

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

FROM: Sharon Hanson, City Administrator

DATE: September 8, 2026

SUBJECT: Administrative Brief

Administration

- This past month spent time mostly on personnel. Interviewed 7 candidates for the Community Services Office Assistant position. The selected candidate will start on Monday September 14th.
- We have Community Education Coordinator position open until September 10th. In the interim, we have Addy Wolbaum filling in temporarily to ensure Community Education classes are being overseen and managed. Addy will help with some transitional items when a new individual starts as well. Discussions with former Community Education Coordinator Jasmine DeSmet occurred this past month and staff will continue to discuss the transition.
- This past month was the last month for our city interns. The internships were a great experience for them. For the city, we are doing our part engaging potential future leaders in our field.
- Spent some time this past month reviewing budget and discussing with staff the budget and the levy as a whole.
- Attended League Board meeting but also held a SW MN Administrator mtg in Marshall to discuss issues facing our cities.
- Mayor, Preston and I met with Light up the Night Organizers to discuss the year ahead and future years. The current agreement goes until early 2028 when both parties would need to discuss a future agreement.
- Attended Public Infrastructure and Transportation Committee mtg, Library meeting with the County and various and numerous staff meetings.
- Wrote monthly article and also took time to write an article to be in a future League of MN Cities Bulletin on the topic of our new aquatic park.

Economic Development Authority

- Assignment, Assumption and Amendment of Contract for Block 100 has been drafted and is under review by both developers' attorneys. The final transfer will be brought to HRA in the coming weeks.
- Continue predevelopment work on the hotel project.
- Met with the SWWC Service Cooperative to discuss child care initiatives and partnership opportunities.
- Hosted a bus tour for new teacher/staff at MPS.
- Completed a business retention visit at Turkey Valley Farms and largely discussed employee recruitment and retention.
- Construction has started on the new Habitat for Humanity home in the Parkway addition.
- Working with SMSU on applying for a workforce training grant through DEED.

Human Resources

- Staffing: the City welcomed 4 new Firefighters on 09/01/2026: Jeremiah Fennell, Javier Jackson, Noah Louwagie, and Lucas Smidt. The City will welcome Jacob Sarahan in the position of Civil Engineer beginning 09/14/2026. A conditional offer has been accepted by a candidate for our Community Services Office Assistant position; pre-employment screening is in progress. Applications are being reviewed for our Police Officer positions.
- Safety program: in September, all staff were trained on mandatory OSHA topics.
- Training continues for our Payroll and Benefits Specialist position, as well as other cross-training efforts.

Clerk

- Assisted with Absentee Voting at various senior living facilities.
- Voter turnout for the City of Marshall was 17.55%, beating the 2024 Primary of 7.24% by more than 10%! There were also 8051 registered voters on election day an increase of 545 from 2024.
- Absentee/mail ballot voting for Lyon County will begin on Friday, September 18. Citizens can also vote in-person at the Lyon County Auditor/Treasurer's office at 607 W. Main Street.

Finance

- 2027 Budget: staff continue to review the preliminary budget and levy and will bring recommendations regarding the 2027 preliminary budget and levy for consideration at the 9/08 work session and at the 9/22 Council meeting. The information must be certified to Lyon County by 9/30.
- Staff continue to review upcoming possible capital projects and have had conversations with various staff about timing/scheduling, project costs, and cash flows and had conversations with Ehlers about financing options, as necessary.
- Staff are working with Human Resources and NIS to review insurance renewals for 2027. Aaron Casper, our broker with NIS, will present renewal information for health and dental insurance at a work session and Council meeting on 10/13.
- The City's property/casualty insurance runs from 10/01 to 9/30. North Risk will be bringing information to the 9/22 Council meeting for the policy renewal.

Liquor Store

- August Financials: Sales \$598,186 (6.65%), Customer Count 17,250 (5.38%), Ticket Average \$34.68 (1.33%). Overall, all August financials trended down compared to 2025 numbers. We have seen a continued decrease in consumption which impacts our current sales figures and customer counts.
- Manager presented the Annual Report for 2025 Tall Grass Liquor operations at the August 10th City Council Meeting. Also presented was the mid-year 2026 current state of liquor operations.
- New exterior courtyard landscaping was completed which included replacing shrubs and adding landscaping rock to areas near the building.

COMMUNITY SERVICES

Parks & Recreation

- Fall registration and back to school programming are up and running!
- A great variety of youth programming options in September include tennis camps, flag and tackle football, intro to hockey, soccer camp, volleyball camp, cross country camp and pickleball camps.
- Recently attended SMSU's student job fair welcoming and meeting new students to Marshall and highlighting the numerous seasonal positions MCS has during the school year.
- Wrapped up 20 days at the new aquatic facility – a great success with tons of compliments and out of town visitors. Work continues on winterization and dirt work/seeding.
- Auction held at old pool, demo to start in the coming weeks
- Working with architect to re-design Legion Field Restroom/Dugout project
- Work continues on the bandshell project, several concepts have been received and are under review

Community Education

- Fall programming registration is open!
- Welcoming Week event will be held on Sept 14th from 5-7pm at Justice Park.
- Thank you from Jasmine: As most of you know, I have accepted a new position at SMSU and will be done at the city on Sept 2nd. I wanted to give a heartfelt THANK YOU to mayor, city council, school staff, my program instructors, volunteers, and everyone who has been part of my journey the last 9 years at the city. A special thank you to my team, Marshall Community Services! Keep doing amazing things and making a difference in the community!
I'm not going far, so I hope to see all of you around this great city! Thanks again!

Studio 1

- We recorded the Marshall Area Chamber State of Agriculture event and provided our portable PA system and wireless microphones for the event as well.
- We created two educational videos for Marshall Public Schools to share with school families before the start of the school year. One was how to navigate the newly updated parking lot at the middle school. The other video shared information about the new bike path from C street to Southview Drive and how to safely navigate to Southview Elementary School.
- We provided our PA system for the fire department to utilize during their demonstration at National Night Out.
- We recorded the ribbon cutting event at The Splash! and created a short highlight video to share on social media that evening. We also captured hundreds of photos of the park to update social media and the website, and for future use.
- We created two videos to promote the Battle of the Badges softball game; one for Marshall Police Department and one for Marshall Fire Department. We also covered the game live with a multicamera broadcast.
- We captured videos and photos of this year's Sounds of Summer event and shared a highlight video via social media channels.
- School varsity sports have started for the season, and we have covered several soccer games as well as volleyball.
- We continue backing up our entire DVD archive of recordings dating back to 2000. We are uploading 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 – 275
 - Plumbing / HVAC Permits - approximately 60
- Large projects under construction: The Stone Meadow apartments; Lockwood Motors; and Living Word Church.
- 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. Final documents will be sent to A&C for review and signatures.
- 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. Review is complete, staff anticipates bidding on this project in early October, with construction occurring in 2026 and 2027.
- 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. Demolition is planned to begin in the middle of September.
- Project ST-001-2026: Chip Seal Project – Awarded to Pearson Brothers, Inc. of Hanover, MN. Chip seal was placed on 8/25/2026, final sweeping was done 8/31/2026.
- Project ST-002-2026 SA/ST-002-2026: State Aid and City Overlay Projects – Awarded to Duininck, Inc. of Prinsburg, MN. Concrete work, milling, and paving have been completed. Final paperwork is being processed.
- 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 have underground utilities and gravel placed 9/4/2026. Concrete work is anticipated to start 9/8/2026.
- 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.
 - Bruce Street:
 - Concrete paving is complete, intersection is open.
 - Signal programming is underway.
 - Liberty Park Bridge to Bruce Street:
 - Concrete paving is underway, most of the mainline concrete is complete. Contractor is working on sidewalks and intersecting streets.
 - All underground utilities are complete.
 - Bridge abutment and approach panel has been installed.
- Project ST-020: 5th Street (Main St to Saratoga St) – Awarded to Action Company, LLC of Marshall, MN project is complete, the city is working on final closeout quantities and paperwork.
- Project SWM-003: Legion Field Phase III – Awarded to Towne & Country Excavating LLC. of Garvin, MN – Work is anticipated to start early fall.
- 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 at the 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-two (22) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (16)
 - Fire; Structure (5)
 - Medical Assist (0)
 - Vehicle Accident (1)
 - Other – Assist (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to 1041 calls for the month of August. Fifty-one criminal offenses were reported with a total number of thirty adults arrested.

OFFICER'S REPORT

- Alarms (17)
- Accidents (28)
- Alcohol involved incidents (5)
- Assaults (9)
- Domestic Assaults (14)
- Burglaries (1)
- Criminal Sexual Conduct (2)
- Damage to Property (2)
- Keys Locked in Vehicles (22)
- Loud Party (0)/ Public Disturbances (4)
- Thefts (19)
- Traffic Related Complaints (271)
- Vandalism (3)
- Warrant Pickups (14)
- Welfare Checks/Mental Health (42)



DETECTIVE REPORT

- Detectives assisted with the execution of a search warrant and collecting evidence after the arrest of a 43-year-old Marshall man for false imprisonment and felony domestic assault.
- Six identity theft cases and seven theft by swindle cases involving scams were investigated during the month.
- Two separate Domestic Assault No Contact Order Violation cases were investigated and referred for charges.
- Six child protection reports and fourteen reports from the Minnesota Adult Abuse Reporting Center were screened for investigation.
- Sgt. Buysse and Det. Kopitski assisted with the National Night Out event on August 4th.



MERIT Center

- In August, MN West held Hazwoper training, meetings, and continued to utilize the driving track.
- On August 1st the Minnesota Department of Public Safety – State Fire Marshal held a training.
- From August 4th to August 5th the City of Marshall with MMUA held First Aid Refresher Certification as part of the August Safety Training.
- From August 4th to August 5th United Way of Southwest Minnesota held Stuff the Bus.
- From August 11th to August 12th ARMOR Training held GWO training with 5 attendees each day.
- On August 11th the USDA/FSA held a training course with 30 attendees.
- On August 11th the Marshall Fire Department held special response teams training.
- On August 12th CENTROL held a meeting with 35 attendees.
- On August 12th the Red Cross held a blood drive with 42 attendees.
- On August 13th AgCountry Farm Credit Services held a meeting with 30 attendees.
- On August 19th North Memorial held a meeting.
- On August 20th ADM held their monthly contractor safety meeting with 50 attendees.
- On August 21st Dwayne Erickson held a meeting with 15 attendees.
- On August 24th Mankato Department of Public Safety held EVOC with 8 attendees.
- From August 24th to August 25th ARMOR Training held GWO Training with 2 attendees each day.
- On August 28th Dwayne Erickson held a meeting with 12 attendees.
- On August 31st the University of Minnesota – Center for Transportation Studies held Snowplow Simulator Training with 15 attendees.
- The MERIT Center was utilized for 13 out of 31 days, with 18 reservations and 447 attendees in August.