

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

FROM: Sharon Hanson, City Administrator

DATE: March 10, 2026

SUBJECT: Administrative Brief

CITY ATTORNEY

- Attended council meetings
- Council packet review with clerk
- Worked on providing information to bank on forfeiture and work with County on responding to questions
- Work with Attorney Zac DesAutels for review of S.E.H. contract
- Assign Southwest Sanitation contract review to Zac DesAutels
- Review Lyon Trail Easement and provide comments to staff, including draft of new language for light pole
- Work with Jason on what to expect when testifying
- Review Subpoena and provide guidance for cost recovery
- Review code and question about administrative appeals
- Review agreements regarding murals and provide recommendations regarding mural
- Provide open meeting law training.
- Respond with information from Attorney Gilchrist in our files related to Brennan Construction and VanMinsel
- Respond to staff questions about private road access and offer to draft agreement
- Overview work of Zac DesAutels on background check question and research
- Respond to questions from Preston regarding ICE and private events
- Respond to question from finance regarding open position and use of independent consultants
- Discussion with staff regarding charter commission and process
- Work with staff on preparing six easements
- Share information from OCM regarding tribal retail cannabis locations
- Share information from HUD regarding housing authorities and directive to confirm citizenship
- Work by Attorney Josh Weir on McKee Trust matter
- Oversee work of Attorney Taylor Schlitz regarding taxicab question
- Respond to questions about rental registrations
- Work by Attorney Andrew Biggerstaff on Road Agreement for Jason
- Review filings for scheduling in Broadmoor case

ADMINISTRATION

This past month included the following meetings and work:

- Staff have met with Midwest Aviation to review the Fixed Based Operator lease agreement with Councilmember Schafer present a future meeting will be scheduled to finalize. Jason and I also met with Enterprise to discuss their lease agreement which expires in October of this year.
- Mayor and I presented State of the City to Adult Community Center and also city-wide at SMSU.
- Attended Open Meeting law training provided by City Attorney Whitmore.

- Reviewed architect and engineer proposals for bandshell project. The city received 11 total proposals. A recommendation from staff will come forward in upcoming March Council mtg.
- Met with Director of Admin Services to discuss upcoming bonding including a rating call.
- Miscellaneous staff discussions and meetings that included EDA Board meeting, Childcare meeting, EDA Roundtable with HR staff in the community, Leadership meeting, attended monthly League of MN Cities Board mtg, met with Mayor and SMSU to discuss legislative priorities for upcoming session.
- Working on planning for Citizens Academy and Summer intern position (we received a grant to fund this position), worked on preliminary review of bandshell documents.

Economic Development Authority

- Held two roundtable events for human resources professionals from major employers to discuss challenges related to workforce and the community.
- Held finance and operating meeting related to the Child Care house project with the Business of Child Care.
- Attended the SRDC's Comprehensive Economic Development Strategy session on Human Capital.
- Hosted a child care provider training with support from the Southwest Initiative Foundation. 11 providers participated in the event.
- Working with the Marshall Leadership Academy on the "We Care 4 Daycare" event which is a dry goods drive for materials child care providers utilize in their business. The event will be held on April 25th at Hy-Vee.
- Continuing to work with Tapestry on an application to LITC for the affordable apartment project. The developer is looking to reduce the project size and adding Project Based Vouchers.

Human Resources

- Staffing:
 - Plant Operator I: Jesse Przybys began employment on 02/02/26
 - Payroll and Benefits Specialist: Jenny Zollner will begin employment on 03/23/26
 - Liquor Checkout Clerk: Eve DeBaere began employment on 03/02/26
 - Police Officer: recruitment initiated—accepting applications.
 - Firefighter: recruitment will be initiated shortly.
 - Temporary hiring continues year-round for MCS Community Education and Recreation programming.
 - Seasonal hiring is ramping up for the Parks and Public Works positions.
- Safety training:
 - February: Lockout-Tagout training for select staff
 - March: Active shooter awareness and Emergency Action Plan Review for all employees

Clerk

- Reviewed City Charter items with City Attorney
- An Open Meeting Law training was given to all members of citizen led boards/commissions.
- Assisted with narrowing down prospective architectural firms for the Liberty Park bandshell replacement project.
- Continue to field inquiries regarding cannabis related businesses within city limits. The city has issued two retail registrations as allowed under city ordinance. Two low potency hemp edible licenses have been issued by the Office of Cannabis Management to Tall Grass Liquor and The Gambler.
- The Office of Cannabis Management will be hosting its first Community Listening Tour in Duluth on March 13. More information about the event can be found here: [Connecting with Community](#). Additional tour locations have yet to be announced.

Finance

- 2026 Bonding – The sale of GO bonds (2026 projects) and the sale of GO sales tax bonds (aquatic center) are planned for March 24th. Staff participated in a bond rating call on March 4th. Proceeds will be received on or about April 23rd. Please reach out to E.J. if you have interest in the Preliminary Official Statement or have any questions about the issuances.
- 2025 Audit - Our auditors (CliftonLarsonAllen) plan to be on site for audit fieldwork the week of April 6th.

Liquor Store

- February Financials: Sales 449,321.5 (3.83%) Ticket Average \$34.41 +.34% Customer Count 13,059 (4.16%). February continued to be a slower month for sales compared to 2025.
- Manager attended Legislative Day at the Capitol meeting with our area representatives to discuss current liquor issues.
- Upgraded beer cooler LED lighting for a better shopping experience.
- Completed detailed cleaning and dusting in all areas of the store.
- Manager, representing the MMBA, attended liquor committee meetings in Balaton to help get the store on track to be more profitable in their liquor operations.

COMMUNITY SERVICES

Parks & Recreation

- A record number of 65 participants have signed up for intro to hockey sessions at the Red Baron Arena.
- Community open skate and open hockey sessions end at the end of the month for the winter season.
- Summer programming and planning is wrapping up as we prepare for the summer brochure.
- Reviewed RFP's for Bandshell and met with 5 firms – final selection to Council March 10th
- Continue to attend meetings at new pool and securing pricing for FFE and other finishing touches for the project
- Final plans and specs received for Legion Field project – working on bid packet to go to bid March yet
- Hiring summer staffing
- Final tournament of this season at the Red Baron Arena and Expo this weekend – approximately 40 teams attending
- New scoreboards for Channel Parkway Complex have arrived

Community Education

- Our Winter/Spring season is still in full swing.
- Planning has begun for some upcoming events including Juneteeth and the 4th of July!
- We are busy finalizing the content for the summer brochure.

COMMUNITY PLANNING

Building Services / Planning & Zoning

- Over 350 active permits.
- The Stone Meadow apartments, Lockwood Motors, and Dental clinic are the largest projects under construction.
- Renewal applications for rental registration are coming in – over 600 have been issued.
- 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 approved, and 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 has been delivered and is currently being installed. 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 advertised with bid opening 03/17/2026 and anticipated award 03/24/2026.
- 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) - This project is currently in design with an anticipated bid date of April 2026. Council authorization to advertise at the 02/24/2026 Council meeting.
- Project ST-025: 4th Street Fencing (100 feet N of TH19/ College Drive) – Two Quotes received 02/12/2026 and notification of award to American Fence Company of Sioux Falls, SD in the amount of \$15,808.00.
- Project ST-001-2026: Chipseal Project - This project is currently in design subsequent to Council authorization to advertise received on 02/24/2026.
- Project ST-002-2026: Overlay Project - This project is currently in design subsequent to Council authorization to advertise received on 02/24/2026.
- State Aid Overlay Project (2026) - This project is currently in design subsequent to Council authorization to advertise received on 02/24/2026.

Street Department

- Removed 60 ash trees since January 1, 2026.
- Doing stump grinding on trees removed and filling with dirt and seeding.
- Started street sweeping February 17, 2026.
- Replacing faded street signs.
- Doing pothole patching.

Airport/Public Ways Maintenance

- Changed out 48 interior lights in the old Midwest shop hangar and Red Baron hangar. Went from 400-watt high pressure sodium to 240-watt LED.
- Changed out 9 parking lot A lights from high pressure sodium to LED.
- Changed out 12 T-Hangar lights from high pressure sodium to LED.
- Organizing the SRE shop.
- Moving tools and equipment from old shop to the SRE building.
- Added an air compressor and airline throughout the SRE building.
- Added a work bench.
- Doing nav-aid maintenance.

Wastewater

- Staff have completed 276 preventive maintenance work orders in the last 30 days.
- Project WW-001: Collection system/plant lining project advertised for bids January 30. Bid opening February 26 with three bids received and recommendation of award on 03/10/2026 to SAK Construction, LLC of O'Fallon, MO.
- Pulled out and sent in a Trickling Filter Pump for factory service. Scheduled to be reinstalled on February 18.

- Water softening replacement or removals post card being delivered week of March 22 along with yearly sump pump notification.
- Reviewing
- Assisting public works with storm water drainage on project ST-020.
- Sulfate and phosphorus annual reports to MPCA submitted.
- Performing Sanitary pipe inspections of 2026 overlay list (weather permitting)
- Main lift grinder is removed for repairs, waiting on parts.
- Repairing drive for primary clarifier.
- Replacing seal on final clarifier pump.

PUBLIC SAFETY DIVISION

Fire Department

- The Marshall Fire Department responded to thirteen (13) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (5)
 - Fire; Structure (5)
 - Medical Assist (0)
 - Vehicle Accident (2)
 - Other – Assist (1)



Police Department

- The Marshall Police Department responded to 951 calls for the month of February. 65 criminal offenses were reported with a total number of 46 adults and 1 juvenile arrested.

Officer's Report

- Alarms (16)
- Accidents (38)
- Alcohol involved incidents (5)
- Assaults (3)
- Domestic Assaults (15)
- Burglaries (1)
- Criminal Sexual Conduct (1)
- Damage to Property (0)
- Keys Locked in Vehicles (18)
- Loud Party (9)/ Public Disturbances (10)
- Thefts (15)
- Traffic Related Complaints (273)
- Vandalism (3)
- Warrant Pickups (9)
- Welfare Checks/Mental Health (30)

Detective Report

- A 25-year-old Marshall woman was arrested at the conclusion of an identity theft investigation and was charged with Identity Theft and Forgery.
- Five additional unrelated identity theft cases were investigated during the month.
- A possession of child pornography case is under investigation.

- Two check forgery cases are under investigation.
- Detectives are assisting the St Cloud Police Department with a missing persons case.
- Fourteen child protection reports and seven reports from the Minnesota Adult Abuse Reporting Center were screened for investigation in December.



MERIT Center

- In February, MN West held Mechatronics classes, Pilot Car training and continued to utilize the driving track daily with CDL training.
- On February 2nd, the University of Minnesota Extension office held Private Pesticide Training with 60 attendees.
- On February 4th the Wastewater Treatment Facility hosted a meeting with 35 attendees.
- On February 10th the Farm Bureau Financial Services held their annual meeting with 50 attendees.
- On February 12th CENTROL held a meeting with 60 attendees.
- On February 13th the Red Cross held a blood drive.
- From February 16th to 18th United Community Action Partnership held a Lead Class with 9 attendees each day.
- On February 17th Christensen Farms held a meeting with 15 attendees.
- From February 18th to 19th ARMOR Training Services held GWO training with 3 attendees each day.
- On February 18th D & G Excavating held a meeting with 35 attendees.
- On February 18th BTYR held a meeting.
- From February 19th to February 20th the Electrical Association held a meeting with 32 attendees each day.
- On February 19th ADM held their monthly meeting with 50 attendees.
- On February 24th the City of Marshall held a meeting.
- On February 24th North Star Training and Consulting held testing.
- The MERIT Center was utilized for 15 out of 28 days, with 20 reservations in February and 555 attendees.