Answer questions on required vote for charter amendments and council meeting.

## **ADMINISTRATION**

This past month included the following meetings and work:

- Met with Midwest Aviation to discuss the FBO agreement renewal. We discussed utilizing the airport and some of its spaces in greater ways, the terms of the agreement-which we both expressed desire for renewal.
- Worked on draft lease agreement to MAFAC.
- Worked on Request for Proposal for bandshell project architectural and engineering services.
- Wrote monthly column, attended DEI Commission mtg, met with EDA staff to discuss projects, spent some time on various personnel matters, and met with various staff on a variety of topics throughout the month.
- Met with local artists regarding public art and future planning for public art are currently in discussions.
- Prepared for upcoming meetings and presentations in early 2026.
- The slide components for the Aquatic center were delivered this past week and installation has begun. City staff didn't anticipate this to occur, but a welcome site for the new year. We hope to get a firmer, updated construction schedule as we progress through the remainder of the winter months.

## **Economic Development Authority**

- Staff sent a request to hotel developer to develop project milestones and schedule bi-monthly progress check-ins.
- Staff continues to meet with Block 100 developer of Phase II progress and development agreement compliance.
- Staff received approval and has signed a General Services Agreement with the Business of Child Care to begin a child care review and development process.
- Staff hosted students from the Alternative Learning Center for a business experience day featuring downtown businesses.
- Staff will be attending the final Housing Institute session to meet with potential developers in Sleepy Eye on January 14<sup>th</sup>.

## **Human Resources**

- Staff completed interviews for the Plant Operator position at the wastewater facility. HR will facilitate the job offer and pre-employment screening process for the selected candidate.
- Temporary and seasonal hiring continues year-round for MCS Community Education and Recreation programming.
- The January safety training was on several OSHA required topics: AWAIR, PPE, BBP, ERTK, and Hazard Communication.
- HR (payroll) completed an internal audit to meet the OBBBA requirement for the "no tax on overtime" law. This was a manual process by HR staff in preparation for 2025 W-2's. Our HRIS systems have been updated so this will no longer be a manual process for 2026.
- The Annual Employee Recognition Event will be held on Friday, January 30, 2026 to recognize employee service milestones.

## **Clerk**

- The State of Minnesota in December signed two additional Tribal-state cannabis compact, Bois Forte Band of Chippewa and Red Lake Band of Chippewa. As of this brief the State of Minnesota has signed compacts with White Earth Nation, Mille Lacs Band of Ojibwe, Prairie Island Indian Community, Fond du Lac Band of Lake Superior Chippewa, and Leech Lake Band of Ojibwe. The Lower Sioux and Upper Sioux Community, Shakopee Mdewankanton Sioux Community, and Grand Portage Band of Lake Superior Chippewa are the remaining tribes to still sign a compact with the State of Minnesota.
- Continued work on making uncodified ordinance available on the city website for public viewing.
- Finalized licenses that would be expiring December 31, 2025.

## **Finance**

- 2026 Budget – The 2026 budget was adopted in December 2025. The Finance Director will generate electronic copies of the budget book. Copies will be sent to Council and staff and posted on the City's website later this month.
- 2025 Audit – Staff will be working to close out 2025 and will continue to prepare information for our auditors over the next few months.
- 2026 Bonding – The bonding process to ensure funding is secured for 2026 projects has started. The current plan for timing includes resolutions authorizing the sales in February, with sale of the obligations in March and receipt of the proceeds and settlement of the obligations in April.

## **Assessing**

- Chelsey Mathiowetz, our Assessing Technician/EDA assistant, had a baby girl on January 3<sup>rd</sup>! not only their first, but Avera's first baby of the New Year!
- Doris Huber will be coming back on a part time bases to help out in the office during Chelsey's maternity leave.
- Staff is currently working on finalizing values for the 2026 assessment for taxes payable in 2027.
- Staff is also working on final review of all building permits pulled in calendar year 2026.

## **Liquor Store**

- December Financials: Sales \$765,315 (1.13%), Customer Count 19,027 (.47%), Ticket Average \$40.22 (.66%). All Financials were down slightly compared to 2025. December is the highest month for sales of the year.
- Manager Completed the yearly audit on New Year's Day. This included several random inventory counts and submission of inventory valuation.
- Staff have started the annual process of dusting all bottles and shelving on the floor along with organizing the warehouse.

## **COMMUNITY SERVICES**

### **Parks & Recreation**

- Welcome to 2026, with many youth activities starting in early January including boys' and girls' junior basketball, preschool and rec gymnastics, indoor soccer, softball and baseball sessions and many other great offerings.
- We recently hosted an adult curling 101 session at the Red Baron Arena. The turnout was great as we are set to host Sunday and Wednesday night curling leagues in January running through March.
- Marshall youth gymnastics hosted their annual home meet at the Middle School. The stands were full and the environment as loud as we hosted this meet with area gymnastics club teams.

### **Studio 1**

- We continued to cover several school concerts, hockey tournaments and events throughout the month of December.

- After receiving city council approval in December, we have completed the update of our Cablecast broadcast system. The updated system provides necessary security updates, new features, ease of use for staff, and a better experience for our viewers.
- 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 Marshall Minute with Mayor Byrnes, Tiger Talk and Community Connect.

## **COMMUNITY PLANNING**

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

- Over 400 active permits.
- The Stone Meadow apartments and Lockwood Motors are the largest projects under construction.
- Renewal applications for rental registration are coming in – about 350 have been issued.
- 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 is currently shut down for winter and will resume in the spring.
- Project PK-012: East Lyon Street Trail-2026 project – The project memo has been approved, and plans are currently in design with an anticipated bid date of spring 2026.
- Project PK-018: Marshall Aquatic Center - Outdoor work has currently been suspended for the winter and will resume in the spring of 2026. The slide tower has been delivered and is currently being installed. Work has transitioned inside the buildings and will continue throughout the winter.
- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project– This project is currently in design with an anticipated bid date of March 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 -
  - 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 2 blocks of Bruce Street will start as soon as weather and load restrictions allow.
- Project ST-020: 5<sup>th</sup> Street (Main St to Saratoga St) - This project is currently in design with an anticipated bid date of March 2026.
- Project ST-025: 4th Street Fencing (100 feet N of TH19/ College Drive) – This project is currently in design with an anticipated bid date of early 2026.

### **Wastewater**

- Staff have completed 274 preventive maintenance work orders in the last 30 days.
- Collection system/plant lining project is currently in design with an anticipated bid date in early February.
- Working on repairing a broken buried valve at the preliminary building.
- Pulled out and sent in a Trickle Filter Pump for factory service – awaiting factory evaluation.
- Awaiting notice to proceed for Main Lift Renovation Project.
- Water softening replacement or removals continue to come in.
- MPCA Biosolids report has been completed and will be submitted.
- Assisting public works with storm water drainage on project ST-020.
- Jetting of effluent filter under drains.
- Working on annual reports to MPCA, DNR.

## **PUBLIC SAFETY DIVISION**

### **Fire Department**

- The Marshall Fire Department responded to sixteen (16) calls for service. Total calls for service included:
- Fire/CO2 Alarm (9)
- Fire; Structure (5)
- Medical Assist (0)
- Vehicle Accident (2)
- Other – Assist (0)

### **Police Department**

- The Marshall Police Department responded to 1028 calls for the month of December. 52 criminal offenses were reported with a total number of 34 adults arrested. Calls for service for 2025 totaled 13,123. This number of calls for service has been the highest in the past 10 years and may be the highest in number of calls ever responded to by the Marshall Police Department.

### **Officer's Report**

- Alarms (26)
- Accidents (35)
- Alcohol involved incidents (2)
- Assaults (13)
- Domestic Assaults (18)
- Burglaries (5)
- Criminal Sexual Conduct (1)
- Damage to Property (2)
- Keys Locked in Vehicles (35)
- Loud Party (13)/ Public Disturbances (8)
- Thefts (24)
- Traffic Related Complaints (262)
- Vandalism (2)
- Warrant Pickups (10)
- Welfare Checks/Mental Health (35)

### **Detective Report**

- Five deaths were investigated. The death of a 30-year-old Marshall woman remains under investigation with assistance from the Minnesota Bureau of Criminal Apprehension.
- A husband and wife were indicted on conspiracy to commit wire fraud, and 14 counts of wire fraud aiding and abetting in US District Court in December. The charges stem from an investigation that started in 2023 by the Marshall Police Department that was assisted by the Federal Bureau of Investigation that involved a scheme to defraud the estates of recently deceased recipients of Minnesota's Medicaid program. Vehicles from the estates were fraudulently obtained and converted to personal use by the defendants.
- Eighteen theft reports, three identity theft cases, and five theft by swindle cases were investigated during the month.
- A financial transaction card fraud case was investigated and referred to the Marshall City Attorney's Office for consideration of charges.
- Thirteen child protection reports and five reports from the Minnesota Adult Abuse Reporting Center were screened for investigation in December.
- Detective Kopitski did a presentation on financial scams at Heritage Pointe Senior Living on December 16th.

**MERIT Center**

- In December MN West held meetings, Mechatronics classes, trainings, a farm retreat, and continued to utilize the driving track for CDL training.
- From December 2nd to December 3rd CCNI held meetings with 10 attendees each day.
- On December 2nd CENTROL held a meeting with 30 attendees.
- On December 3rd SW Emergency Communications held training with 18 attendees.
- On December 3rd Beyond the Yellow Ribbon held a meeting with 15 attendees.
- On December 4th the BLRR ERU held a meeting with 17 attendees.
- From December 9th to December 11th ARMOR Training held GWO training with 3 attendees each day.
- From December 13th to December 14th North Star Training and Consulting held Fire Officer training.
- On December 18th ADM held their monthly contractor safety meeting with 50 attendees.
- On December 19th the Red Cross held a blood drive.
- The MERIT Center was utilized 18 out of 31 days with 19 reservations in December and 515 attendees.