

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

FROM: Sharon Hanson, City Administrator

DATE: October 14, 2025

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended council meetings.
- Updated Staff about filings in the Schierholz matter.
- Meet with staff and public safety about problem properties. Receive files and prioritize matters.
- Remind of Truth in Taxation hearings and process.
- Respond to questions from I Gutman about rights of renters.
- Multiple revisions of artist agreements and multiple meetings with staff regarding same.
- Answer questions about litigation related to fire truck.
- Work with City staff on accommodation issue.
- Draft agreement for resident on bike path and respond to various questions regarding same.
- Work on document production for litigation attorney in Schierholz matter.
- Answer questions related to investigation.
- Review easements and draft resolution related to right of way property.
- Review of Windstar Condo association easements (Sam Z).
- Discussion of parkland fees and transition.
- Review documents and prepare Certificates of City Attorney (Southview Trail).
- Update city on recent legislation related to TIF spending.
- Review MMU agenda and packet.
- Review documents for State v Prairie Waters and advise (Josh Weir).
- Conduct Open Meeting Law training for MMU.
- Advise of school ballot question.
- Respond to multiple emails about door dash agreement.
- Discuss program regarding Surface Water Management utility and necessary resolutions.
- Discuss scheduling for Charter Commission.
- Review Planning Commission packet.
- Draft development agreement for staff review.

ADMINISTRATION

- My administrator update as follows: Attended with Mayor—MMUA Rodeo, discussed residential program housing with staff, completed draft grant application for bandshell-final is due Oct 17th, attended 9-11 Memorial event, attended The Ponds Ribbon Cutting ceremony-which was well attended, met with staff and city attorney to discuss artist agreement for Drawn to Marshall project, met with business to discuss gravel parking lot and compliance with the ordinance, met with new Community

Services Office Assistant, met with staff on various EDA staff items, met with Pete Wyffels as intro meeting, met with staff to discuss finalizing the trail project at County Road 7, Mayor, I and staff met with Marty Seifert to discuss potential bonding projects for 2026 legislative session, did a zoom call regarding Environment/Energy issues affecting greater Mn cities, met with staff to discuss parkland fee nexus calculation, met with SRDC reps regarding park planning updates, attended Community Services Advisory Board where we discussed upcoming programs and heard from School District on referendum, toured aquatic center with Mayor—we plan on having Preston update the Council at the 14th Council mtg, met with personnel on staffing transitions for wastewater and bldg. and grounds.

Economic Development Authority

- Met with Xcel Energy on upcoming “Power On Midwest” Project” to discuss impacts and partnerships. Public meeting will be held on November 3rd at 5Family Ranch.
- Held EDA Bus Tour for Public and as part of Welcome Week Activities.
- Work on Scooters Coffee is wrapping up with opening anticipated late October/Early November.
- Attended third session of the Housing Institute.
- Met with MHP to discuss housing partnership opportunities.
- Working with SWIF to host a Child Care Provider training session in November and February as part of our strategic plan.

Human Resources

- Staffing: the City welcomes Monica Christianson, George Bass, and Tami Harris to the position of part-time checkout clerk, Dallas Kistler to the position of Office Specialist for the Community Services department, and Lawrence Sisterman to the Firefighter position. The Fire Department has completed their hiring processes for open Officer positions—the following employees were promoted: Derick Walker and Brady Mellenthin to Fire Lieutenant, Jarad Ortmann and Nicholas Schultz to Fire Captain, and Preston Stensrud to Assistant Fire Chief of Operations. HR has received resignation notices from the Building Maintenance Supervisor and Wastewater Treatment Facility Superintendent—both resignation notices were anticipated and given with several months advance notice. Transitional planning to fill these positions is underway. The City is also accepting applications for a full-time Police Officer position until 10/19/25.
- Staff met with the employee insurance advisory committee on 10/07/25. The committee reviewed proposals for carrier transitions, changes to voluntary plans, the new MN Paid Leave information, and insurance renewal information. Staff will be presenting this information to the Council at their next two regular meetings.
- Staff are reviewing the temporary/seasonal employee wage schedule for 2026. The minimum wage in Minnesota is increasing to \$11.41 effective 01/01/2026, which will require one position’s starting wage rate to be increased. Staff are reviewing the entire schedule and will bring recommended adjustments to the Council.
- Safety training for October will focus on Winter driving and overall safety habits. Facility audits were completed by our MMUA Safety Consultant in September—results will be shared with the Safety Committee at their October meeting.
- MN Paid Leave: the State of MN has recently published a required employee workplace poster on Paid Leave for employers that provide paid leave through an equivalent plan. Additionally, all employers are required to provide employees with Paid Leave Plan Notice. City HR Staff will be drafting this notice for our equivalent plan using the State’s template. All City staff (FT, PT, Paid-on-call, temporary/seasonal) will be required to acknowledge receipt of this plan notice by 12/01/2025. Staff will also be drafting a personnel policy for Council approval.

Clerk

- The Office of Cannabis Management has issued 54 cannabis business licenses. 46 were microbusinesses, two testing facilities, two medical combination businesses, one event planner, two cultivators and one mezzobusiness. The Minnesota Department of Health has launched the "[Be Cannabis Aware](#)" campaign to build awareness among Minnesota youth about the risks of using cannabis.
- License and permit renewals are underway for various business types within the city.
- Coordinating with staff to upgrade computers to Windows 11 before service support is terminated by Microsoft for Windows 10.
- Continuing to locate and update non-codified ordinances to be available for public viewing.

Finance

- Staff continues to review upcoming possible capital projects and has had conversations with various staff about timing/scheduling, project costs, and cash flows and had conversations with BakerTilly about financing options, as necessary.
- Staff has worked with Human Resources to review insurance renewals for 2026. Aaron Casper, our broker with NIS, will present renewal information for health and dental insurance at the Council work session on 10/28.

Liquor Store

- September Financials: Sales: \$536,280 (5.87%), Customer Count 16,029 (3.73%), Ticket Average \$33.46 (2.34%). September traditionally has been slower coming off the summer months. This year we have similar results with most financials being down.
- We have added three part-time liquor store clerks to the team. All three have begun their training and are progressing through the different stations of the store.

COMMUNITY SERVICES

Parks & Recreation

- Construction is progressing very nicely on the new aquatic facility – excavation for the splash pad has begun and backfilling on the site continues daily. In the buildings block work continues and doors are being installed.
- Bathrooms and irrigation systems will be winterized in the next couple of weeks for the season.
- Work with architect on next phase of Legion Field continues for hopeful 2026 build.
- Independence Bathroom and Shelter are complete, demo of old bathroom to occur next week. Met with DNR for inspection as part of grant reimbursement.
- Red Baron Arena has been busy with expo events including a craft show this coming weekend and gun show this past weekend. Ice will begin to be made for the season in 10 days or so.
- Fall programming is wrapping up for recreation – numbers and attendance for offerings were great.
- Work on the Winter/Spring brochure is in progress

Community Education

- Attended Open House for Marshall Public Schools to give out information on Fall programs/classes and answer questions.
- Met with Marshall Public School admin staff regarding potential programming changes following referendum and gave update on Community Education programs.
- Completed SMAC Grant Applications for Drawn to Marshall Art Project – work with Visit Marshall staff, city staff and local artist.
- Fall programming is in full swing with a combination of regular and new class offerings. Children's Choir is running with 17 students in the first time it's been offered. Homework Hub continues to be advertised as a new after-school option for grades 2-5.

- Welcoming Week Kick off festival was well attending with approximately 450 attendees and a great deal of community support and participation.
- Assisted with interviews for new Office Service Specialist position and created on-boarding and training plan.

Studio 1

- We dove headfirst into the 2025-2026 school year with many live broadcasts of sporting events!
- We have been covering varsity boys soccer, girls soccer, volleyball and football games on Tiger TV.
- SMSU Media students have also been busy broadcasting SMSU football, volleyball and even rugby games.
- We provided our PA sound system and recorded the 9/11 Memorial Event at Memorial Park.
- Alex participated in a regional Emergency Communications Exercise (COMMEX) at Sibley State Park in mid-September. The event was a search and rescue training exercise for Minnesota State Park Rangers and the Communications Unit provided alternative on-site communications coverage for their exercise.
- We have been capturing aerial photography and videography of the multitude of City construction projects over the summer and will continue to capture the Aquatic Center and College Drive projects.
- Alex and Ryne volunteered our time to help with the City Adopt-a-Highway cleanup event on September 22nd.
- We have continued to improve wireless connectivity over the summer at various City locations that have security cameras installed.
- 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

- 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. Renewal notifications will be sent early November.
- Sign ordinance has been approved.

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. Concrete placement is anticipated to be installed starting the second weekend in October.
- Project PK-013: RRFB & Trail Extension – Awarded to R and G Construction Co. of Marshall, MN - Except for some punch lists items and site restoration this project has been completed, and staff will start the closeout process.
- Project PK-018: Marshall Aquatic Center - The contractor has started excavating for the splash pad gravel base, walls for the zero-entry pool will be poured the first part of October, and the footings for the slide tower have been poured. Excavations and gravel placement for the pool deck will be starting in early October.
- Project ST-012-2025: S Hill Street/S Minnesota Street/Charles Avenue Reconstruction Project – Awarded to D&G Excavating, Inc. of Marshall, MN - Except for some punch lists items and site restoration this project has been completed, and staff will start the closeout process.

- Project ST-013: N High Street (N 4th to Oak) Reconstruction Project– 2026 project/order feasibility report at 10/14/2025 Council meeting.
- Project ST-015: TH 19/College Drive (west of Marlene Street to Bruce Street) Reconstruction Project - R and G Construction Co. of Marshall, MN -
 - Stage 1 (West End of Project): Minor Work Items Remaining
 - Stage 2 (Main Street to N. Greeley St.): Electrical work continues on Street Lighting and Signal System at Saratoga. The boring of the Inter-Connect for the Signal System was completed between Marvin Schwan Memorial Dr. and Main Street.
 - Stage 3 (4th Street to N. Greeley St.): N. Greeley St crossing is now CLOSED. Electrical work is underway at the intersection. Concrete paving of the Round-A-Bout is completed. Sidewalk/Driveways/Pedestrian Accesses concrete work is underway.
 - Stage 4 (Legion Field Bridge to 4th Street): Watermain “Main” and Sanitary Sewer “Main” installations are completed. Storm Sewer installations are completed. Watermain and Sanitary Sewer “Services” to local residents and Legion Field Complex is underway.

Wastewater

- Staff have completed 301 preventive maintenance work orders in the last 30 days.
- HK Solutions has returned to complete lining of second manhole on Canoga Park.
- Finished 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.
- Started doing fall maintenance in the Plant.
- Sampled and passed WET (Whole Effluent Toxicity) test on effluent.
- Biosolids have been mixed and sampled. Preparing for land application
- Sump pump permit letters are being prepared to be sent.
- Summer jetting of sanitary lines continues.
- Water softening replacement or removals continue to come in.
- Televising Sanitary on East College Drive is completed.
- Biosolids drag line hose and pump are ready for fall application.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to fourteen (14) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (7)
 - Fire; Structure (6)
 - Medical Assist (0)
 - Vehicle Accident (1)
 - Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1240 calls for the month of September. 67 criminal offenses were reported with a total number of 32 adults arrested.

OFFICER'S REPORT

- Alarms (15)
- Accidents (43)
- Alcohol involved incidents (1)
- Assaults (10)
- Domestic Assaults (8)
- Burglaries (6)
- Criminal Sexual Conduct (3)
- Damage to Property (9)
- Keys Locked in Vehicles (26)
- Loud Party (11)/ Public Disturbances (6)
- Thefts (19)
- Traffic Related Complaints (412)
- Vandalism (5)
- Warrant Pickups (10)
- Welfare Checks/Mental Health (41)

DETECTIVE REPORT

- A 31 year old Marshall man was arrested for Burglary after an investigation of an apartment that was broke into.
- Bribery charges were filed against a 31 year old Marshall man after the completion of an investigation of witness tampering.
- A burglary at a Marshall business is under investigation. Alcohol and Gambling Enforcement is assisting with the investigation.
- Detectives assisted with the investigation of a motor vehicle striking a child in a crosswalk near a school. The case was referred to the Lyon County Attorney's Office for consideration of criminal vehicular operation charges.
- Detectives assisted with the investigation of a juvenile that fled from Law Enforcement on a scooter. The juvenile was located and taken into custody.
- A negligent storage of a firearm case where a loaded firearm was abandoned in public was investigated and referred to the Lyon County Attorney's Office for charges.
- Five cases of criminal sexual conduct and seven assault cases were investigated in September.
- Three identity theft cases, seven theft by swindle cases, and 2 financial transaction card fraud cases were investigated during the month.
- Twenty two child protection reports and nine reports from the Minnesota Adult Abuse Reporting Center were investigated in September.



MERIT Center

- In September MN West held CPR/First Aid training, Basic Rider Motorcycle courses, EVOC, and continued with utilization of the driving track for CDL training.

- On September 3rd SW EMS held a meeting with 15 attendees.
- On September 10th SW Emergency Communications held a PSAP Leadership meeting with 13 attendees.
- On September 12th Deriva Energy utilized the wind tower prop with 5 attendees.
- On September 16th MN DEED held a training course with 28 attendees.
- On September 16th the Marshall Area Chamber of Commerce held Young Professionals with 16 attendees.
- On September 17th Beyond the Yellow Ribbon held a meeting with 15 attendees.
- On September 18th the Red Cross held a blood drive with 40 attendees.
- On September 18th ADM held their monthly contractor safety meeting with 50 attendees.
- From September 23rd to 24th North Memorial held a driving course with 12 attendees each day.
- From September 23rd to 25th ARMOR Training held GWO training with 3 attendees each day.
- From September 23rd to 24th ADM held a training course with 15 attendees each day.
- On September 24th SW Emergency Communications held a Radio Board meeting with 30 attendees.
- On September 25th Mankato DPS held EVOC training with 5 attendees.
- On September 27th the Extension Master gardeners of Lyon County held an event with 26 attendees.
- The MERIT Center was utilized 16 out of 31 days with 19 reservations in September with 356 attendees.