

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

FROM: Sharon Hanson, City Administrator

DATE: May 12, 2026

SUBJECT: Administrative Brief

CITY ATTORNEY

- Attended council meetings
- Council packet review with clerk
- Certificate of Attorney for ST-020
- Discussion with Public Safety regarding Police Matter
- Discussion of agenda with Sharon and Steven
- Respond to I Gutman regarding sign questions
- Review new data request
- Meet with team and Attorney Kuboushek regarding various Broadmoor updates and discovery requests received
- Review Planning Commission packet
- Review Certificate of City Attorney for WW-001
- Work with Jason on license to use city property
- Touch base with S Lykke regarding EDA lots
- Discussion regarding Airport FBO
- Attorney DesAutels responded to question about city size and legislation
- Prepare Audit letter for City
- Work with Jason on bid question
- Prepare administrative brief update information
- Prepare Certificate of City Attorney for ST-013
- Review MMU packets
- Prepare Audit letter for MMU
- Discussion with staff regarding short term rental case
- Work with litigation attorneys on documents requested
- Work with City to submit new claim to LMCIT
- Work by Attorney Josh Weir on McKee Trust matter
- Respond to questions about vacancies
- Update MMU on reminder for special meetings
- Review variance in PC packet and respond to question from I Gutman

ADMINISTRATION

This past month included the following meetings and work:

- Attended MN City County Managers Association Conference
- Met with Bandshell Advisory Mtg and Bandshell Fundraising Committee, met with CVB Director, met with Baker Tilly staff to check in with our key contacts.
- Mayor and I met with SMSU President David Jones to discuss various topics between the city and SMSU.
- Attended Southeast City Administrator group via Zoom, met with Community Services staff, met with Brad Gruhot to discuss programming for an upcoming ag international visit, attended MMU Audit presentation, met with Jeremy Williams, met with EDA Board, participated in tree planting at Legion Field Park for Rotary as part of Arbor Day.
- Met with DEI sub-committee to review strategic plan, attended EDA monthly mtg, attended League of MN Cities Board mtg, met with Division Directors for monthly mtg.
- Met with staff on various Aquatic Center topics.
- Met with Midwest Aviation to discuss FBO agreement.

Human Resources

- Staff are focused on training in our new Payroll and Benefits Specialist, Jenny Zollner.
- Safety training:
 - May: Temporary traffic control, Work zone setup / New Employee / Seasonal Employee
 - June: Office ergonomics and electrical safety / New employee / Seasonal employee
- Annual medical/hearing testing was completed in early May for select employees. This testing complies with OSHA requirements related to the Hearing Conservation and Respiratory Protection Programs. Testing includes employees from the following departments: Fire, Police, Parks, Streets/Public Ways, Wastewater, Building Maintenance, Engineering, and Community Planning.
- Staffing:
 - Police Officer: we have two officer vacancies. Oral testing has been completed. Backgrounding per P.O.S.T. Board requirements has been initiated for the top three applicants.
 - Firefighter: the City is accepting applications for paid-on-call firefighters through June 21, 2026. There will be a Firefighter Recruitment Open House Event on Wednesday June 17 from 6-8PM at the Fire Station. Attendance is recommended, but not required to apply. Current Firefighters will be available to meet with individuals who are interested in the responsibilities and benefits of being a firefighter in Marshall.
 - Fire Lieutenant: HR is accepting letters of interest for 1 Lieutenant position.

Clerk

- Two Fire Department scholarship applications were received. The Ways and Means Committee will meet at a future date to review.
- The Marshall Area Fine Arts Council has officially moved in and their galleries are available for viewing during normal city hall business hours for the public to enjoy.
- Work continues for data requests for various requests.

- Beginning preliminary discussions to transition to a new agenda meeting software. Our current vendor will be phasing out our current solution by June 30, 2027.
- WCAG implementation for local governments is still underway and the deadline has been pushed back an additional year. The city website has had a couple of tweaks to be more ADA friendly.
- MnDOT has released the updated [Minnesota State Rail Plan](#). The plan shapes the future of Minnesota's rail infrastructure and investments and is part of the [Minnesota GO 50-Year Vision for Transportation](#). The updated State Rail Plan identifies needs to improve safety, expand services and improve transportation options throughout Minnesota.

Finance

- 2025 Audit – Auditors from CliftonLarsonAllen performed audit fieldwork (sampling, testing, substantiation, etc.) on site the week of April 6th. Moberg expects a meeting to discuss audit results in June.
- 2026 Bonding – The GO bond issuance closed on April 23rd and the City received the applicable proceeds.
- 2027 Budget – Staff will draft proposed departmental budgets to submit to Finance from mid-June to late July. At a work session at 4:00 PM on July 28th Council will hear community organization requests. A budget 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.

Liquor Store

- April Financials: Sales \$534,974 (.75%), Ticket Average \$34.33 (Flat), Customer Count 15,582 (.57%). Sales kept pace with 2025. Other financials were flat.
- All staff have been getting the store ready for a busy summer of selling.
- Manager and one full-time associate attended the MMBA annual conference in Brainerd. A lot of good information/ideas to bring back to the store.

COMMUNITY SERVICES

Parks & Recreation

- Spring youth activities are in full swing including soccer camps, track and field, golf camps, basketball camps and intro to disc golf camp.
- Upcoming spring camps with registration still open include tennis, gymnastics, and football camps.
- Adult softball and adult sand volleyball leagues will kick off their respective seasons shortly, playing through the summer months into August.

Community Education

- Spring programs and classes are still in progress as we gear up towards summer programming! We have a jam-packed New STEM paint party class taking place next week with 28 registered participants!
- We completed the April session of in-person Driver's Education classroom training and are already over half full in both AM and PM sections for the June classroom session.

- Jasmine presented at a MN Community Education Association training for new CE directors on the differences between traditional in-school programs versus the Joint Power Agreement we operate on for Marshall Public Schools.
- Planning is in full swing for both Juneteeth and the 4th of July events.
- We are excited for our busy summer season ahead!

Studio 1

- In April, we covered many school events and concerts such as All-City Jazz, Southview music, the HRS Spring Musical, Park Side music, and MHS Prom Grand March.
- We also covered several sporting events for MHS Baseball and Softball.
- We have been working on updates to ensure continued ADA compliance on the City website.
- We have also started 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 – 271
 - Plumbing / HVAC Permits 113

Large projects under construction:

- The Stone Meadow apartments
 - Bld 1 & 2 have “Temporary Certificate of Occupancy”
 - Bld 3 2nd & 3rd floors are installing finishes & 1st floor gypsum just applied.
- Lockwood Motors,
 - “Store Front” just arrived for installation.
 - Interior finishes are in progress
 - Exterior materials on order
- Dental clinic
 - Interior finishes and equipment are in progress
- Living Word Church
 - Foundation to start this week
- MMU Generator Bld
 - Generators to arrive approx. July
 - Installation of equipment is in progress.
- Rental renewal process is almost complete, fewer than 10 3 pending 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 – A kick-off meeting for year two was held with the contractor, followed by a progress meeting to discuss project

phasing and how the sections of trail along Southview Drive will be constructed. Concrete work resumed on this project during the first week of May. This project has a completion date of June 26th.

- Project PK-012: East Lyon Street Trail (2026 project) – Final plans have been submitted to MnDOT for review and comment. The final easement from the Church of Jesus Christ of Latter-day Saints has been finalized and is being routed through the church’s approval process. We anticipate bidding this project in early to mid-summer for construction in 2026 and 2027.
- Project PK-018: Marshall Aquatic Center – The majority of pipe and plumbing work has been completed; the pool contractor is currently performing final testing and installing pool features. Concrete deck work is underway, and final site work, including irrigation, fencing, seeding, and landscaping, will soon begin.
- Project ST-001-2026: Chip Seal Project – Awarded to Pearson Brothers, Inc. of Hanover, MN.
- Project ST-002-2026: Overlay Project – Awarded to Duininck, Inc. of Prinsburg, MN.
- Project ST-002-2026 SA: State Aid Overlay Project – Awarded to Duininck, Inc. of Prinsburg, MN.
- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project – Awarded to R and G Construction Co. of Marshall, MN – A preconstruction meeting has been held, but no start date has been established.
- 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.
 - Work from the Legion Field bridge to Main Street has included site restoration, seeding, and cleanup.
 - From Main Street to Liberty Park Bridge, watermain and sanitary sewer installation has been completed. The contractor is currently working on storm sewer, with subgrade installation underway. Work on bridge approach panels is expected to begin soon.
- Project ST-020: 5th Street (Main St to Saratoga St) – Awarded to Action Company, LLC of Marshall, MN – A preconstruction meeting has been held, and the project is anticipated to begin in mid to late May.
- Project ST-025: 4th Street Fencing (100 feet north of TH 19/College Drive) – Awarded to American Fence Company of Sioux Falls, SD – This project has been completed.
- Project SWM-003: Legion Field Phase III – Railroad permits have been secured, and the project has a bid date of May 27th.
- Project WW-014: Sewer Repairs – Awarded to D & G Excavating of Marshall, MN – Work has been completed on the first of three repair areas.

Wastewater

- Project WW-014: 2026 Sanitary Sewer Repair Project (VanBuren & Evergreen Ave, Viking Addition Rear Yard, Hackberry Ave & Dogwood Ave) - Quotes awarded by Council on 04/14/2026 to D&G Excavating. VanBuren & Evergreen Ave completed.
- Staff have completed 260 preventive maintenance work orders in the last 30 days.
- Project WW-001: Collection System/Plant Lining Project - SAK Construction, LLC of O’Fallon, Missouri SAK is working on pricing for additional work to be completed before scheduling.
- Finishing tagging out sump pumps for the summer through our permit program.
- D&G Excavating replaced 2 buried valves in the plant, installed new manhole over 30” DIP in preparation of lining the 30” pipe by SAK
- Replaced sacrificial anodes in sludge storage tanks.
- Exchanging blowers in the ATAD complex as part of an exchange program to prevent catastrophic failure.
- Hiperline completed lining with Spectrashield, 5 manholes on the Highway 23 trunkline and 4 structures in the plant. The EQ liftstation lining is scheduled for May 11.
- Waiting on parts for repairing drive for primary clarifier.
- Spring cleaning of all sanitary lift stations is completed.
- Summer scheduled jetting of sanitary lines has started.
- Working on updating televising of tree street sanitary lines.

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 (13)
 - Fire; Structure (5)
 - Medical Assist (0)
 - Vehicle Accident (3)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1046 calls for the month of April. Eighty-three criminal offenses were reported with a total number of forty-two adults and one juvenile arrested.

OFFICER'S REPORT

- Alarms (18)
- Accidents (32)
- Alcohol involved incidents (8)
- Assaults (6)
- Domestic Assaults (11)
- Burglaries (1)
- Criminal Sexual Conduct (2)
- Damage to Property (2)
- Keys Locked in Vehicles (19)
- Loud Party (8)/ Public Disturbances (11)
- Thefts (12)
- Traffic Related Complaints (329)
- Vandalism (8)
- Warrant Pickups (9)
- Welfare Checks/Mental Health (30)

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 April, MN West held EVOG meetings and is continuing to utilize the driving track daily.
- On April 1st the SW Utility Committee held their annual meeting with 70 attendees.
- On April 2nd the BCA held training with 30 attendees.
- From April 2nd to April 3rd AXON held taser training.
- On April 8th Mankato PD held EVOG training with 6 attendees.
- On April 10th there were meetings held with 20 attendees.
- On April 10th MPD held interviews.
- On April 11th 4-H held an event with 60 attendees.
- On April 15th Southwest EMS held training with 18 attendees.
- On April 16th the Red Cross held a blood drive with 42 attendees.
- On April 17th Ralco held a meeting with 60 attendees.
- On April 20th Citizens Academy was held with 12 attendees.
- From April 21st to April 22nd Ralco held meetings with 60 attendees each day.
- On April 21st the Marshall Area Chamber of Commerce held an event with 92 attendees.
- On April 22nd SW Emergency Communication Board held a PSAP Leadership meeting with 11 attendees.
- On April 22nd Southwest EMS held a training course with 18 attendees.
- From April 23rd to April 24th ARMOR Training held GWO training with 2 attendees each day.
- On April 29th Southwest EMS held a training course with 30 attendees.
- The MERIT Center was utilized for 16 out of 30 days, with 21 reservations and 723 attendees in April.