

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

FROM: Sharon Hanson, City Administrator

DATE: June 9, 2026

SUBJECT: Administrative Brief

CITY ATTORNEY

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

- Attended council meetings
- Council packet review with clerk
- Meet with E.J. regarding farm leases
- Receive update from Public Safety regarding Police Matter
- Meet with team regarding noticed depositions in Broadmoor matter
- Meet with team regarding updates on litigation matter
- Review new data request
- Attorney Vose worked on cable franchise agreements.
- Work with City Administrator on working through issue with lease in city hall.
- Zac DesAutels reviewed contracts for certificates of city attorney on ST-001-2026
- Zac DesAutels reviewed second contract for certificate of city attorney
- Work with Jason on license to use city property
- Review MMU agenda
- Work with Jason on land use agreement
- Respond to I Gutman regarding sign questions
- Deedholder Corrections by Attorney Sonsalla
- Work with Jason K with Iverson Reuvers on identifying various witnesses for proposed depositions
- Prepare administrative brief update information
- Review proposed sponsorship agreement
- Attorney Weir worked on quiet title action
- Work with engineering on ST-020
- Advise on possible OML question for public housing
- Respond to questions about vacancies
- Update MMU on reminder for special meetings
- Review PC packets

ADMINISTRATION

This past month included the following meetings and work:

- Spent the better part of the last month working with administrative interns for the city.
- The bandshell advisory committee has now met three times with emphasis on communicating the need for replacement, review of a community survey and early thoughts on a potential look for the new bandshell. Also, we have started to develop a webpage with informational graphics and photos to be shared. We hope in the next couple of weeks to schedule video interviews for further communication on the project.
- Worked on updating the Bronze Level application for League of American Bicyclists which is due June 17th.
- Last week discussed various EDA items with staff, attended EDA Board meeting, attended SW Administrator group mtg in Appleton, discussed personnel items, attended DEI mtg and various other meetings.
- Attended the Made in MN Craft Beer event at Red Baron Arena. Over 300 plus attendees, lots of vendors. CVB and especially Eric Luther-who ensured the craft brewers were there and also made some sponsorships happen, did a great job!

Economic Development Authority

- Delivered gifts to all four child care centers and 33 home providers thanks for a donation from the Southwest Initiative Foundation for Child Care Provider Appreciation Day.
- Presented to Senator Klobuchar on the child care crisis in Marshall and held roundtable discussion with reps from local businesses, child care centers, and support agencies.
- Met with developers from Block 100 to discuss future phases of the project.
- New downtown shops opened in May and June including the Card Farmer and Bloom Hair Studio, Elevate Southwest is scheduled to open in the coming weeks.
- Updated downtown kiosks will be going up in June.
- Working with Tapestry on application for LITC through MNHousing.
- Held employer meeting to update on child care efforts and potential solutions.
- Housing Partnership land sale is scheduled to close on June 18th.

Clerk

- Met with a representative from CivicPlus to review a timeline on transitioning our agenda meeting software. Our current software will be shutting down in 2027.
- Met with a T-Mobile representative to review current offerings vs Verizon who is our current mobile service provider.
- Met with members of local townships within our Fire Service Agreement area to discuss next steps on forming a committee.
- Met with a local business owner to review ordinance restrictions for a proposed development.
- The Housing and Redevelopment Authority met and authorized the transfer of land to the City of Marshall. The land being transferred is currently being used for water retention and is undevelopable.

Finance

- 2025 Audit – Staff expect CliftonLarsonAllen (CLA) to issue the audited financial statements this month and the tentative plan is for them to meet with Council to discuss audit results at a 3:30

PM work session on Tuesday, July 28th, before the 4:00 PM work session to hear community organization requests.

- 2027 Budget – Staff will draft proposed departmental budgets to submit to Finance over the next 6 weeks. 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

- May Financials: Sales \$649,232 (8.54%), Ticket Average \$36.40 +.34%, Customer Count 17,826 (9.53%). Sales and all financials continue to face 'headwinds' in the local market compared to 2025.
- Staff have been organizing the sales floor and building displays to prepare for the busy summer months ahead.

COMMUNITY SERVICES

Parks & Recreation

- MCS is excited to welcome the summer season and all the programs, activities and special events it brings to our community.
- Registration amongst all summer programming has been strong for both youth and adult offerings.
- We encourage everyone to make the most of the season by staying active and enjoying our park and recreation opportunities!

Community Education

- We are excited after a wonderful kick-off week of our busiest season of the year in MCS!
- The Winter/Spring season wrapped up only 10 days ago and we are already in full swing with summer programming. This week alone we had 124 participants that attended Community Education events and classes!
- We are looking forward to the city of Marshall Juneteenth celebration to take place on June 19th.
- Planning is underway for the city's annual 4th of July event.
- Our June session of Driver's Education is underway with 38 students and we will be running an additional summer session the end of July.
- We are in the early planning stages of our Welcoming Week event to take place on Sept 14th.
- MCS is excited about the opportunity to have a summer intern in our department. Eliza Holmgren is helping with marketing and promotion of MCS programming and events as well as logistics and other specific projects.

Studio 1

- May is always the busiest month of the year for Studio 1 with many school events needing to be covered. A few of the events we covered included MHS softball, baseball, several HRS/Middle School/High School band, choir & orchestra concerts, MHS Honors Convocation, and Marshall ALC/HRS/MHS Graduations.
- We installed a 24/7 sky camera at the MERIT Center that streams to the Marshall, MN Emergency Management YouTube channel. This feed is used by the National Weather Service

Sioux Falls office and Marshall Emergency Management to monitor severe weather conditions in our area.

- We re-installed the PA system at the Independence Park baseball fields after the concessions building had siding and roofing renovations completed last fall which the system was removed for.
- We will be updating the wireless microphone systems from analog to digital at the Amateur Sports Complex this month due to radio interference issues that started a few years ago. We haven't been able to resolve the issue with other troubleshooting methods.
- We continue 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 – almost 300 Plumbing / HVAC Permits - about 100
- Large projects under construction: The Stone Meadow apartments; Lockwood Motors; Dental clinic; Living Word Church; MMU Generator Building
- Rental renewal process is almost complete, 1 pending property 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. Concrete work between C Street and Southview Drive has been completed, and site restoration and light installation are underway. Removals and utility relocations have begun along Southview Drive. This project has a completion date of June 26.
- 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 currently being routed through the church's approval process. Staff anticipates bidding this project in early to mid-summer, with construction occurring in 2026 and 2027.
- Project PK-018: Marshall Aquatic Center – Electrical and plumbing work have been substantially completed, and the pool contractor is currently installing tile in the pools. Concrete deck work and final site grading are expected to be completed by the second week of June. Fencing, irrigation, seeding, and landscaping are scheduled to begin the week of June 8.
- Project PK-029 – Pool Demo – Bids for demolition of the existing pool are due on June 12, 2026.
- Project ST-001-2026: Chip Seal Project – Awarded to Pearson Brothers, Inc. of Hanover, MN.
- Project ST-002-2026 SA/ST-002-2026: State Aid and City Overlay Projects – Awarded to Duininck, Inc. of Prinsburg, MN. Concrete work has begun on both projects, and loop detector replacement is also underway.

- 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 a start date has not yet 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.
 - The intersection of TH19 and Main Street to Liberty Park Bridge:
 - Installation of underground utilities, including storm sewer, sanitary sewer, and watermain, has been completed.
 - Subgrade installation has been completed, and paving operations have begun.
 - Bruce Street intersection:
 - Sanitary sewer installation has been completed.
 - Storm sewer installation has begun on the northern end of the project.
- Project ST-020: 5th Street (Main St to Saratoga St) – Awarded to Action Company, LLC of Marshall, MN Sanitary sewer installation has been completed, and crews are currently installing the watermain.
- Project ST-025: 4th Street Fencing (100 feet north of TH 19/College Drive) – Awarded to American Fence Company of Sioux Falls, SD. Final closeout paperwork remains to be completed.
- Project SWM-003: Legion Field Phase III – The project has been bid, and the apparent low bid will be presented to the City Council for award consideration at the June 9 meeting.
- Project WW-014: Sewer Repairs – Awarded to D & G Excavating of Marshall, MN – Work has been completed on two of the three repair areas.

Wastewater

- Project WW-014: 2026 Sanitary Sewer Repair Project (VanBuren & Evergreen Ave-completed, Viking Addition Rear Yard, Hackberry Ave & Dogwood Ave-completed) - Quotes awarded by Council on 04/14/2026 to D&G Excavating. ~~VanBuren & Evergreen Ave completed.~~
- Staff have completed 260 289 preventive maintenance work orders in the last 30 days.
- Project WW-001: Collection System/Plant Lining Project - SAK Construction, LLC of O’Fallon, MO - Cleaning will begin June 1.
- Finished tagging out sump pumps for the summer through our permit program.
- Exchanging blowers in the ATAD complex and Pre Aeration as part of an exchange program to prevent catastrophic failure. -completed
- Hiperline completed lining with Spectrashield, the EQ liftstation.
- Summer scheduled jetting of sanitary lines continues.
- Started inspections of clarifier drives
- Working with contractor on the cleaning and televising for sanitary pipelining project.

PUBLIC SAFETY DIVISION

FIRE DEPARTMENT

- The Marshall Fire Department responded to sixteen (16) calls for service. Total calls for service included:
 - Fire/CO2 Alarm (5)
 - Fire; Structure (10)
 - Medical Assist (0)
 - Vehicle Accident (1)

- Other – Assist (0)

POLICE DEPARTMENT

- The Marshall Police Department responded to 1071 calls for the month of May. Sixty-nine criminal offenses were reported with a total number of twenty-eight adults arrested.



OFFICER'S REPORT

- Alarms (20)
- Accidents (32)
- Alcohol involved incidents (2)
- Assaults (4)
- Domestic Assaults (15)
- Burglaries (3)
- Criminal Sexual Conduct (5)
- Damage to Property (5)
- Keys Locked in Vehicles (28)
- Loud Party (11)/ Public Disturbances (8)
- Thefts (15)
- Traffic Related Complaints (256)
- Vandalism (20)
- Warrant Pickups (6)
- Welfare Checks/Mental Health (55)

DETECTIVE REPORT

- A case involving windows being shot with a BB gun on 15 vehicles was investigated and referred to the Lyon County Attorney's Office for consideration of charges against a juvenile from Murray County.
- An investigation of a caretaker involved in a sexual relationship with a vulnerable adult resulted in the arrest of a 41 year old Marshall woman for criminal sexual conduct.
- An assault with deadly weapon, domestic assault, and child endangerment case was investigated and referred to the Lyon County Attorney's Office for consideration of charges. Children were taken into emergency custody during the investigation.
- Three identity theft cases are under investigation.
- Pre-employment Background Investigations were completed on Police Officer candidates.
- Thirty child protection reports and nine reports from the Minnesota Adult Abuse Reporting Center were screened for investigation.



MERIT Center

In May, MN West held multiple EVOE trainings, road guard training, pilot car training, motorcycle training, meetings, and is continuing to utilize the driving track daily.

- From May 1st to May 2nd the Law Enforcement Patch fair held their annual Law Enforcement Show.
- On May 2nd local fire departments held Women Explore Firefighting.
- From May 5th to May 6th ADM held training with 27 attendees each day.
- On May 9 th Southwest EMS held ambulance driving training with 10 attendees.
- On May 12th the Lyon and Murray CEO program toured the facility with 15 attendees.
- On May 14th Red Cross held a blood drive with 32 attendees.
- On May 14th the Marshall Chamber held Women's Connect with 17 attendees.
- On May 14 th North Star Training and Consulting held firefighter retests.
- On May 15th Meier Electric held training with 26 attendees.
- From May 15 th to May 17th North Star Training and Consulting held training with 18 attendees each day.
- On May 20th North Memorial held training with 15 attendees.
- On May 21st the BCA held training with 37 attendees.
- On May 22nd ARMOR Training held GWO training with 2 attendees each day.
- On May 27th the Radio Board held their bi-monthly meeting with 23 attendees.
- On May 28th ADM held their monthly contractor safety training with 50 attendees.
- The MERIT Center was utilized for 21 out of 31 days, with 24 reservations and 521 attendees in May