

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

FROM: Sharon Hanson, City Administrator

DATE: September 9, 2025

SUBJECT: Administrative Brief

ADMINISTRATION

- This past month met with MMU to discuss partnership agreement that will be presented to Council on Oct 28th.
- Worked with staff on ribbon cutting events for Snow Removal Equipment building that was held August 21st and upcoming Ponds Disc Golf Course that will be held September 11th at 4:15 p.m.
- Started work on the MN Historical Society grant process for the bandshell that was specifically called out in legislation this past year. The grant is due September 12th.
- Met with staff to discuss proposed community art project. Council will review and advise.
- Attended session with Congresswoman Michelle Fischbach while she visited Marshall.
- Attended SMSU Athletic Open House.
- Met with Brian Hart to discuss cyber security items within our computer systems.
- Attended SWWC ribbon cutting for their new administrative bldg. The city provided the land and helped finance through a nonobligatory conduit bond.
- This past month also spent time with the August 16th windstorm and August 18th rain event.
- Attended a listening session by representatives of the Federal Reserve. Most attendees commented on the cost of housing, the cost to finance, rising property taxes and insurance that lead to a very slow build of equity to those that have a home loan and the interest rate/construction costs leaving many to not being able to buy at all.
- Met with Avera CEO and Schwans CEO.
- Attended the Coalition of Greater MN Cities Regional meeting in Windom where the past legislative session was discussed, but also future issues of cannabis regulation, paid family leave and housing shortages.
- Attended various other staff or city meetings.
- Aquatic Center: The bathhouse and mechanical buildings continue to show good progress with pre-cast wall and roof placement. The walls of the leisure river were poured, which was another great step for progress. We are hoping that building floor concrete will be poured later in September.

Human Resources

- Staffing update: Office Specialist—4 candidates were interviewed for this position; a conditional offer has been accepted. HR is conducting pre-employment screening, and a September 22 hire date is planned. Checkout Clerks (part-time)---the City welcomes Monica Christianson to Tall Grass Liquor! Three additional candidates are in various states of the pre-employment screening process. Police Officer---HR will initiate recruitment for a full-time police officer position shortly.

- MN Paid Leave: Staff are working on a new personnel policy to comply with the MN Paid Leave law that becomes effective 01/01/2026. The policy will be presented to the Council for consideration.
- Safety update: our MMUA safety consultant completed an all-facility safety audit in August. A report will be presented to the Safety Committee at our next meeting.

Clerk

- The Legislative and Ordinance Committee met to discuss adding a retail cannabis buffer zone for the aquatic center.
- Met with the Chamber of Commerce to discuss mobile food trucks.
- Reviewing city charter and coordinating with Charter Commission members to meet and discuss possible amendments.
- Continued work on archiving and categorizing resolutions and ordinances.
- Obtained the Minnesota Certified Municipal Clerk designation from the Minnesota Clerks and Financial Officers organization.

Finance

- 2026 Budget: staff continues to review the preliminary budget and levy and will bring recommendations regarding the 2026 preliminary budget and levy for consideration at the 9/09 work session and at the 9/23 Council meeting. The information must be certified to Lyon County by 9/30.
- The annual required publication of Tax Increment Financing district activity was published on 8/15 for 2024 transactions.

Liquor Store

- August Financials: Sales \$640,822 (.52%), Customer Count 18,240 (1%) and Ticket Average \$35.15 +.50%. Overall, a flat month for the financials across the board.
- Oktoberfest is in full swing with a full line of customer favorite seasonal Oktoberfest beers to purchase and try. Game Day starts at Tall Grass Liquor is our theme for the month. NFL and College games begin which will bring fans out to buy their favorite beverages prior to the game
- The Liquor Store Manager has been working with Human Resources with hiring new PT staff for the fall and upcoming holiday season. 4 offers have been made to individuals for these positions.

COMMUNITY SERVICES

Parks & Recreation

- Aquatic Center is closed for the season – overall, attendance was down slightly from the 2024 season.
- Working with architect on Phase II of Legion Field project which includes dugout, restrooms, and elevated viewing area.
- Hosting Southwest Challenge this weekend at Red Baron Arena in conjunction with the high school, flooring was installed on Thursday for the event that features 32 teams.
- Prepping for 9/11 event and The Ponds Disc Golf Course event next week.
- New bathroom at Indendence Park should be open next week barring any setbacks.
- Making frequent stops at new pool site, work is progressing very nicely. Walls for leisure river were starting to be poured on Thursday, walls for the buildings are up!!
- Assisting with Welcoming Week events
- Coordinating the planting of new trees at the library this fall with library staff.

Community Education

- Our busiest season in the last 20 years concluded with record registrations. Approximately 506 registrations for Community Education programs and classes.

- Fall programming has begun with several NEW class offerings to include a high school level Robotics class, a stress and wellness yoga workshop, Marshall Area Children's Choir and a new after-school homework hub program.
- Attended Open House at the middle school to promote fall classes and programs and gather data for the master parks plan
- Attended National Night Out on behalf of Community Services and the DEI Commission
- Welcoming Week planning is going well. We have expanded the event to three days this year. Mon, Sept 15th is the kickoff event from 5-7pm, Tues Sept 16th is a youth soccer tournament and Wed, Sept 17th is EDA tours and Native American singer. All events will be held at Justice Park.

Studio 1

- We have recently completed a long-term project of upgrading our three broadcast channels on Bluepeak from standard definition to high definition. We were unsuccessful at getting Charter/Spectrum to work with us on getting our channels to HD on their lineup, however. This upgrade provides a 225% increase in video resolution which provides a much better experience for our viewers. Be sure to check out the upgrade on Bluepeak channels 325, 326 and 327!
- We have spent the last several months working through a lengthy list of equipment upgrades and maintenance to ensure our readiness for the start of this school year's broadcast season.
- Alex attended this year's "National Night Out" event to provide information about our City's drone and emergency management program to event attendees.
- We provided our sound system and captured video and photos of the airport Snow Removal Equipment building ribbon cutting.
- We were honored to create short videos to help promote the "Battle of the Badges" softball game for both the police department and fire department. We also provided a full multi-camera live broadcast of the game on our Studio 1 channel. The game is available for viewing on our website as well as on YouTube.
- We provided a live broadcast of the Sounds of Summer parade as well as captured b-roll footage of the event that Saturday evening.
- 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 Tiger Talk and Community Connect.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 500 active permits.
- The SRE building, MMU generator building, Scooter, and Stone Meadow apartments are the largest projects under construction.
- All Rental registrations have been issued (over 600). No unregistered properties are left.
- Sign ordinance will be presented to the Council for approval.

PUBLIC WORKS DIVISION

Engineering

- Project PK-011: C Street & Southview Trail – Awarded to A&C Excavating, LLC of Marshall, MN – This project received funding from a TA and AT Grant. The preconstruction meeting was held on August 28th. The agreements for the grants are in place. The contractor is planning to start construction at the intersection of C Street and Progress Drive in the third week of September.
- Project PK-013: RRFB & Trail Extension – Awarded to R and G Construction Co. of Marshall, MN – This project received funding from an AT Grant. The concrete trails and ramps have been poured, the work for the RRFB (Rectangular Rapid Flashing Beacon) has started.

- Project PK-018: Marshall Aquatic Center – The precast walls and hollow core roof panels have been installed. Backfilling of Pool A and the Surge tank has started, the floor of the leisure river has been poured, and they will be starting to form the walls.
- Project ST-001-2025: Bituminous Chip Sealing Project – Awarded to Asphalt Surface Technologies Corp. of St. Cloud, MN – Currently planned for the project to start early September.
- Project ST-002-2025: Bituminous Overlays – Awarded to Central Specialties Inc of Alexandria MN – Construction is complete. Staff is working on final paperwork.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – Awarded to D&G Excavating, Inc. of Marshall, MN – All underground utilities have been installed. The concrete contractor will be working on sidewalk and driveways in early September with Bituminous paving anticipated in mid-September.
- Project ST-015: TH 19/College Drive (west of Marlene Street to Bruce Street) Reconstruction Project – R and G Construction Co. of Marshall, MN – Phase 1-C complete except for a couple small concrete pours and the placement of the asphalt tie ins. Phase 2-Majority of the light bases have been installed. Work continues the underground conduit for the street lighting as well as the Signal System at Saratoga Intersection. Concrete work is underway in the Intersection of Saratoga St. Phase 3-Watermain and Sanitary Sewer services are complete. Storm Sewer installation continues at the new site of the roundabout. Grading work has begun as well hauling out clay and bringing in sand for the road base. Phase 4-Work has not begun. Scheduled for this fall.
- Project ST-025: Fourth Street Culvert Fencing (North Section) – American Fence Company of Sioux Falls, SD – New Fencing has been installed. Staff is working on final paperwork.

Wastewater

- Staff have completed 219 preventive maintenance work orders in the last 30 days.
- HK Solutions has returned to complete lining of second manhole on Canoga Park.
- Installing new sand media in 2nd traveling bridge effluent filter.
- Working with Bolton & Menk on scope of work for collection system/plant lining project.
- Working with Bolton & Menk on main lift station rehab plans.
- Working on repairing a broken buried valve at the preliminary building.
- Televising of phase 3 on west college nearly completed.
- Summer jetting of sanitary lines continues.
- Water softening replacement or removals continue to come in.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to twenty-one (21) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (16)
 - Fire; Structure (5)
 - Medical Assist (0)
 - Vehicle Accident (0)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1166 calls for the month of August. 102 criminal offenses were reported with a total number of 47 adults arrested.

OFFICER'S REPORT

- Alarms (15)
- Accidents (22)
- Alcohol involved incidents (8)
- Assaults (9)
- Domestic Assaults (8)
- Burglaries (3)
- Criminal Sexual Conduct (2)
- Damage to Property (6)
- Keys Locked in Vehicles (21)
- Loud Party (18)/ Public Disturbances (7)
- Thefts (20)
- Traffic Related Complaints (335)
- Vandalism (3)
- Warrant Pickups (13)
- Welfare Checks/Mental Health (54)

DETECTIVE REPORT

- A 24-year-old Lake Wilson woman was arrested for Malicious Punishment of Child after the completion of an assault on a juvenile investigation.
- Assisted the Redwood County Sheriff's Office with a missing person investigation. The missing person was located in Marshall and arrested on an active arrest warrant.
- Multiple reports of death threats from an unknown telephone number were investigated. The cases were referred to the Lyon County Attorney's Office for formal charges on a juvenile for Threats of Violence.
- A report of a robbery is under investigation.
- A possession of child pornography case was investigated and forwarded to the Lyon County Attorney's Office for charges.
- Five Financial Exploitation of Vulnerable Adult cases are under investigation.
- Sixteen child protection reports and nine reports from the Minnesota Adult Abuse Reporting Center were investigated in August.
- Sgt. Buysse and Det. Sandgren assisted with the National Night Out event.



MERIT CENTER

- In August MN West held CPR/First Aid training, DOL testing, CVI training, and continued with utilization of the driving track for CDL training.
- On August 1st Ralco held a meeting with 32 attendees.
- From August 5th to August 6th First Independent Bank held training with 20 attendees each day.
- On August 5th the City of Marshall held First Aid/CPR training.
- From August 5th to August 6th the United Way of SW MN held Stuff the Bus.
- On August 6th Fitch, Johson and Larson held a meeting with 4 attendees.
- On August 7th Deriva Energy held training with 5 attendees.
- On August 7th Red Cross held a blood drive.
- On August 13th Marshall PD held interviews.
- On August 16th Northwest Pipe Fittings held training with 9 attendees.
- From August 18th to August 28th MnDOT held ROADeo training with 24 attendees each day.
- On August 20th North Memorial held First Aid/CPR training.
- On August 21st ADM held their monthly contractor safety training with 50 attendees.
- On August 21st Beyond the Yellow Ribbon held a meeting with 15 attendees.
- On August 21st NorthStar Training and Consulting held retests.
- On August 26th the Marshall Fire Department held training.
- On August 27th SW Emergency Communications held PSAP Leadership training with 12 attendees.
- The MERIT Center was utilized 16 out of 31 days with 19 reservations in August with 725 attendees.

EMERGENCY MANGEMENT

- In August, city staff met with Homeland Security and Emergency Management (HSEM) staff to complete a Pre-damage Assessment related to the flooding event from July 18th, 2025. FEMA categories eligible for reimbursement were reviewed. The City of Marshall submitted a request to be considered for reimbursement for approximately \$45,000 in related expenses. Further communication with HSEM to review and determine eligible expenses will continue.
- The wind event from August 16th will also be submitted to HSEM for their consideration. The process to determine eligible expenses is continuing.