

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

FROM: Sharon Hanson, City Administrator

DATE: December 9, 2025

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended council meetings.
- Researched and analyzed issues for Charter Commission.
- 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.
- Remind of Truth in Taxation hearings and process.
- Review Planning Commission agenda.
- Responded to question about conflicts of interest and public housing.
- Review investigation report and provide feedback.
- Answer questions about door dash agreement and involvement of LMC contract review in global review for door dash agreements.
- Meeting regarding Public Housing Commission.
- Work with LMC on addressing IC134 issue with City Hall project.
- Work with litigation attorney in Schierholz matter.
- Provide media information about federal THC product ban at direction of City.
- Review documents for lodging tax delegation to state.
- Update city on POST boards requirements for SRO agreements related to data.
- Review MMU agenda and packet.
- Respond to question about judicial privacy act.
- Overview email regarding rental of space by artist organization.
- Agenda reviews with Clerk. Send clerk fees set by ordinance document.
- Send review of Bolton & Menk contract to Michelle W in our office.
- Various meetings with E.J. Moberg.
- Various meetings with Sharon Hanson.

ADMINISTRATION

This past month included the following meetings and work:

- Attended Coalition of Greater MN Cities Fall Conference. Topics included cannabis, housing, paid leave, EMS and a legislative panel. Met a lot of good people and connected with others on various topics.
- Met with staff several times regarding 2026 levy and budget.

- Community Services team mtg-Winter/Spring brochure will be out week of December 15th, and staff have been busy updating and preparing for registrations.
- Met with County Museum and staff to discuss possible special events for next year's 250th celebration of signing of Declaration of Independence.
- Met with Southwest Arts Council to discuss public art grants with the goal of looking at a project for funding in 2027 (grant due next year). In addition, I met with 3rd Building owner and others to discuss maintenance, repair and future work on the 3rd Street mural. Some work may involve taking down the damaged sections until a more permanent solution can be provided.
- Preston Stensrud presented our MN Historical Society grant application to the Grants Review Committee for the bandshell. We have asked for \$498,000 from the grant. We feel very optimistic about receiving this after the Grant Review Committee will recommend it to the final Committee for approval.
- Attended the Chamber Annual Meeting. Councilmember Amanda Schwarz and EDA Director Lauren Deutz both received awards for Volunteer of the year award and All-Star Award respectively.
- Attended the Lyon County Museum Board meeting-they are planning for their upcoming holiday schedule and events.
- Led DEI Commission mtg where a review of the Strategic Plan took place along with a discussion on ADA picnic tables at our parks.
- Met with HR on various personnel items, attended EDA Board mtg where a housing project with SW MN Housing partnership will be proceeding forward.
- Discussed 2026 events with CVB.
- Attended Community Services Advisory Board meeting where members were able to give input on the city's Master Park plan.

Economic Development Authority

- Staff has responded to SWMHP's proposal for single-family housing project in Parkway addition. Pending approval, construction is expected to begin in the Spring.
- The EDA board approved a proposal from the Business of Child Care to begin an Opportunity Review for the expansion of child care in the Marshall community. This is a six to eight week process and will explore all potential child care expansion options.
- Staff is also partnering with the Southwest Initiative Foundation to host a "Super Saturday" Child Care Behavior Training in February at the Adult Community Center. Training will be free to child care providers and will include classes required for licensing.
- Staff continues to work with Revocity on the development of a Hampton Inn hotel near the Red Baron arena. A meeting is schedule next week to discuss 2026 activities and next steps for the project.
- Staff attended the State of Manufacturing event in Redwood Falls which was largely focused on the impacts of Paid Leave on small manufacturers and AI integration into businesses.

Human Resources

- Congratulations to Scott Przybilla on his promotion to Wastewater Plant Superintendent and Troy Stanton on his promotion to Wastewater Assistant Plant Superintendent; both promotions are effective 01/01/2026. Due to these promotions, recruitment has begun to fill a WW Plant Operator position. The City welcomes two new employees in December, Lacie Truwe to the position of Building Maintenance

Supervisor and Nathan Wallenstein to the part-time Liquor Checkout Clerk position. The Police Advisory Board has certified a 30-day Police Officer eligibility roster.

- In compliance with the new MN Paid Family and Medical Leave Act, individual employee notices were sent to each employee for signature. This includes: City Council, full-time, part-time, paid-on-call, temporary, and seasonal employees. HR staff will be meeting individually with employees to educate on the claims process for those employees who have notified the City that a leave of absence will be taken in 2026.
- HR (payroll) is conducting an audit and reporting process to meet the OBBBA requirement for the “no tax on overtime” law. This is a manual process by HR staff in preparation for 2025 W-2’s.
- The Annual Employee Recognition Event will be held on Friday, January 30, 2026 to recognize employee service milestones. Staff have initiated planning meetings.

Clerk

- Submitted paperwork to the Minnesota Department of Revenue to transfer lodging tax collection and enforcement. Notifications will be sent to affected businesses informing them of the upcoming change.
- The Ways and Means Committee met and discussed changes to the fee schedule and voted on recommended changes.
- Continuing to fill open vacancies on boards and commissions.
- The State of Minnesota has signed a fifth Tribal-state cannabis compact. 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 just recently the Leech Lake Band of Ojibwe. The Office of Cannabis Management has also re-opened a new round of funding for their [CanRenew Community Restoration](#) grant. Interested organizations can apply through the OCM website.

Finance

- 2026 Budget: Adoption of the final property tax levy and budget, along with approval of the 5-year Capital Improvement Plan, will be recommended to Council at the meeting on 12/16.
- 2026 Bonding: Staff has discussed Capital Improvement Plan estimates with BakerTilly for projects anticipated to be included with 2026 bonding. The process has been initiated to ensure funding is secured for 2026 projects.
- 2025 Audit: Staff has started preparing workpapers and gathering supporting documentation for the draft 2025 financial statements.

COMMUNITY SERVICES

Parks & Recreation

- Adult co-rec, women’s and men’s volleyball along with men’s basketball and mixed curling have all begun their respective league play. 265 regular season games were scheduled amongst the seven various leagues with 49 teams participating this winter season. What a great way to stay active.
- Open skate and open hockey season is also underway at the Red Baron Arena. Enjoy the ice, hang out with friends and family and learn how to skate all at the same time. December dates are posted with over 40 hours of community skate time reserved for the community.
- The winter/spring brochure means new programs, events and activities for all ages. Meet new people, build relationships and enjoy shared experiences! Registration opens December 17th.
- Presented to the MN Historical Society’s Grant Review Committee on November 20th for Bandshell grant application with request of just under \$500,000 for replacement of Bandshell.

- Ordered new playground for aquatic facility
- Outdoor work is wrapped up for the most part at aquatic center, shade structure posts and slide tower should go up in December/January. Indoor work continues daily!
- Continued work with architect for Legion Field Phase 2.
- Red Baron Arena has been extremely busy with a variety of events including the Ice Dogs this coming weekend.

Community Education

- Community Education has been finishing out the Fall season with many programs and class options.
- We wrapped up another in-person classroom of Driver's Education with 27 students attending.
- We are busy planning the upcoming It Begins With Us Conference (contact Jasmine or See for information or to register)
- The first Marshall Area Children's Choir Winter Concert was held on Dec 4th.
- The Adult Community Center held it's annual Holiday Social event on Dec 4th with entertainment by The Floras followed by lunch and games.
- Our Visit Santa Event at the Marshall Lyon County Library and sponsored by Christian Becker State Farm will be held on Dec 15 and 16 from 3:00-5:30 pm.
- Registration opens for our Winter/Spring brochure on Dec 17th at noon!

Studio 1

- We have continued to cover several school concerts and events throughout the month of November.
- The hockey season has fired up, and we have covered high school games and the MAHA Bantam B and Squirt C tournaments.
- We have been working with Tall Grass Liquor staff to research updated security camera systems.
- With city council approval, we are moving forward with the update of our Cablecast broadcast system. The updated system will provide 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.
- 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 are the largest projects under construction.
- Renewal applications for rental registration are coming in. Renewal notifications was sent mid-November and on December 1st.
- 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 submitted for State and Federal review and comment, 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 is anticipated to be delivered in early 2026, the structure could be installed as weather permits on the site. 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 February 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: 5th Street (Main St to Saratoga St) - 2026 project/order feasibility report at 11/9/2025 Council meeting.
- 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.

Building Maintenance

- No report

Street Department

- No report

Airport/Public Ways Maintenance

- No report

Wastewater

- Staff have completed 227 preventive maintenance work orders in the last 30 days.
- Working with Bolton & Menk on scope of work for collection system/plant lining project.
- Working on repairing a broken buried valve at the preliminary building.
- Pulled out and sent in a Trickling Filter Pump for factory service.
- Bid opening on 12/10/25 for the Main Lift renovation project.
- Completed approximately 95% of sump pumps for sump pump program.
- Water softening replacement or removals continue to come in.
- Biosolids application has been completed. All equipment has been cleaned and put back into storage.
- MPCA Biosolids report has been completed and will be submitted.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to fifteen (15) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (6)
 - Fire; Structure (9)
 - Medical Assist (0)
 - Vehicle Accident (0)

- Other – Assist (0)



POLICE DEPARTMENT

- The Marshall Police Department responded to 1200 calls for the month of November. 73 criminal offenses were reported with a total number of 29 adults arrested.

OFFICER'S REPORT

- Alarms (13)
- Accidents (28)
- Alcohol involved incidents (3)
- Assaults (8)
- Domestic Assaults (12)
- Burglaries (1)
- Criminal Sexual Conduct (4)
- Damage to Property (0)
- Keys Locked in Vehicles (22)
- Loud Party (11)/ Public Disturbances (11)
- Thefts (8)
- Traffic Related Complaints (379)
- Vandalism (1)
- Warrant Pickups (7)
- Welfare Checks/Mental Health (45)

DETECTIVE REPORT

- A case involving a rifle round being shot through a window of a house was investigated. A 54-year-old Marshall man was arrested and charged with 2nd Degree Assault, Threats of Violence, and Reckless Discharge of a Firearm. A search warrant was executed. Multiple firearms and ammunition were seized.
- A report of a missing person from Marshall was investigated. The missing person, a 42-year-old Marshall man, was located deceased in McLeod County.
- The cause of a fire at a Marshall complex is under investigation. The State Fire Marshal is assisting with the investigation.
- Two cases of criminal sexual conduct and a dissemination of nonconsensual images case is under investigation.
- Six theft reports, 4 theft by swindle reports, and three identity theft reports were investigated during the month.
- Twenty-one child protection reports and six reports from the Minnesota Adult Abuse Reporting Center were screened for investigation in November.



MERIT Center

- In November MN West held meetings, CPR/First Aid training, Mechatronics classes, multiple training, and is continuing to utilize the driving track for CDL training.
- On November 4th Ziegler Companies held a meeting with 35 attendees.
- On November 4th Christensen Farms held meetings with 28 attendees.
- From November 4th to November 5th the MN State Patrol held ARIDE.
- On November 5th CENTROL held meetings with 35 attendees.
- ON November 5th the Marshall Police Department held interviews.
- On November 6th Ralco held Leadercast with 35 attendees.
- On November 12th Avera held a meeting with 52 attendees.
- On November 14th the Red Cross held a blood drive with 48 attendees.
- On November 17th Christensen Farms held training with 15 attendees.
- On November 17th North Star Training & Consulting held retests.
- On November 18th Christensen Farms held multiple trainings with 75 attendees.
- On November 18th the Marshall Fire Department utilized the driving track.
- On November 19th ADM held meetings with 30 attendees.
- ON November 19th SW Emergency Communications held a Radio Board Meeting with 35 attendees.
- On November 19th the Lyon County Sheriff's Office held a meeting.
- On November 19th North Memorial held a meeting with 20 attendees.
- On November 20th Ralco held a meeting with 80 attendees.
- On November 20th ADM held their monthly contractor safety meeting with 50 attendees.
- On November 20th the MERIT Center held their commission meeting with 5 attendees.
- From November 22nd to November 23rd the MN State Fire Marshal Division held Fire Chief Boot camp with 30 attendees each day.
- On November 25th CENTROL held their annual meeting with 60 attendees.
- The MERIT Center was utilized 18 out of 30 days with 31 reservations in November and 934 attendees.